



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

2 June 2022

UNCONFIRMED

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 5:00pm.

The meeting was held by electronic means.

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past, present and emerging.

3. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillors

Cr C R Antonio
Cr M P Ryan
Cr H Appleton
Cr A J Mencshelyi

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Executive Assistant – CEO

J B Whiteaker
C Young
A McCall

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

4. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

As defined in section 5.61 of the Local Government Act 1995, an **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Occupational Health & Safety Committee Minutes	6.1	Cr H Appleton	Impartiality	Members of this committee are known to Cr Appleton.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 13 APRIL 2022

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.218

Moved: Cr Appleton

Seconded: Cr Ryan

That the minutes of the Audit & Risk Management Committee meeting held on 13 April 2022 be confirmed as a true and correct record of that meeting.

CARRIED 4/0

6. COMMITTEE REPORTS

Cr H Appleton declared an "Impartiality" interest in item 6.1 – Occupation Health & Safety Committee Minutes as members of this committee are known to Cr Appleton.

6.1 OCCUPATION HEALTH & SAFETY COMMITTEE MINUTES

File Reference:	1.1.9.17
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to receive the OSH Committee Minutes from the meeting held on 17 March 2022.

ATTACHMENTS

Attachment 1: OSH Committee Minutes 17 March 2022.

A. BACKGROUND / DETAILS

Employee safety is a significant risk / exposure to the Shire of Northam. While safety has been a significant an ongoing focus and Council have been informed around audits and progress against actions of audits, it is considered appropriate for Council to be kept up to date at more regular intervals with the presentation of the staff OSH Committee meeting minutes.

The OSH Committee currently meet each quarter and is made up of representatives from across the organisation. Given the importance of safety to the organisation, the Chief Executive Officer is the chairperson for the committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Objective: Undertake our regulatory roles in a safe, open, accountable and respectful manner.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Work Health and Safety Act 2020

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Inadequate safety and security practices	Likely (4) x Major (4) = High (16)	<p>Undertake OSH Audit</p> <p>Implement recommendations from OHS Audit & Report to Audit & Risk Committee</p> <p>OSH Committee Meeting Regularly</p> <p>Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)</p> <p>Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)</p> <p>OHS Policy Framework in place and reviewed</p> <p>Undertake Workplace Safety Inspections -</p>

			Undertake Inspection. OSH inspections undertaken for each site.
Reputation	Nil.		
Service Interruption	Nil		
Compliance	Nil.		
Property	Nil		
Environment	Nil		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

As OSH is one of Councils biggest risk areas, Officers believe it is prudent for Council to review and receive the minutes from the OSH Committee meetings.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.219

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council receive the minutes from the Occupation Safety & Health Committee meeting held on 17 March 2022.

CARRIED 4/0

Clarification was sought in relation to:

- The change to the meeting frequency and whether this exposes the Shire to risk. The CEO advised that it has been moved from monthly to quarterly. The meeting were initially as part of the change management process to get staff focusing more on safety in the workplace and to ensure outcomes were being achieved in a timely manner. The Shire now has strong systems and processes in place a s positive safety culture, so the meetings have been changed to quarterly to reflect this.
- Whether there is a way to ensure that the high traffic areas such as the Aquatic Facility are getting inspected monthly. The CEO advised that these inspections are undertaken internally by a representative at the facility. During busier times it is possible to get someone else to do these inspections such as the Safety Officer if there aren't sufficient resources to be carried out by the business area.

- Whether the fire shed inspections are picked up elsewhere. The CEO advised that these are picked up at brigade level.

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Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

**Occupational Safety & Health
Committee Minutes**

17th March 2022



OSH Committee Meeting Minutes
17th March 2022



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1. DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 11 am

2. ATTENDANCE

Committee:

Chief Executive Officer
 Executive Managers

Jason Whiteaker
 Scott Patterson
 Chadd Hunt
 Colin Young
 Jo Metcalf
 Bev Jones
 Patsy Repec
 Kim Murcutt
 Clare Murray
 Anastasia Williams
 Brendan Eaton
 Santo Leotta
 Nicole Hampton
 Victoria Williams
 Louisa Dyer
 Robyn Davis
 Shane Moorhead
 David Emery
 Lindy Lock

HR Manager
 Safety Officer
 Safety Representatives

Staff Representatives

LGIS Regional Risk Coordinator

2.1 Apologies

Staff Representative
 Staff Representative

Brendon Rutter
 Paige Criddle (Not required)

2.2 Approved Leave of Absence

3. DISCLOSURES OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest

4. CONFIRMATION OF MINUTES

OUTCOME:

Minute No: OSH.101

Moved: Nicole Hampton

Seconded: Colin Young

That the minutes of the Occupation Safety and Health meeting held 16th December 2021 be confirmed as a true and correct record of that meeting.

Carried 18/0

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5. COMMITTEE REPORTS

5.1 LGIS Audit - 3 Steps to Safety program

PURPOSE

The safety assessment was carried out from 1st to 3rd May 2019 as part of the 3 steps to safety program. Upon receipt of the final report both an OSH Management Plan and OSH Action Plan were developed to address any elements identified as insufficient, ad hoc or unsatisfactory.

Now created and published, the committee has reviewed tasks within the organisation and assigned each task to the relevant staff member/s with a suitable timeframe. The progress of these tasks will be monitored on a regular basis by the committee.

BACKGROUND

The Committee received the results and recommendations of the LGIS audit conducted on 1-3rd May 2019 with HR Manager Beverley Jones. The Shire of Northam scored an average of 72%. This is an indication that SON is heading in the right direction with the previous audit in August 2016 scoring an average of 67% and 28% in 2014.

UPDATE

LGIS Regional Risk Coordinator Lindy Lock confirmed that due to Covid19, safety audits have been placed on hold and that the Shire of Northam is scheduled to be audited in June 2022. A desktop audit will be carried out in late April 2022 in preparation for this.

ACTION/OUTCOME: None

Minute No: OSH.102

The report provided to the OSH Committee as information only was noted

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5.2 Lost Time Injury Frequency Rate

PURPOSE

For the Committee to note the lost time injury frequency rates for the current financial year to date.

