

# 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 12 July 2011  
in the Shirley Humble Room

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

Councillor Pinkerton declared the meeting open at 2.00pm.

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

#### Attendance

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

#### 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

#### LOGAN/WINFIELD

That the Minutes of the Risk Management Advisory Committee Meeting held in the Shirley Humble Room on the 10 May 2011 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: CHRIS WADE  
FILE REFERENCE: ADM26  
AUTHOR: CHRIS WADE  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 6 July 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. In a lead up to our OSH Audit, checklists were completed by alternative representatives for this meeting. i.e. Office checklist completed by Steve Winfield & Neroli Logan and Depot by Tracie Bishop & Neroli Logan.

Arising this meeting were:

- Office Checklist – There were a few issues raised. These included.
  - Fire Drill outdated – has been completed 22/7/2011
  - Evacuation Plan to be updated – **Neroli** to organise.
  - Electrical Appliances need tagging – noted passed to MDS for action.
  - Other minor issues - All of which have been passed on to relevant officers for action.
- Depot Checklist
  - Evacuation Plans need updating – Completed and installed Aug 11
  - Electrical Switchboard in gardening shed needs covering and area in front cleared – **Chris/Steve** have organised for the cover to be made and area cleared. Aug 11.
  - Structural wall in mulch area needs reinstating – Chris to organise.
  - Ladder required at east end of pit and installation of cover over pit or permanent fencing constructed around pit. – Ladder under construction and coverage subject to budget consideration **Chris/Steve**.
  - General Housekeeping issues – noted and will be bought up at toolbox meetings.

- Incident Report – One received regarding exposed asbestos found at tip site. MDS was notified and immediate inspection of site was organised. The incident is still being progressed at this point in time. **MDS** to proceed.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Nil

**RECOMMENDATION:**

**BISHOP/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: Chris Wade  
FILE REFERENCE: ADM 26  
AUTHOR: Chris Wade  
DISCLOSURE OF INTEREST: N/A  
DATE OF REPORT: 9 May 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. Asbestos Register Update – Tracie/Neroli/Reharni
3. Chemical Register
4. Lead in Playground Equipment
5. Relief Safety Officer / Depot

**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.

**WADE/WINFIELD**

That the following updates be accepted:

1. Review of Insurances Held by Contractors – **Chris/Tracie**. Review has progressed steadily. Final two stages to be implemented involve:
  - a. A run through of the induction program by Chris and Tracie to ensure that process is smooth for all contractors who may need assistance with this process.
  - b. Confirming that on line induction testing can be completed using the library computer and then advising all contractors (that need to update or receive initial induction) of the computer's availability and how to use the program.
2. Asbestos Register Update – **Tracie/Neroli/Reharni**

Reharni made a presentation to the meeting showing what has been completed within our Asbestos portfolio and what is still to be finalised.

Still outstanding is making the Asbestos Register available on line for the general public to access, and finalization of the Asbestos Management Plan.

3. Chemical Register – **Chris/Neroli** Training for all outdoor staff organised for 26/7/2011
4. Lead in Playground Equipment – **Neroli/Steve** No lead issues seen. However the fibreglass on the slide at the caravan park was identified as being worn and fibres exposed. A new slide was ordered to replace this wear and tear.
5. Relief Safety Officer / Depot – Stephen Secker has agreed to act as a relief Safety Officer whenever Steve is away on leave.

**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 **Occupational Health & Safety Audit** – Our four yearly review is now overdue and the auditors are expected in September 2011.

12.2 **Senior First Aid Course** – It was decided that it should be an initiative of The Shire of Nannup that all employees undertake training so that all employees hold a Senior First Aid Certificate.

Training dates have been confirmed for 1 and 2 June for Group One and 28 and 29 June for Group Two. This should allow all employees to attend training with shire operations remaining open.

This has now been completed by the majority of all employees.

**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**

6 September at 2.00 pm in Shirley Humble Room

**16. CLOSURE OF MEETING**

There being no further business to discuss the Presiding Member declared the meeting closed at 2.00 pm.