

# 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 6 November 2014  
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**

Vic Smith, Manager Corporate Services declared the meeting open at 10:05 am

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

### **Attendance**

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

### **Apologies**

Norm Steer – Council Representative  
Bob Longmore – 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

### BISHOP/SMITH

That the Minutes of the Risk Management Advisory Committee held on the 6th November, 2014 be confirmed as a true and correct record.

**CARRIED 5/0**

## 8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

## 9. REPORTS BY MEMBERS ATTENDING COMMITTEES

### 10. REPORTS OF OFFICERS

AGENDA NUMBER: 11.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: TRACIE BISHOP FILE REFERENCE: ADM26 AUTHOR: TRACIE BISHOP DISCLOSURE OF INTEREST: DATE OF REPORT: 3 November 2014
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### 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:

- ) Repair Issues
  - Playground
  - Waiting on Handyman – Starting Sep 2014

**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.

**SMITH / LOGAN**

That the checklists and incident reports presented be accepted.

**CARRIED 5/0**

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: 6 November 2014

**ATTACHMENT:**

**BACKGROUND:**

**COMMENT:** The following issues have been carried forward from the previous meeting. This is:

1. Business Mitigation Plan – Ongoing. **Vic**

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Nil

**RECOMMENDATION:**

**BISHOP/HOWSON**

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

**CARRIED 5/0**

AGENDA NUMBER:	11.3
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	6 November 2014

Attachment 1: Strategic Risk Register  
Attachment 2: Potential Consequences/Impacts – Laminated Copy provided to all Risk Management members

#### BACKGROUND:

The Risk Management Policy (RM1) requires that the Shire of Nannup will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. In order to do this each risk must be identified, catalogued on the Risk Register, scored and monitored.

The Risk Management Policy states that:

“The Risk Management Advisory Committee will ensure that all risk management processes are fully recorded throughout the Shire and documented through the Shire’s records management system. This will include regular monitoring to ensure closeout of risks and identification of ongoing issues and trends.”

#### COMMENT:

The first step in this process is to establish the council’s Strategic Risk Register. The process was undertaken in two councillor risk workshops that sought to identify the key strategic risks to its objectives faced by the council and to rate those risks using a 5 x 5 scoring matrix.

The first workshop, held on 8 May 2014, was facilitated by the council’s insurers, LGIS. The output from this workshop was an assessment of the council’s top 10 strategic risks. The report from the workshop is appended at Attachment 1. The second workshop was held on 14 August 2014 and examined the risks from the first workshop, giving a risk score to each of them.

Each of the top 10 strategic risks has been summarised on an individual Risk Register Report sheet. These sheets provide a simple way of examining the risks and are intended for use by the Risk Management Committee in its risk monitoring role. The individual sheets are appended at Attachment 1.

The council has specified that any risks with a score of 12 or more on the risk matrix fall above the agreed risk tolerance for the council. This means that these risks must be actively managed and strategies put in place to reduce the risk score to less than 12, where practical. Scoring is undertaken using the scoring matrix previously agreed and appended at Attachment 2.

As part of our ongoing commitment to mitigating and managing identified risks, these risks will now be actively monitored at our Risk Management meetings to ensure that the acceptable tolerance levels/scores have not been exceeded and that we are continuing to identify measures required to maintain or reduce these scores. Any additional actions identified will then be allocated to the relevant officers within the council to action and this will form the council's Risk Mitigation Plan.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: The Strategic Risk Register forms part of the Integrated Reporting Framework.

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: The Strategic Risk Register summarises the key risks facing the council.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

**BISHOP / MERRITT**

That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 2 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks.

**CARRIED 5/0**

## **11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

(a) OFFICERS

(b) ELECTED MEMBERS

### **GENERAL BUSINESS**

Safety & Health Action Sheet – Attachment 3

Desktop Audit to assess OSH Management Systems – Shire of Nannup – Attachment 4 - reviewed

Emergency Evacuation Drill – 2 October 2014 – Attachment 5 - accepted  
Review – Emergency Preparedness and Response

8.1 Emergency Preparedness and Response – Attachment 6 - accepted

8.1.1 Bomb Threat Checklist – Attachment 7 - accepted

8.1.2 Building Evacuation Incident Report Form – Attachment 8 - accepted

8.1.3 Emergency Evacuation Names Checklist – Attachment 9 - accepted

8.2 Critical Incident Management Procedure – Attachment 10 - accepted

8.3 First Aid Procedures – Attachment 11 – accepted

5.1 OSH Issue Resolution Procedure - reviewed

## **12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

## **15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil.

## **16. NEXT MEETING**

31 March 2015 at 10:00am

## **17. CLOSURE OF MEETING**

There being no further business to discuss Vic Smith declared the meeting closed at 11.15am.