BACKGROUND

A lost-time injury is defined as an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.

Lost-time injury frequency rates are the number of lost-time injuries within a given accounting period relative to the total number of hours worked in the same accounting period. The number of lost-time injuries per hour worked is always a very small number, therefore for ease of interpretation, a multiplier of 1 million is used and LTIFRs are reported as the number of lost-time injuries per million hours worked. This is calculated as follows:

$$\frac{\text{Number of lost time injuries in accounting period (1) x 1000}}{\text{Total hours worked in accounting period (139500)}}$$

In the past our insurers Local Government Insurance Services provided us with monthly statistics providing us with our lost time injury rate in addition to a comparison to those of other Local Governments. However, it was noticed that the figures for this financial year were incorrect. On further investigation it was discovered that LGIS were providing us with the figures for the Shire of Northampton as opposed to Northam. This was reported to LGIS and the error was rectified. They then advised us to calculate our own TIFR which, moving forward we are doing on a monthly basis. Unfortunately we no longer have a comparison with other Local Governments of a similar size.

ACTION/OUTCOME: None

Minute No: OSH.103

The report provided to the OSH Committee as information only – was noted.

Attachment 1 – Northam LTI Claims and Frequency Rate

Year	LTI Claims	Northam LTI Frequency Rate
2013/14	4	21.8
2014/15	0	0.0
2015/16	4	20.3
2016/17	6	31.0
2017/18	1	5.2
2018/19	5	25.6
2019/20	6	30.7
2020/21	6	30.7
2021/22 to date	4	20.4

2021/22 Lost Time Injuries

Department	Type of Injury
Engineering Services	Muscle Injury
Community Services	Soft Tissue Injury
Office of the CEO	Stress
Engineering Services	Muscle Injury

UPDATE

The first injury on the list has been classed as a new claim by LGIS despite this being queried by HR Manager Bev Jones. Bev Jones to query this determination again with LGIS.

Manual Handling course to be booked for Engineering Services. LGIS to notify the Shire of the availability of Injury Prevention Consultant Dane Casserly to provide this training to prevent future soft tissue injuries.

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Killara recently did Aged Care specific Manual Handling training but were not happy with the external provider that LGIS sourced. Injury Prevention Consultant Dane Casserly was not available at the time to provide Killara with the training they required.

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5.3 Hazard, Incident and Near Miss Reporting

PURPOSE

For the committee to review the nature and management of incidents, injuries, and hazards.

BACKGROUND

Since the introduction of the Promapp system Managers and Safety Representatives should be encouraging staff to utilise the system when reporting incidents, injuries, hazards and near misses. It is imperative that all instances are reported, in an effort to avoid future accidents.

Safety Officer Patsy Repec will present a brief overview of recent incidents, near misses and hazards.

UPDATE

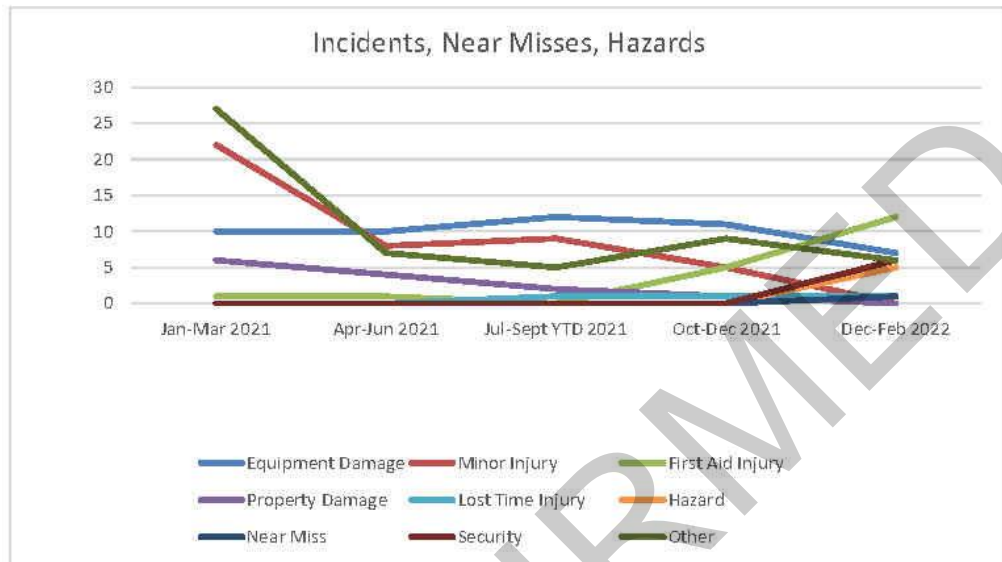
CEO Jason Whiteaker expressed disappointment in how long the 'High' risk incidents, near misses and hazards were taking to be resolved.

The Committee discussed having incentives and recognition of safety consciousness. David Emery, Manager Recreation and Youth Services, suggested a more holistic approach and developing a programme of all round safety awareness and recognition. It was decided to form a group to discuss this and ways to implement it. The Group will include the following:

Executive Manager Engineering Services	Scott Patterson
Works Manager	Santo Leotta
Manager Recreation & Youth Services	David Emery
Manager Human Resources	Bev Jones
Safety Officer	Patsy Repec

This group/team will report back to the OSH Committee members for further discussion and implementation.

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OUTCOME: Work Group to report back to the Committee after meeting to discuss strategy

Minute No: OSH.X104

That this report be provided to the OSH Committee as information only – no motions/actions are required.

