

# UNCONFIRMED MINUTES

## Risk Management Advisory Committee

Minutes for a meeting of the  
Shire of Nannup Risk Management Advisory Committee Meeting  
To be held at 9am Friday 1<sup>st</sup> May 2020  
in Council Chambers

### **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 12 were confirmed by  
Committee on \_\_\_\_\_ as a true and accurate record.

.....

Cr Vicki Hansen

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

Chair Cr Vicki Hansen, Council Representative, declared the meeting open at 9.10 am

Visitors: Nil

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

Susan Fitchat – Acting Manager Corporate Services  
Lorraine Learmond – Office Representative  
Cr Vicki Hansen – Council Representative  
Steve Winfield – Depot Representative  
Neroli Logan – Regional Risk Coordinator  
Jonathon Jones – Manager Infrastructure  
John Brough – Depot Supervisor

### **Apologies**

Nil

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

## **4. PUBLIC QUESTION TIME**

## **5. PETITIONS/DEPUTATIONS/PRESENTATIONS**

## **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

  Neroli  /  Jon Jones  

The Minutes of the Risk Management Advisory Committee held on the 13 August 2019 be confirmed as a true and correct record.

***CARRIED \_7\_/\_0\_***

## **7. BUSINESS ARISING FROM PREVIOUS MINUTES**

General Business items were discussed which were carried forward from the previous minutes.

## **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:	Susan Fitchat – Acting Manager of Corporate and Community Services
REPORTING OFFICER:	Susan Fitchat – Acting Manager of Corporate and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	28/04/2020
ATTACHMENTS:	10.1.1 Site Checklists 10.1.2 Incident/Hazard Forms

### 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.

#### Incidents:

- 29 November - Car accident left leg fracture.
- 7 November - Staff member sprained back lifting signage.
- 7 February - Staff member burnt hand with pressure cleaner
- 4<sup>th</sup> April -Customer at the waste site stated they had come out of quarantine from COVID-19 and proceeded to touch items in the tip shop and recycling area.
- Staff member sprained elbow when tree pruning

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

### RECOMMENDATION:

Manual task training for outside staff

- HR license required going forward.
- Traffic management training, Neroli to obtain price.
- Basic chainsaw training.
- 2 staff members to attend training for the new dozer.
- Working safely with chemicals training.
- Shut down recycling at the waste site until they reduce the risk factor.
- Check Chubb contract to amend contract to annually check fire extinguishers
- Neroli to review the Evacuation Diagram.
- Two way Radio should be fitted in the CESM vehicle.

That the Checklists and Incident reports presented to the meeting be accepted.

AGENDA NUMBER:	10.2.
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Susan Fitchat – Acting Manager of Corporate and Community Services
REPORTING OFFICER:	Susan Fitchat – Acting Manager of Corporate Services and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	
ATTACHMENTS:	

**COMMENT:**

The following items require further action/assessment from the previous meeting.

- 7.17 Tree call out form.
- Sliding gate for the depot to ensure no unauthorised entry.
- Door required for Mechanics Pit.

**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. No items identified for this period.

AGENDA NUMBER:	10.3.
SUBJECT:	Review of Continuity Plan
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Susan Fitchat – Acting Manager Corporate Services
REPORTING OFFICER:	Susand Fitchat – Acting Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	28/04/2020
ATTACHMENTS:	10.3.1 Draft Business Continuity Plan.

**COMMENT:** Nil.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

The Committee recommended that the Business Continuity Plan be endorsed in principle.

The document will be sent out to Committee members before the next meeting. A response is required in writing and details to be endorsed.

