MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 9:30 am, Tuesday 7 June 2016
in the Council Chambers

CONFIRMATION OF MINUTES

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

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Cr _____

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

   Chair Bob Longmore Council Representative declared the meeting open at 9:30 am

   Visitors: Iona Buntain-Barrie

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

   Tracie Bishop – Manager Corporate Services
   Robin Prime – Office Representative
   Chris Wade – Manager of Infrastructure
   Norm Steer – Council Representative
   Bob Longmore – Council Representative

   Apologies

   Michael Merrit – Maintenance Hand-Operator
   Neroli Logan – Regional Risk Coordinator

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

   Nil.

4. **PUBLIC QUESTION TIME**

   Nil.

5. **PETITIONS/DEPUTATIONS/PRESENTATIONS**

   Nil.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

BISHOP / STEER

That the Minutes of the Risk Management Advisory Committee held on the 11 August, 2015 be confirmed as a true and correct record.

CARRIED 5/0

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil

10. REPORTS OF OFFICERS

AGENDA NUMBER:	10.1
SUBJECT:	Receipt of all Site Checklists and Incident/Hazard Forms
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	7 June 2016
ATTACHMENTS	10.1.1 Site Checklist
	10.1.2 Incident/Hazard Report

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:

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:
The checklists and incident reports presented at this meeting be accepted.

WADE/ STEER
That the checklists and incident reports presented at this meeting be accepted.

CARRIED 5/0

AGENDA NUMBER:	10.2
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	7 June 2016
ATTACHMENTS:	

BACKGROUND:

COMMENT:
The following issues have been carried forward from the previous meeting. This is:
1. Business Mitigation Plan – Ongoing. **Tracie**

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

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

WADE / LONGMORE

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

CARRIED 5/0

AGENDA NUMBER:	10.3
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	7 June 2016
ATTACHMENTS:	10.3.1 Strategic Risk Register
	10.3.2 Potential Consequences/Impacts - 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:
Previous Meeting Minutes:
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 Managmenet 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.

This meeting:

NAN08 - ✓ Tolerate
NAN10 – Remove EBA
NAN11 – C Likehood, 3   Impact 3   Treat = ✓
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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 / WADE
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

12.1   Review of OS&H Manual Policies
12.1.1 2.1 Purchasing & Hire Procedure
12.1.2 2.1.1 OSH Purchasing & Risk Assessment for New Plant or Equipment Form
12.1.3 2.2 Safety & Risk Assessment Plan – Neroli to Assist - Tabled   at   this meeting

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

Nil

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

Nil.

14. NEXT MEETING

August 2016 To be Confirmed

15. CLOSURE OF MEETING

There being no further business to discuss *Bob Longmore* Declared the meeting closed at 10:00am.