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Attachment 1 – Incident Register December 2021 to March 2022

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUE DATE	STATUS	OWNER
LOW	100894: Insect bite to hand	Incident	Patsy Repec	Injury	External (Engineering Services)	08 Dec 2021	20 Jan 2022	Closed	Santo Leotta
LOW	100895: Damage to Ute N 11084	Incident	Patsy Repec	Equipment	External (Engineering Services)	07 Dec 2021	20 Jan 2022	Closed	Santo Leotta
LOW	100902: Alan John - Split Eyebrow	Incident	Patsy Repec	Injury	Recreation Centre	09 Dec 2021	14 Dec 2021	Closed	David Emery
LOW	100911: Possible break in bib storeroom	Incident	Patsy Repec	Security	BKB Centre	22 Dec 2021	14 Feb 2022	Closed	Robyn Davis
LOW	100912: Flag rope cut at BKB	Incident	Patsy Repec	Other	BKB Centre	22 Dec 2021	23 Feb 2022	Closed	Robyn Davis
LOW	100917: Northam Visitor Centre Incident	Incident	Patsy Repec	Security	Visitor Centre	05 Jan 2022	11 Jan 2022	Closed	Victoria Williams
LOW	100929: Stone chip to windscreen	Incident	Patsy Repec	Equipment	External (Engineering Services)	13 Jan 2022	08 Feb 2022	Closed	Colin Young
MED	100931: Fall at front entrance	Incident	Patsy Repec	Injury	Recreation Centre	14 Jan 2022	24 Jan 2022	Closed	David Emery
MED	100932: Slip on the edge of the pool	Incident	Patsy Repec	Equipment	Wundowie Pool	17 Jan 2022	25 Jan 2022	Closed	David Emery
MED	100938: Dislocated Knee	Incident	Patsy Repec	Injury	Northam Pool	18 Jan 2022	24 Jan 2022	Closed	David Emery
LOW	100945: Staff Member not well	Incident	Patsy Repec	Other	External (Engineering Services)	20 Jan 2022	23 Feb 2022	Closed	Jason Lindner
LOW	100948: Wind gust broke shade umbrella	Incident	Patsy Repec	Injury	Northam Pool	20 Jan 2022	25 Jan 2022	Closed	David Emery
LOW	100949: Slipped on painted pool edge	Incident	Patsy Repec	Injury	Wundowie Pool	24 Jan 2022	25 Jan 2022	Closed	David Emery
LOW	100950: Slip on painted edge pool	Incident	Patsy Repec	Injury	Wundowie Pool	24 Jan 2022	25 Jan 2022	Closed	David Emery
LOW	100951: Refusal to leave- filming staff, anti social behavior	Incident	Patsy Repec	Other	Wundowie Pool	24 Jan 2022	01 Feb 2022	Closed	David Emery
LOW	100969: Split lip	Incident	Patsy Repec	Injury	Northam Pool	31 Jan 2022	01 Feb 2022	Closed	David Emery
LOW	100970: Heat related illness	Incident	Patsy Repec	Environment	Northam Pool	31 Jan 2022	01 Feb 2022	Closed	David Emery
MED	100985: Client Fall	Incident	Patsy Repec	Injury	Killara	05 Feb 2022	09 Feb 2022	Closed	Nicole Hampton

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Incident Register

Filter: Priority: All, Portfolio: Incident, Hazard, Near Miss

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUPLICATE	STATUS	OWNER
LOW	I00996: Gates left open at Dam	Incident	Patsy Repec	Security	Wundowie Depot	14 Feb 2022	16 Mar 2022	Under Investigation	Jason Lindner
LOW	I01002: Hurt Shoulder	Incident	Patsy Repec	Injury	External (Engineering Services)	16 Feb 2022	19 Mar 2022	Under Investigation	Santo Laotta
MED	I01003: Bump to the head	Incident	Patsy Repec	Injury	Northam Pool	20 Feb 2022	23 Feb 2022	Closed	David Emery
LOW	I01004: Dianne Jupp	Incident	Patsy Repec	Other	Northam Pool	20 Feb 2022	23 Feb 2022	Closed	David Emery
LOW	I01013: Jacob ?removed from facility	Incident	Patsy Repec	Other	Northam Pool	25 Feb 2022	09 Mar 2022	Under Action	David Emery
LOW	I01014: Unacceptable behaviour	Incident	Patsy Repec	Equipment	Northam Pool	25 Feb 2022	27 Mar 2022	Under Investigation	David Emery
LOW	I01015: Jacob Hayward	Incident	Patsy Repec	Security	Northam Pool	02 Mar 2022	01 Apr 2022	Under Investigation	David Emery
LOW	I01016: Jacob Hayward	Incident	Patsy Repec	Security	Northam Pool	02 Mar 2022	01 Apr 2022	Under Investigation	David Emery
MED	I00953: Client Fall - Cottage	Incident	Patsy Repec	Injury	Killara	25 Jan 2022	27 Jan 2022	Closed	Nicole Hampton
HIGH	I00959: Floodlight at Wundowie Pool broken	Hazard	Patsy Repec	Equipment	Wundowie Pool	27 Jan 2022	02 Feb 2022	Closed	David Emery
MED	I00972: Cracked Decking Board	Hazard	Patsy Repec	Other	Visitor Centre	01 Feb 2022	01 Feb 2022	Closed	Victoria Williams
HIGH	I00982: Kate Burton - Faulty Power point	Hazard	Patsy Repec	Equipment	Visitor Centre	04 Feb 2022	31 Mar 2022	Under Action	Victoria Williams
LOW	I00910: Broken Glass Louvre	Hazard	Patsy Repec	Security	Visitor Centre	18 Dec 2021	23 Feb 2022	Closed	Victoria Williams
MED	I00901: Hazard Broken Decking board	Hazard	Patsy Repec	Environment	External Site (Community Services)	09 Dec 2021	14 Dec 2021	Closed	Victoria Williams
HIGH	I00933: Nearly fell into open septic tank	Near Miss	Patsy Repec	Environment	Northam Depot	17 Jan 2022	20 Jan 2022	Closed	Jane Whiting
LOW	I00952: Exit sign on back gate fell down	Near Miss	Patsy Repec	Equipment	Administration Centre	24 Jan 2022	14 Feb 2022	Closed	Patsy Repec

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5.4 OSH Inspections

PURPOSE

For the Committee to review recent OSH inspections and to note any subsequent high risk actions arising from the exercise.

