

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 28th August
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

Councillor Bob Longmore declared the meeting open at 10:05 am and declared Shea Cullen as a visitor

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

Attendance

Bob Longmore – Council Representative
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

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 26th August, 2014 be confirmed as a true and correct record.

CARRIED 6/0

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: 28 August 2014

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 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: 28 August 2014

ATTACHMENT:

BACKGROUND:

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

1. Fire Hydrants – Increase Numbers. **Bret**
2. Business Mitigation Plan – Ongoing. **Vic**

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.

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	20 June 2014

- Attachment 1: Strategic Risk Report – With Adjustments
Attachment 2: Strategic Risks
Attachment 3: Strategic Risk Register

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 2.

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 3.

The next task is to complete the Risk Register Report sheets for each risk by adding risk target scores for each risk above the tolerance line, and identifying the measures required to achieve those scores. These actions 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:

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.

LONGMORE / BISHOP

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 6/0

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

(a) OFFICERS

(b) ELECTED MEMBERS

12. GENERAL BUSINESS

12.1 Safety & Health Action Sheet – Attachment 4

12.2 Review – **Emergency Preparedness and Response**

8.1 Emergency Preparedness and Response – Attachment 5 – Carried Forward

8.1.1 Bomb Threat Checklist – Attachment 6 – Accepted

8.1.2 Building Evacuation Incident Report Form – Accepted

8.1.3 Emergency Evacuation Names Checklist – Attachment 8 – Accepted.

8.2 Critical Incident Management Procedure – Attachment 9 – Carried Forward.

8.3 First Aid Procedures – Attachment 10 – Accepted with adjustment.

8.4 Records Management – Attachment 11 – Accepted

8.4.1 Records Management Procedure – Attachment 12 – Accepted with adjustment.

13. 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

06 November 2014 at 10:00am

17. CLOSURE OF MEETING

There being no further business to discuss Councillor Bob Longmore declared the meeting closed at 11.15am.