

# 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 14 March, 2013  
in the Shirley Humble Room

### **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**

Council Representative – Bob Longmore declared the meeting open at 10.02 am.

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

**Attendance**

Bob Longmore – Council Representative  
Norm Steer – Council Representative  
Chris Wade – Manager of Infrastructure  
Vic Smith – Manager Corporate Services  
Tracie Bishop – Office Representative  
Steve Winfield – Works Representative  
Neroli Logan – Regional Risk Coordinator

**Apologies**

Nil

**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/STEER

That the Minutes of the Risk Management Advisory Committee held on the 29 November 2012 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: 6 SEPTEMBER 2011

### 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 – minor housekeeping issues. **Steve**
- ) Skate park – Nil action required
- ) Office Checklist – General housekeeping. **Tracie**
- ) Depot Checklist -
  - o Minor housekeeping via toolbox meetings. – **Chris**
  - o MSDS need updating – **Tracie**
  - o Check needed on the storing of flammable liquids together i.e. oils and fuel – **Steve/Neroli**
  - o Potential Contamination Issue with liquid tar patching materials leaking – **Chris/Neroli**

Incident Reports received – 2

1. CESM spilt hot water down front – minor scalding, dealt with at hospital, no medical attention needed after initial consult.
2. Gardener – accident with ride on mower. Accidentally put mower into drive instead of reverse and mower ended up in river. After inspection, it was decided that it was operator error and there is no procedure that could have been in place to prevent. Worker not injured, mower retrieved and serviced.
3. Truck collided with tractor – Contractors' truck reversed back and collided with a parked tractor. The contributing factor was that the driver of the truck was not looking at the road for other users. It appears that the incident is a result of poor driving skills. There were no sustained injuries; all employees have been spoken to in relation to being aware of other users. Contractor has paid for all damage to the tractor. No further action was required.

**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: Chris Wade  
FILE REFERENCE: ADM 26  
AUTHOR: Chris Wade  
DISCLOSURE OF INTEREST: N/A  
DATE OF REPORT: 6 September 2011

**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 not progressed – estimation time of completion – unknown **CESM/Chris**
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 – This is tentatively booked for over the winter period.  
**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.

**WINFIELD/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 not progressed – estimation time of completion – unknown **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 – This is tentatively booked for over the winter period.  
**Neroli/Chris**

**CARRIED 6/0**

<p>AGENDA NUMBER: 11.3          SUBJECT: Review of Risk Management Policies          LOCATION/ADDRESS:          NAME OF APPLICANT:          FILE REFERENCE: ADM 22          AUTHOR: Vic Smith – Manager Corporate Services          DISCLOSURE OF INTEREST: Nil          DATE OF REPORT: 12 March 2013</p>
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Attachment 1: Risk Management Policies.

**BACKGROUND:**

The Policy Manual contains five policies relating to risk management. These policies have been reviewed as part of the wider review of the Policy Manual and suggested revisions are shown at Attachment 1.

**COMMENT:**

The proposed amendments to the policies are shown at Attachment 1. Wording which is recommended for deletion is shown as crossed through and new wording as underlined.

Various amendments are suggested as follows:

**RM1 - Risk Management:** On inspection it was noted that there are currently two similar policies relating to Risk Management. One is contained within our policy manual and the other in our OHS Management System. It is therefore proposed to combine the two policies so that there is efficiency and standardization within the shire.

**RM2 – Occupational Health & Safety:** No changes.

**RM3 – Outdoor Clothing:** Change to include personal protective equipment. Currently the policy is exclusive for outdoor clothing only. Contained within our OHS Management System we have two policies covering these two areas. It is proposed to combine the two in an effort to be more efficient.

**RM4 – Fitness for Work:** Minor amendments are suggested to improve the readability of the document. There is an inaccuracy at point (ii) in the section on Instant Dismissal. The preceding wording in the document makes it clear that instant dismissal may not be a result of alcohol or drug consumption and there is a three step procedure outlined; instant dismissal may happen at any of these points. The use of the word “will” in the introductory sentence of the section means that instant dismissal will be the consequence of the first offence, removing the need for steps two and three of the procedure. Two alternatives present themselves:

1. Alter “will” in the introductory sentence to “may”. The disadvantage of this is that it weakens the action available under points (i) and (iii).
2. Remove point (ii) as this is covered in detail earlier in the document.

**RM5 - Threats, Intimidation or Physical Assault Against Staff:** Minor amendments are suggested to improve the readability of the document.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Where there is cross reference to a delegation from a Council Policy the delegation is noted as such.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That the Risk Advisory Committee:

1. approve the suggested revisions to the Risk management policies as outlined in Attachment 1
2. remove point (ii) from the section covering Instant Dismissal in Policy RM4 – Fitness for Work; and
3. Submit the suggested changes to Council for approval.

**BISHOP/SMITH**

That the Risk Advisory Committee:

4. approve the suggested revisions to the Risk management policies as outlined in Attachment 1

5. remove point (ii) from the section covering Instant Dismissal in Policy RM4 – Fitness for Work; and
6. Submit the suggested changes to Council for approval.

**CARRIED 6/0**

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

(a) OFFICERS

(b) ELECTED MEMBERS

(c) Bob Longmore – Receival of resignation letter from Works Representative – Steve Winfield. Effective as soon as replacement sourced.

Bob expressed his regret and acceptance of this resignation and thanked Steve for his continual efforts shown within this position.

## **13. GENERAL BUSINESS**

- 13.1 Safety & Health Action Sheet – Current action sheet with all outstanding items tabled and received by committee members.
- 13.2 Review of OSH Chemicals & Hazardous Substances 7.3 – This was tabled and reviewed by committee members. After discussion it was agreed that this should be included within our OSH Management System.  
**Tracie**

## **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**

27 June 2013 at 10.00 am in the Shirley Humble Room

## **16. CLOSURE OF MEETING**

There being no further business to discuss Council representative –Bob Longmore declared the meeting closed at 11.26 am.