BACKGROUND

The Shire of Northam has a duty to provide a safe working environment for staff, volunteers and contractors. Regular inspections, maintenance, testing and repairs of the workplace, plant and equipment are to take place, and should be documented accordingly. Once the inspections are carried out they are entered into the Promapp system together with supporting photographic and documentary evidence. Actions created as a result of the inspections are then assigned to the appropriate staff member. Safety Officer Patsy Repec will present details of any outstanding high risk actions identified during inspections to the committee.

UPDATE

Shane Moorhead, Building Maintenance Supervisor raised the issue that building maintenance and repairs should not be put on the monthly Workplace Inspections but instead should be raised as an ICS or requests emailed directly to himself.

The Workplace Inspections should focus on OSH related issues not building maintenance issues.

Executive Manager Corporate Services Colin Young advised the Committee that the Administration Building inspections had been completed, however they needed to be updated in Promapp.

OUTCOME: Only report OSH related issues on Inspections

Minute No: OSH.105

That this report be provided to the OSH Committee as information only – no motions/actions are required.



Attachment 1 - OSH INSPECTIONS December 2021 to February 2022

Work Area	December 2021	January 2022	February 2022
Administration	N	Y	N
Killara	Y	Y	Y
Rec Centre	Y	Y	Y
Northam Pool	N	Y	Y
Wundowie Pool	N	Y	Y
Northam Library	Y	Y	Y
Wundowie Library	Y	Y	Y
Northam Depot	N	N	Y
Wundowie Depot	N	N	Y
Visitor Centre	Y	Y	Y
Create 298	Y	Y	Y
Water Park	N	Y	Y
BKB	N	N	Y

- Fire Sheds have been taken off the report as agreed in OSH meeting of 10th June 2021
- Bernard Park Water Playground has been put back on the Inspection List.

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5.5 Provisional Improvement Notices

PURPOSE

To provide the Committee with an update on the WorkSafe inspection of the Northam Depot on 2nd December 2021.

BACKGROUND

Inspectors have the legal right to enter, at any time, any workplace where employees work or are likely to be in the course of their work. This right means inspectors have unrestricted access to workplaces, excepting where there is a statutory restriction.

On entering a workplace, an inspector will take all reasonable steps to notify the employer or person in control of the workplace of his or her presence. The employer or person in control of the business or undertaking must then notify any elected safety and health representative (if any) at the workplace.

When an inspector visits a workplace, they carry out an inspection for WorkSafe's seven priority areas in most instances and where they are relevant. They will also consider other hazards observed during the inspection.

WorkSafe's 'priority areas' are:

- Electricity
- Working at heights
- Manual tasks (particularly lifting)
- Machine guarding
- Mobile plant, and
- Slips, trips and falls.

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UPDATE

During the inspection carried out by Worksafe at Northam Depot on 2nd December 2021 the following 14 PINS were issued:

PIN Number	REQUIRED IMPROVEMENT DETAILS	DUE DATE	DATE SIGNED AS COMPLETED	DATE WORKSAFE NOTIFIED
90018421	Evacuation Procedure not practiced at reasonable intervals	4/01/2022	11/1/22	31/1/22
90018422	Testing of RCD not tested on a regular basis	4/01/2022	11/1/22	31/1/22
90018423	Damaged seat on Toyota Forklift	4/01/2022	10/12/2021	11/1/22
90018424	Work Shed1 MSDS not up to date	4/01/2022	11/1/22	11/1/22
90018430	Lighting in tool shed/workshop not adequate	4/1/22	11/1/22	11/1/22
90018431	Testing and Tagging of electrical equipment not up to date	4/1/22	11/1/22	31/1/22
90018432	Domestic type electric leads in the work sheds	4/01/2022	10/12/2021	11/1/22
90018433	Register of hazardous substances – tool shed/workshop	4/01/22	11/1/22	11/1/22
90018434	Trip Hazards – irrigation shed	4/10/2022	10/12/2021	11/1/22
90018435	Register of hazardous substances – chemical shed	4/01/2022	10/12/2021	11/1/22
90018437	Top East Shed – unreliable table support	4/01/2022	10/12/2021	11/1/22
90018438	Storage of	4/01/2022	10/12/2021	11/1/22

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	combustible materials – Top West Shed			
90018439	Top West Shed – Damaged fuse holders	4/01/2022	11/1/22	11/1/22

None of the Improvement Notices were signed as actioned within the required timeframe and were subsequently not reported as completed to Worksafe within the given deadline.

10 of the Improvement Notices were reported as complete to Worksafe on 11th January 2022.

Worksafe contacted the Shire of Northam on 28th January 2022 to inform us that PIN's 90018421, 90018422 and 90018431 were still outstanding, these were forwarded to Worksafe on 31st January 2022 (Highlighted in yellow on the table above).

An extension request was submitted for the following Improvement Notice and this request was subsequently refused by the Worksafe Commissioner:

PIN Number	REQUIRED IMPROVEMENT DETAILS	DUE DATE	DATE EXTENSION REQUESTED	DATE WORKSAFE NOTIFIED AS COMPLETE
90018428	Hazardous substance risk assessments – Fuel storage area	4/01/2022	11/1/22, refused on 13/1/22	14/1/22

UPDATE

CEO Jason Whiteaker expressed his disappointment at the lateness and inaccuracy of the Provisional Improvement Notices, and advised the Committee that he was reviewing the matter to determine what action, if any was required.

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5.6 OSH Representatives

PURPOSE

To provide an update to the committee details of recent changes of Occupational Safety & Health Representatives

BACKGROUND

OSH Representatives are appropriately trained employees who voluntarily elect to assist in promoting safe work practices and advise staff on workplace OSH issues, concerns and updates. Training for the role of Safety Representative is a legislative requirement and all Representatives should receive either the compulsory 5 day training or the 2 day refresher.

OSH Representatives contact details were placed on the top left corner of Safety Notice Boards to ensure that any rep can be contacted. It will still be recommended to use the OSH rep on site if practicable but the option to contact an alternative representative is provided.

OSH Representatives:

Killara	Kim Murcutt
Library Services	Clare Murray
Administration	Anastasia Williams
Northam Depot	Vacant

UPDATE

As Louisa Dyer has taken on the role of Manager Library Services, Clare Murray was nominated unopposed and now fulfills this role for Library Services.

