

MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 10.00 am, Thursday 3rd October
in the Council Chambers

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 8 were confirmed by
Council on as a true and accurate record.

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Manager of Corporate Services – Victor Smith declared the meeting open at 10:10 am

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
(previously approved)**

Attendance

Chris Wade – Manager of Infrastructure
Vic Smith – Manager Corporate Services
Tracie Bishop – Office Representative
Neroli Logan – Regional Risk Coordinator
Michael Merrit – Maintenance Hand-Operator

Apologies

Bob Longmore – Council Representative
Norm Steer – Council Representative

Leave of Absences (previously approved)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

WADE/LOGAN

That the Minutes of the Risk Management Advisory Committee held on the 3rd October, 2013 be confirmed as a true and correct record.

CARRIED 6/0

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES

11. REPORTS OF OFFICERS

AGENDA NUMBER: 11.1
SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS
NAME OF APPLICANT: CHRIS WADE
FILE REFERENCE: ADM26
AUTHOR: CHRIS WADE
DISCLOSURE OF INTEREST:
DATE OF REPORT: 1 October 2013

ATTACHMENT:

BACKGROUND:

Hazard Identification Checklists, Site Checklists and Incident Reports are presented at each meeting as a way of identifying either areas of concern or areas that need work applied to.

COMMENT: Checklists are not available prior to the meeting and as such need to be addressed as the issues arise. Arising this meeting were:

- Marinko Tomas Playground – General housekeeping. - Steve
- Skate park – Nil action required
- Office Checklist – General housekeeping. **Tracie**
- Depot Checklist –
 - Exit sign above staff room door - Michael
 - Checking hydrants – Michael
 - Checking canvas hoses are still usable – Chris

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

That the Checklists and Incident reports presented at this meeting be accepted.

STEER / BISHOP

That the checklists and incident reports presented be accepted.

CARRIED 6/0

AGENDA NUMBER: 11.2
SUBJECT: Business from Previous Meeting
NAME OF APPLICANT: Tracie Bishop
FILE REFERENCE: ADM 26
AUTHOR: Tracie Bishop
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 1 October 2013

ATTACHMENT:

BACKGROUND:

COMMENT: The following are the issues that had been carried forward from the previous meeting. These are:

1. Review of Insurances Held by Sub Contractors – **Tracie/Chris** – Due to current time constraints this has not been progressed within this period. It is anticipated that once end of year procedures have been completed there will be time to complete this task. Estimated completion time – current workloads of officers means that estimation not available.
2. Bushfire Volunteers – As per the previous meeting, it was noted that the course of action suggested at this point in time for management of our bushfire volunteers be addressed by the following two points.
 - a. We provide BRB volunteers with a localized induction that focuses on operation of our Shire owned machinery and outlines our policies and procedures.
 - b. We also need to ensure that we have a database available which lists all BRB members who will be operating our vehicles and ensure that the correct licenses are held by these members. To date time constraints have not allowed for this to occur.
Due to officer illness this item has progressed slowly – **Chris/CESM**
3. Business Mitigation Plan – Current time constraints have also hampered this item from progression. There have been tentative steps made in this area by the CDO and progress will be made when time permits. **Vic**
4. Chemical training – has passed and was successfully completed.
Neroli/Chris

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

That items will be progressed to any further meetings until such time as they have been completed.

MERRIT/WADE

That the following updates be accepted:

5. Review of Insurances Held by Sub Contractors – **Tracie/Chris** – Due to current time constraints this has not been progressed within this period. It is anticipated that once end of year procedures have been completed there will be time to complete this task. Estimated completion time – current workloads of officers means that estimation not available.
6. Bushfire Volunteers – As per the previous meeting, it was noted that the course of action suggested at this point in time for management of our bushfire volunteers be addressed by the following two points.
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Due to officer illness this item has progressed slowly - **CESM/Chris**
7. Business Mitigation Plan – Current time constraints have also hampered this item from progression. There have been tentative steps made in this area by the CDO and progress will be made when time permits. **Vic**
8. Chemical training – Has passed and was successfully completed - **Neroli/Chris**

CARRIED 6/0

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

(a) OFFICERS

(b) ELECTED MEMBERS

13. GENERAL BUSINESS

- 13.1 Safety & Health Action Sheet – Attachment 1
- 13.2 Review of Volunteers Safety & Health Induction - 4.4 – Attachment 2
- 13.3 Review of Volunteers 4.3– Attachment 3
- 13.4 Review of Volunteer Register 4.4 – Attachment 4
- 13.5 Review of Accident and Incident Report Form 7.1 – Attachment 5
- 13.6 Review of Accident and Incident Reporting – 7.1. – Attachment 6
- 13.7 Health on the Move – Skin Cancer Scanning Clinic – December 3 & 4, 2013

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

15. NEXT MEETING

6th of February 2014 at 10:00am

16. CLOSURE OF MEETING

There being no further business to discuss Manager of Corporate Services – Victor Smith declared the meeting closed at 10:30 am.