

MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 10.00 am, Tuesday 8 March 2011
in the Shirley Humble Room

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Councillor Pinkerton declared the meeting open at 10.04am.

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

Attendance

Councillor Pinkerton
Craig Waddell – Manager Corporate Services
Chris Wade – Workers Manager
Tracie Bishop – Office Representative
Steve Winfield – Works Representative
Neroli Logan – Regional Risk Coordinator

Apologies

Councillor Gilbert

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

WINFIELD/WADE

That the Minutes of the Risk Management Advisory Committee Meeting held in the Shirley Humble Room on the 16 November 2010 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

Nil.

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: CRAIGE WADDELL FILE REFERENCE: ADM26 AUTHOR: CRAIGE WADDELL DISCLOSURE OF INTEREST: DATE OF REPORT: 23 February 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:

- Playground Checklists – Maintenance issues raised, general housekeeping required.
- Office Checklist – Nil issues

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

WADDELL/WINFIELD

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

CARRIED 5/0

AGENDA NUMBER: 10.2
SUBJECT: Business from Previous Meeting
NAME OF APPLICANT: Craige Waddell
FILE REFERENCE: ADM 26
AUTHOR: Craige Waddell
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 23 February 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 – Chris/Tracie
2. Fertilizers stored with other chemicals – Steve/Neroli

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.

WADDELL/WADE

That the following updates be accepted:

1. Review of Insurances Held by Contractors – **Chris/Tracie**. Progress has been made and the list is now complete. Still outstanding, we need to ensure that all potential contractors are made aware of the online induction process, that the library computer can be used and all costs are covered by the council.
2. Fertilizers stored with other chemicals – Steve/Neroli. Neroli has supplied a segregation sheet which should help with co-storage of fertilizers and chemicals. Site visit organised between Neroli and Steve to implement.

CARRIED 5/0

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

(a) OFFICERS

(b) ELECTED MEMBERS

Nil.

12. GENERAL BUSINESS

12.1 **Policy & Procedure Review** – There were a number of documents submitted to the committee that needed reviewing.

Contractors Checklist – Given that we are now part of a local government group as far as inductions of contractors etc the new document better states the process we have decided to follow. The new document has copies of letters to use, national standards to follow etc.

Upon review it was decided that these documents should be updated.

Chemicals and Hazardous Substances – The new document is a lot more detailed.

Upon review it was decided that this documents should be updated with changes identified.

Accident Incident Reporting - While the newer version is a lot more detailed, it was considered that the original was adequate for our needs and updating was not necessary.

12.2 **Asbestos Register** – Neroli/Tracie. An initial site visit of properties identified as possibly containing asbestos was conducted on the 18 February 2011.

Site visits were taken to the following locations:

Old Cundinup Hall	Asbestos identified within all the internal wall linings.	Potential health risk as fibres in disrepair. Pictures taken and MDS informed. To date quotes are being sourced for removal and asbestos identification and stickers applied for easy identification for all workers/visitors to site.
Carlotta Hall	Asbestos Identified	Building in good repair. Only action required is to place signage in visible areas warning of risk. MDS advised.
Old Roads Building	No asbestos identified	Nil action required
Town Hall	Asbestos possibly located in roof cavity lining.	Although hard to positively identify it appears that the roof cavity does contain asbestos. Portions of the roof cavity lining are cracked and will require attention. At present there is no manhole covering in place and so fibres are able to filtrate to the public areas. MDS advised and will organise to inspect and progress from here.
Depot	No asbestos identified	Nil action required

There are still several sites within the Asset register that will need inspection at a further date. All identified sites above have now been added to asbestos register with photographic evidence for the Shire of Nannup. Signage to be applied to all sites containing asbestos. MDS to arrange.

- 12.3 **Event Application/Facility Booking Process Revision** – Louise Stokes presented an updated flowchart for event/facility bookings. A revision had been necessary in the event that the event was to include alcohol or a large number of patrons.

WADE/PINKERTON

"If the expected patronage over the Event's entire duration exceeds 500 and/or it is intended that alcoholic beverages will be sold during the Event, it is a requirement of the Shire of Nannup that the Event Organiser complete and submit an Event Application Package to Council within 8 weeks of the event date as part of the approval process."

CARRIED 5/0

13. 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

10 May 2011 at 10.00am in Shirley Humble Room

16. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member declared the meeting closed at 11.00 am.