Brendan Eaton has resigned his position of Safety Rep for Northam Depot, therefore there will be another 'Expression of Interest' go out to fill the two vacancies in the Engineering Department.

We would like to take this opportunity to thank Brendan for his service and proactive participation in our Safety Rep team.

The Safety Office will be sending out an 'Expression of Interest' and nomination forms to replace the two Engineering Safety Representatives.

ACTION: Safety Officer to send out Safety Rep Nomination Forms for Expression of Interest.

Minute No: OSH.106

That this report be provided to the OSH Committee as information only – no motions/actions are required.

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5.7 Active Actions

PURPOSE

For the committee to review the active and overdue actions.

BACKGROUND

The purpose of this item is to provide the OSH committee with the details of all current outstanding actions to ensure that all specified deadlines have been met. The list of all outstanding actions are attached.

Update

The list below contains both incidents Under Action and incidents Under Investigation and Under Action. This list attached shows Overdue Actions to be addressed.

There is a report/spreadsheet that is issued each month by the Safety Officer displaying outstanding incidents, however there are still some that are not being processed in a timely manner according to the Process.

ACTION/OUTCOME: None

Minute No: OSH.107

That this report be provided to the OSH Committee as information only – no motions/actions are required.

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Attachment 1 – Incident Register-Outstanding Actions

Filter: Open; Priority: All; Portfolio: Incident, Hazard, Workplace Safety Inspections, Systems Observations, Near Miss, Hazard/Incident/Near Miss (NON-SHIRE RELATED)

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUE DATE	STATUS	OWNER
MED	I00737: Dog Bite	Incident	Patsy Repec	Injury	External (Development Services)	17 Aug 2021	08 Mar 2022	Ready to Close	Kelley Walters
LOW	I00824: Damage to Z Track PN1305	Incident	Patsy Repec	Equipment	External (Engineering Services)	19 Oct 2021	02 Feb 2022	Under Action	Jason Lindner
LOW	I00881: Banned Patrons	Incident	Patsy Repec	Other	Northam Pool	30 Nov 2021	26 Feb 2022	Under Action	David Emery
LOW	I00903: Damage to long jump mat	Incident	Patsy Repec	Equipment	External (Engineering Services)	01 Dec 2021	20 Dec 2021	Under Action	Santo Leotta
LOW	I00996: Gates left open at Dam	Incident	Patsy Repec	Security	Wundowie Depot	14 Feb 2022	16 Mar 2022	Under Investigation	Jason Lindner
LOW	I01002: Hurt Shoulder	Incident	Patsy Repec	Injury	External (Engineering Services)	16 Feb 2022	19 Mar 2022	Under Investigation	Santo Leotta
LOW	I01013: Jacob ?removed from facility	Incident	Patsy Repec	Other	Northam Pool	25 Feb 2022	09 Mar 2022	Under Action	David Emery
LOW	I01014: Unacceptable behaviour	Incident	Patsy Repec	Equipment	Northam Pool	25 Feb 2022	27 Mar 2022	Under Investigation	David Emery
HIGH	I00982: Kate Burton - Faulty Power point	Hazard	Patsy Repec	Equipment	Visitor Centre	04 Feb 2022	31 Mar 2022	Under Action	Victoria Williams
LOW	I00986: Wundowie Depot Workplace Inspection - February 2022	Workplace Safety Inspections	Patsy Repec		Wundowie Depot	01 Feb 2022	18 Feb 2022	Under Investigation	Santo Leotta
MED	I00987: Northam Depot Workplace Inspection - February 2022	Workplace Safety Inspections	Patsy Repec		Northam Depot	03 Feb 2022	13 Feb 2022	Under Investigation	Santo Leotta
LOW	I00947: Create 298 Workplace Safety Inspection	Workplace Safety Inspections	Patsy Repec		Create 298	21 Jan 2022	29 Jan 2022	Under Action	Jaime Hawkins
LOW	I00884: Northam Depot - Workplace Safety Inspection - November 2021	Workplace Safety Inspections	Patsy Repec		Northam Depot	30 Nov 2021	04 Jan 2022	Under Action	Santo Leotta
LOW	I00775: Killara OSH Inspection	Workplace Safety Inspections	Patsy Repec		Killara	21 Sep 2021	25 Nov 2021	Under Action	Nicole Hampton
LOW	I01005: Workplace Inspection BKB	Workplace Safety Inspections	Patsy Repec		BKB Centre	21 Feb 2022	26 Feb 2022	Under Action	Robyn Davis
HIGH	I00778: Waste Water Treatment Plant	Systems Observations	Patsy Repec		External (Engineering Services)	24 Sep 2021	21 Feb 2022	Under Action	Chadd Hunt
LOW	I00954: Grading Crew Meenar	Systems Observations	Patsy Repec		External (Engineering Services)	25 Jan 2022	08 Mar 2022	Ready to Close	Santo Leotta

Printed: 08 Mar 2022 14:08:15 by Patsy Repec for Shire of Northam

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5.8 Work Health & Safety Reform

PURPOSE

To inform the Committee of the impending changes to Workplace Health and Safety legislation in WA.

BACKGROUND

On 10th November 2020 the new Work Health & Safety Act 2019 was given Royal Assent which resulted in the replacement of the existing OSH Act 1984 in WA. The Act, together with the Work Health and Safety Regulations will come into effect 31st March 2022.

In brief, under the WHS Act the following main areas of safety have been revised:

The introduction of:

- The introduction of 'Persons Conducting a Business or Undertaking' (PCBUs) as duty holders.
- The introduction of the due diligence duty for company officers.
- The introduction of duties relating to consultation, co-operation and coordination.
- The introduction of the offence of industrial manslaughter.
- The broader definition of health to include psychological health.
- Further increases in penalties.

Department Supervisors and Managers, under the new Act will gain increased responsibility in relation to health and safety, resulting in increased penalties for those in breach involving hefty fines and potential imprisonment. It is therefore imperative that Managers are fully aware of their responsibilities under the Act.

