

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 13 September, 2012
in the Shirley Humble Room

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Council Representative – Bob Longmore declared the meeting open at 10.05 am.

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

Attendance

Bob Longmore – Council Representative
Norm Steer – Council Representative
Chris Wade – Manager of Infrastructure
Vic Smith – Manager Corporate Services
Tracie Bishop – Office Representative
Steve Winfield – Works Representative
Neroli Logan – Regional Risk Coordinator

Apologies

Nil

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

WINFIELD/SMITH

That the Minutes of the Risk Management Advisory Committee held on the 31 May 2012 be confirmed as a true and correct record.

CARRIED 6/0

8. BUSINESS ARISING FROM PREVIOUS MINUTES

In relation to Item 10.1 Depot Checklist – Steve has sourced information into how and when the lift chains and slings need inspections.

- Lift Chains – no stamp required on these chains but they do need inspections annually.
- In relation to the slings these need to be checked quarterly. In the first instance this can be a visual inspection by a competent dogman. If no wear noted, no further action required.

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

10. REPORTS BY MEMBERS ATTENDING COMMITTEES

Report on SLOSH Meeting held in Donnybrook.

11. 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 SEPTEMBER 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:

- Marinko Tomas Playground – minor housekeeping issues. Soft fall edging needs replacing **Steve**
- Skate park – Nil action required
- Depot Checklist -
 - Minor housekeeping via toolbox meetings. - **Chris**

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.

STEER / BISHOP

That the checklists and incident reports presented be accepted.

CARRIED 6/0

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: 6 September 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 – **Tracie/Chris** – Due to current time constraints this has not been progressed within this period. It is anticipated that once end of year procedures have been completed there will be time to complete this task.

2. Bushfire Volunteers – As per the previous meeting, it was noted that the course of action suggested at this point in time for management of our bushfire volunteers be addressed by the following two points.
 - a. We provide BRB volunteers with a localized induction that focuses on operation of our Shire owned machinery and outlines our policies and procedures.
 - b. We also need to ensure that we have a database available which lists all BRB members who will be operating our vehicles and ensure that the correct licenses are held by these members. To date time constraints have not allowed for this to occur.
CESM/Chris

3. Business Mitigation Plan – Current time constraints have also hampered this item from progression. Will be attended to as soon as possible. **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.

WINFIELD/WADE

That the following updates be accepted:

1. Review of Insurances Held by Sub Contractors – When time allows, need to contact sub contractors and get current insurance information and arrange for inductions for any contractors not currently inducted. – **Tracie/Chris**
2. Bushfire Volunteers – That the database and induction sessions be completed as soon as practicable. – **CESM/Chris**
3. Business Mitigation – In hand, will be progressed as time permits. - **Vic**

CARRIED 6/0

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

(a) OFFICERS

(b) ELECTED MEMBERS

Nil.

13. GENERAL BUSINESS

- 13.1 Safety & Health Action Sheet – Current action sheet with all outstanding items tabled and received by committee members.
- 13.2 Review of OSH Reporting Requirements - 5.3 – This was tabled and reviewed by committee members. After discussion it was agreed that this should be included within our OSH Management System. **Tracie**
- 13.3 Consultation Paper on impact of Harmonisation implementation in WA. – Neroli gave an overview into the implications of this new national act being implemented within WA. A meeting which allows each shire to voice their opinions into the cost of changing to the new act will be held in Bunbury on the 14th of September. Recommendation that a representative from this shire attend. **Vic/Tracie** to attend.
- 13.4 Off Vehicle Areas – Neroli tabled a working paper that addresses risk management for these areas. At present we do not have any within the shire as all off-road areas managed by DEC.
- 13.5 Safe Working Week – October – Neroli brought to the committee's attention this event that is coming up. Available via the www are various quizzes and posters etc to promote if we would like to do so.

14. 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

15 November 2012 at 10.00am in the Shirley Humble Room

16. CLOSURE OF MEETING

There being no further business to discuss Council representative –Bob Longmore declared the meeting closed at 11.16 am.