<i>AGENDA NUMBER:</i>	10.4
<i>SUBJECT:</i>	Safety and Risk Management Plan 2019-2020
<i>LOCATION/ADDRESS:</i>	Nannup
<i>NAME OF APPLICANT:</i>	Shire of Nannup
<i>FILE REFERENCE:</i>	ADM 22
<i>AUTHOR:</i>	Susan Fitchat – Acting Manager of Corporate and Community Services
<i>REPORTING OFFICER:</i>	Susan Fitchat – Acting Manager Corporate Services
<i>DISCLOSURE OF INTEREST:</i>	None
<i>DATE OF REPORT:</i>	18 March 2020
<i>ATTACHMENTS:</i>	10.4.1 Safety and Risk Management Plan

**COMMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**RECOMMENDATION:**

Safety and Risk Management Plan was tabled and available for feedback. This should be reviewed regularly and annually.

The original plan has previously been endorsed by Council.

In addition, it was suggested to include proposed training into the training objective – the plan will be updated for the next meeting. The risk training matrix will be reviewed to see if there are any further training required.

The reviewed Risk Management Plan will be updated for review for the next meeting.

<i>AGENDA NUMBER:</i>	10.5
<i>SUBJECT:</i>	Covid-19 Contractors
<i>LOCATION/ADDRESS:</i>	Nannup
<i>NAME OF APPLICANT:</i>	Shire of Nannup
<i>FILE REFERENCE:</i>	ADM 22
<i>AUTHOR:</i>	Susan Fitchat – Acting Manager of Corporate and Community Services
<i>REPORTING OFFICER:</i>	Susan Fitchat – Acting Manager Corporate Services
<i>DISCLOSURE OF INTEREST:</i>	None
<i>DATE OF REPORT:</i>	28 April 2020
<i>ATTACHMENTS:</i>	10.5.1 Contractor Org- Assurance Declaration 10.5.2 Contractor Staff-Assurance Declaration

**BACKGROUND:**

The Shire of Nannup maintained communication updates on a regular basis to Staff and Council during the Covid 19 emergency since March 2020

There were increased cleaning regimes and safe social distancing procedures were put in place, modifications to work practices including working from home arrangements.

As Covid-19 precautions have been covered for staff; contractors undertaking services need to be addressed and the implementation of the attached forms will be recommended.

**COMMENT:** Nil.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

Forms to filled out by all contractors  
Endorse document



The Contactor Org-Assurance Declaration and Contractor Staff – Assurance Declaration forms be implement when the Shire engages on site contractors

- Contractor Organisational Assurance Declaration – this will assist in verifying the contractor organisation understands Covid 19 risk control requirements and allow the Shire to see what risk controls they propose to implement.
- Contractor Staff Assurance Declaration – this will assist in verifying the contractor employee(s) understands Covid 19 risk control requirements, declares that they are not affected (to the best of their knowledge) and will comply with risk control requirements

AGENDA NUMBER:	10.6
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Susan Fitchat – Acting Manager Corporate and Community Services
REPORTING OFFICER:	Susan Fitchat – Acting Manager Corporate and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	28 April 2020
ATTACHMENTS:	10.6.1 Strategic Risk Register 10.6.2 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:**

The first step in this process was to establish the Council’s Strategic Risk Register.

As a result of this register each of the top 12 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. It is suggested that a bi-annual review of these risks should ensure that appropriate mitigation is in place for each identified risk.

The pandemic has now been included in the risk register. The risk was assessed and then endorsed by the committee to be formally included into the Risk Register Register number 12 Risk = Pandemic.

**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 1 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks. These risks should be reviewed bi-annually.

The new Risk Pandemic number 12 be added to the register.

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

**12. GENERAL BUSINESS**

General business items were discussed under Business Arising.

Safety Representative:

- John Brough nominated Steve Winfield as the new Safety and Health Representative.

Temporary Shire office closure due to Covid-19:

- Currently the office is closed to face to face interaction with the public due to the pandemic and social distancing requirement.. The CEO is to determine when the office is to re-open, suggested date being 18th May. This is pending State/Federal Government recommendations  
In the interim, we are offering face to face service to the public by appointment only.

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

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

**15. NEXT MEETING**

Friday 7 August 2020 9 AM

**16. CLOSURE OF MEETING**