UPDATE

As announced by the State Government on 11th March 2022 the new WHS Act and Regulations will come into effect as of 31st March 2022.

The role of Officer under the new Act and Regulations was discussed as information provided by various sources is somewhat contradictory. CEO Jason Whiteaker advised the Committee that based on advice from WALGA the role of Officer includes Executive Managers only.

Regional Risk Coordinator Lindy Lock advised that she would provide information and a Training Pack to assist in communicating with staff in relation

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to the impending changes. HR Manager Bev Jones has drafted guidelines for Managers with regard to the new WHS legislation and will issue them once the role of Officer is verified and they have received Executive approval.

5.9 OSH Policy Review to WHS Policy

PURPOSE

This policy determines how The Shire of Northam will implement its commitment to Work Health and Safety. It specifically details the responsibilities of the Chief Executive Officer, Managers, employees and the Work Health and Safety Representatives in ensuring the health and safety of staff.

BACKGROUND

To ensure that the Health and Safety Management System remains effective in providing a safe and healthy work environment, The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to Commonwealth and State OS&H Legislation which may have occurred, and any other matters which potentially impact on the system.

Please see attached the revised WHS Policy for review and approval by the committee which has been updated to reflect the Harmonisation of WA's Health and Safety legislation on 31st March 2022.

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Attachment 1 Work Health and Safety Policy



WORK HEALTH AND SAFETY POLICY

Purpose

This policy determines how The Shire of Northam will implement its commitment to Work Health and Safety. It specifically details the responsibilities of the PCBU (Person conducting a business or undertaking), Officers, workers and the Work Health and Safety Representatives in ensuring the health and safety of staff.

Objectives

To articulate the Shire of Northam's commitment to sound work health and safety in ensuring a safe working environment.

Scope

The WHS Policy applies to all Shire of Northam employees including contracted staff and volunteers. This Policy applies to all Shire of Northam controlled premises and any other areas in which employees may work. Visitors to the Shire of Northam are also required to comply with this policy.

Delegations

The PCBU and Officers are responsible for providing, maintaining and promoting a safe working environment to ensure that employees are not exposed to hazards.

In accordance with the Work Health and Safety Act 2020 the role of Officer is defined as:

Part 1

Division 3

s. 4A Meaning of Officer

(2)

(a) in relation to the business or undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect

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the whole, or a substantial part, of the business or undertaking;

The Shire of Northam WHS Committee, Health and Safety Representatives, Managers, Supervisors and all employees have a duty of care to ensure that Shire of Northam WHS Policy and Guidelines are followed. All staff will collectively contribute to achieving a standard of excellence in work health and safety management in the workplace.

Policy Statements

The Shire of Northam is committed to establishing and maintaining the highest standards of work health and safety possible for all employees, and will:

- ensure that all Guidelines and procedures are compliant with The WHS Act 2020 and the WHS Regulations 2021;
- provide a workplace that is free from work related physical and psychological injuries;
- maintain active and effective injury prevention programs aimed at protecting staff from work related injury and disease. This will be achieved by ensuring that appropriate resources are available and effectively applied through a consultative process involving workers, Health and Safety Representatives, Officers and the PCBU;
- ensure that Work Health and Safety is both an individual and a shared responsibility. Every employee has an important role in injury prevention and hazard identification, and all employees are encouraged to participate in continuously improving standards of workplace health and safety;
- assist in the election of Health and Safety Representatives and will recognise their legitimate role in regard to safety and health in the workplace.

The election of Health and Safety Representatives will be conducted in accordance with section 50,60-67 of the WHS Act 2020.

An employee elected as a Health and Safety Representative holds office for two years.

Health and Safety Representatives may be disqualified if they fail to perform their functions under the Act or contravene their intended duties (refer to section 20 of the WHS Regulations 2021).

Ensure that all employees adhere to the responsibilities outlined in Section 28 of the Act and the Shire of Northam WHS procedures.

Uphold its commitment that the PCBU and Officers will manage Work Health and Safety according to Section 27 of the Act and Shire of Northam WHS Guidelines.

Review of the System

To ensure that the Health and Safety Management System remains effective in providing a safe and healthy work environment, The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to

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Commonwealth and State WHS Legislation which may have occurred, and any other matters which potentially impact on the system.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

31st March 2022
(to be reviewed 31st March 2023)

UPDATE:

The definition of Officer will also be included in the new WHS policy. The new WHS policy will be posted on 31st March 2022.

ACTION: Implement new WHS Policy as endorsed by the Committee as provided in Agenda Item 5.9 Attachment 1, subject to the inclusion of the following definition:

In accordance with the Work Health and Safety Act 2020 the role of Officer is defined as:

Part 1

Division 3

s. 4A Meaning of Officer

(2)

(a) in relation to the business or undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking;

Minute No: OSH.108

Moved: Patsy Repec

Seconded: David Emery

Carried 18/0

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5.10 Chemwatch Chemical Register

PURPOSE

In order to fulfill our Legislative requirements under the OSH/WHS Regulations as follows:

Regulation 5.13 Register of hazardous substances, duties of employer etc. (OSH Regulations)

Regulation 346 Hazardous chemicals register (WHS Regulations)

We must keep a hazardous chemicals register for the Shire of Northam of all our facilities' hazardous chemicals. The register system we currently use is Chemwatch

BACKGROUND

Chemwatch is currently maintained by the Safety Officer for all of our facilities. The issue with this is that when chemicals are changed out or substituted by any of our facilities the Safety Officer is not notified.

To that end it is proposed that each facility maintain their own folder within Chemwatch which will also enable them to keep their SDS (Safety Data Sheet) register up to date. It will then be easier for facilities to access new SDS's, add to or change out SDS's in their physical SDS folders. Chemwatch also provides access to 'Risk Assessments' for each SDS and chemical that a facility stores or has onsite. It is a requirement that within each physical on site SDS folder a risk assessment is present for each individual SDS.

The Safety Officer will provide training to all staff that are nominated to use the Chemwatch register for their given facility.

This is proposed to the Committee to decide the ongoing maintenance of the Chemwatch register.

UPDATE

It was agreed by the Committee for the Chemwatch Register to be maintained by each facilities' nominated person for their area. The Chemwatch system and updates will still be overseen by the Safety Officer.

Facility Managers were asked to forward their nominated person's name to Patsy Repec to arrange training.

It was also suggested that a link to Chemwatch be made available on the Shire Intranet.

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OUTCOME: All departments will gain access to the Chemwatch system and will be responsible for ensuring that their departmental Hazardous Substance Register and physical SDS folders are updated as required. They will also be responsible for ensuring that all SDS's are accompanied by a risk assessment

Minute No: OSH.109

UNCONFIRMED

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5.11 COVID-19 Pandemic

PURPOSE

To provide the committee with a brief update on the current strategies in place to ensure that the safety of staff during the COVID19 pandemic is maintained.

BACKGROUND

The Shire of Northam is taking expert advice from the Western Australian and Federal Governments, which are guiding the decision making of Council.

The Shire of Northam has activated its Pandemic Response Plan 2022 (PRP), to ensure that we are able to provide the required services and facilities to our community. The coordination of the PRP is being undertaken by our Chief Executive Officer, who has established COVID-19 response team.

Executive Manager Chadd Hunt will provide a brief overview of the latest State Directives.

UPDATE

Ongoing updates are available on the Shire Intranet and the Pandemic Continuity Plan.

Executive Manager Community Services Jo Metcalf and Manager Tourism & Communications Vic Williams to review methods of informing the public.

6. ANY OTHER URGENT BUSINESS

No other business raised.

7. DATE OF NEXT MEETING

June 16th, 2022

8. DECLARATION OF CLOSURE

12 noon

6.2 PROGRESS TOWARDS THE ICT STRATEGY PLAN

File Reference:	1.1.9.1
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	No

BRIEF

To provide Council with an update on the progress made towards the ICT Strategy Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the audit undertaken by LGIS in 2019 in order to ensure that continuous improvement occurs within the organisation.

ATTACHMENTS

Attachment 1: ICT Strategic Plan Action Plan.

A. BACKGROUND / DETAILS

The Shire of Northam is moving through a significant period of change and development. In recognition of this and the need to ensure that it can continue to meet the aspirations of the community, the Shire of Northam has undertaken to put in place a number of Strategic and Business Plans to deliver short, medium, and long term objectives. The Shire of Northam is providing committed strategic planning and leadership, focused on strengthening our community, providing growth, and diversifying the local economy.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6 Governance and Leadership

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation; and

Embrace technology as an enabler for development, and lobby for high speed internet connectivity.

B.2 Financial / Resource Implications

To be advised / determined.

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Lack of investment into ICT	Possible (3) x Medium (3) = Moderate (9)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.
Health & Safety	EOL/less than OSH/WSH ideal ICT hardware, RF and prolonged machine noise exposure	Possible (3) x Medium (3) = Moderate (9)	EOL hardware replacement decisions to consider OSH/WSH requirements. Suitable placement or enclosures for noisy ICT gear such as servers and switches.
Reputation	Slow take up of new technologies	Likely (4) x Minor (2) = Moderate (8)	ICT Team continuing to engage with Shire stakeholders, 3 rd party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.

C. OFFICER'S COMMENT

ICT services are presently provided to approximately 130 full time, part time, and casual employees across the following sites, Administration, Northam depot, Wundowie Depot, Northam library, Wundowie library, Bilya Koort

Boodja Cultural centre, Visitor centre, Killara adult day care, Northam aquatic facility, the Wundowie swimming pool, Bush Fire Brigade facilities, as well as to the community and stakeholders. This ICT Strategic Plan establishes a course of action to guide the future development and delivery of ICT services for the Shire of Northam.

Table Legend:

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.220

Moved: Cr Ryan
Seconded: Cr Appleton

That Council receives the update as provided in Attachment 1.

CARRIED 4/0

Clarification was sought in relation to:

- Whether the projects need to be broken down as there has been no progress. The Executive Manager Corporate Services advised that this has largely been due to not having an IT Coordinator for the past 3 months. Now that this position is filled, progress should start occurring. It should also be noted that the outstanding items are not considered to be critical.
- Whether the required systems such as Office 365 are now rolled out. The Executive Manager Corporate Service advised that the Office 365 roll out is now complete however the network is still ongoing.
- Whether we have had a recent cyber-attack. The Executive Manager Corporate Services advised that we regularly receive these however we have good security in place and effective back up processes in place.
- Whether the upgrade to surface pros should be included in this. The Executive Manager Corporate Services advised that this would be included as part of the normal budgeting process.

Attachment 1: ICT Strategic Plan Action Plan

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
ICT				
Governance	1. ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.	2021/2026	Corporate Services /ICT	Draft strategic and operations plans developed. SLAs to be determined. February 2022 Update: In early discussions with external provider regarding SLAs May 2022 Update: No progress.
Emerging Trends and Technologies	2. ICT policies and procedures need to be current enabling the organisation to conduct considered reviews of emerging technologies and trends, to ensure they meet current and emerging needs of the organisation.	2021/2026	Corporate Services / ICT	Acceptable Use and BYOD policies adopted.

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Business Systems and Applications	3. Appropriately managed business systems and applications will help consolidate and streamline business processes.	2021/2026	Corporate Services / ICT	Inventory Register established. RFQ re: potential CRM/RMS upgrade/migration from Synergysoft occurring. February 2022 Update: Tenders have been received and staff will be evaluation and expecting to present to the next Audit Committee meeting. May 2022 Update: No progress.
Infrastructure and Technology	4. ICT has extensive assets and services under management. The best value and maximum benefit from this investment can only be obtained if suitably managed.	2021/2026	Corporate Services / ICT	Systems manual to be developed. Network communications infrastructure plan to be developed. February 2022 Update: No progress. May 2022 Update: No progress.
Disaster Recovery	5. ICT needs to work with the organisation to establish mission critical services and ensure that disaster recovery and business continuity plans meet current and emerging needs	2021/2026	Corporate Services / ICT	Adhoc DR / Business Continuity plan in place and partially tested. Data retention plan developed

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Security	6. The threat of cyber security incidents continues to rise. The Shire needs to develop and implement security policies and procedures to meet this increasing threat.	2021/2026	Corporate Services / ICT	Ongoing development and training will always be occurring. May 2022 Update: No progress.
Project Management	7. The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / 2021	Project Management ICT Procedure to be developed February 2022 Update: No progress. May 2022 Update: No progress.

6.3 MONTHLY COMPLIANCE REPORT

File Reference:	1.6.1.6
Reporting Officer:	Cheryl Greenough, Governance/Administration Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report provides Council with an overview of the Shire's monthly compliance activities.

ATTACHMENTS

Attachment 1: Compliance Calendar and Creditors Checklist

A. BACKGROUND / DETAILS

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. To ensure compliance is met on a monthly basis, the Shire has implemented a monthly Compliance Calendar where specific activities and statutory requirements are audited internally.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Objective: Provide outstanding customer service.
Maintain a high standard of corporate governance.

B.2 Financial / Resource Implications

N/A.

B.3 Legislative Compliance

There is no legislative requirement to maintain a Compliance Calendar, however it is considered best practice and covers the following Regulations:

- Local Government (Functions and General) Regulations 1996;
- Local Government (Administration) Regulations 1996;
- Local Government (Elections) Regulations 1997;
- Local Government (Audit) Regulations 1996;
- Local Government (Rules of Conduct) Regulations 2007.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	ability to misuse funds.	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Health Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Staff not following legislative requirements	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The monthly Compliance Calendar is an effective tool to assist in populating the Annual Compliance Audit Return (CAR) and enhances the Shire's ability to identify and manage issues which may arise during the year, in a timely manner.

Included in the Compliance Calendar is a random audit of Creditors to ensure compliance with the Shire's purchasing policy and the requirements of the *Local Government Act 1995*

2022 Compliance Calendar

Month	Item	% Compliance	Non-Compliance
March	Monthly Check	100%	Compliant.

	Random Creditor check	100%	Compliant.
April	Monthly Check	100%	Compliant.
	Random Creditor Check	90%	One P/O did not have an explanatory note as such but an email was attached, didn't quite fulfill the requirements.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.221

Moved: Cr Mencshelyi

Seconded: Cr Appleton

That Council receive the update as provided in the monthly Compliance Calendar Report.

CARRIED 4/0



Attachment 1 –Compliance Calendar and Creditors Checklist

CREDITOR CHECKS APRIL 2022

EFT #	Creditor	Invoice Amount	Date Invoice Written	Order #	Order Amount	Purchase Order Written	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
43387	Vincelec	8053.45	#1/4/2022	#65929	8,053	#23/3/2022	Building Super	N/A	yes
43365	Flowgen P/L	2964.5	#10/11/2021	64299	2,965	#9/11/2021	Manager Planning	N/A	yes
43370	Haz Enviro Solutions	10549	31/03/2022	65921	9,785	#23/3/2022	EMES	N/A	Yes
43430	Avon valley Garden Service	275	28/03/2022	65924	500	#23/3/2022	Senior Ranger	N/A	yes
43402	Clackline Fencing Contractors	700	1/04/2022	65925	700	#23/3/2022	Eng Admin Coord	N/A	yes
43418	Talis consultants	11685.99	31/01/2022	63206	150,000	# 18/8/2021	EMES	Yes	Yes
43454	Qube Logistics	949.38	31/03/2022	65936	900	#24/3/2022	Works Manager	N/A	Yes
43483	Bandit Tree Equipment	289.89	12/04/2022	66151	289.89	#8/4/2022	Eng Admin Coord	N/A	Yes
43486	Civic Legal	8965	31/03/2022	62808	50,000	#23/7/21	CEO	Yes	Yes
43491	Dependable Laundry Solutions	13502.5	24/03/2022	65754	13,519	#10/3/2022	Killara Manager	No	Yes

APRIL 2022 COMPLIANCE CALENDAR

SOURCE	Section	PROCES S OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	None	
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	No financial interests were disclosed in the OCM for April or the Special Council Meeting	
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	3 disclosures of impartiality were made at the OCM	
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes all known disclosures	
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	N/A no new designated employees	
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes	
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	N/A	
Local Government Act 1995	S103	CEO	Is the gift register up to date an on the Council website		Monthly	No items have been added since 2020	
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did Council vote at the Ordinary Council meeting to sell property		Monthly	No	
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	Yes, two items of plant were placed into auction Inkpen loader for \$60,000 and old Fuso for \$40,400	
Local Government Act 1995	Reg 17 (Audit)	CEO	Has Reg 17 full review commenced (due prior to June 2023)		Every 3 years	Not due until December 2022	
Local Government Act 1995	FM Reg 5(2)	EMCS	Financial Management Review to be completed due 2022 Last one conducted 13 June 2019 reported Oct 19		Every 3 years	Not yet complete	
Local Government Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date		Monthly	No complaints of Minor breach with sanctions	
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$200k		Monthly	No tenders have been called only RFQ's	
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders		Monthly	N/A	
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	N/A	
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria		Monthly	Yes	

Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Available for inspection	
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	N/A	
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel		Monthly	N/A	
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	N/A	
		CESM	Review Local Emergency Management and report to LEMC		5 years	Has been endorsed and sent to the DEMC at March OCM	
SOURCE	Section	PROCES S OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?		Monthly	One permit issue to ModularWA	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles		Monthly	Fitzgerald Street Closure for ANZAC day,	
	Delegation - E04	EMES	Crossover Approvals		Monthly	None registered for April	
	Delegation - F02	EMCS	Disposal of Council property		Monthly	None under delegated authority	
	Delegation - F04	EMCS	Inviting Tenders		Monthly	Now they are all FRQ's through WALGA not RFT's	
		EMCS	Accounts presented to Council		Monthly	Yes	
Local Government Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGC		Annually	Yes	
		EMCS	Financial Report to Council		Monthly	Yes	
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month - Data is entered into the Building Permit Database website after each building permit is approved		Monthly	Done	
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month		Monthly	Done	

MARCH 2022 CREDITOR CHECK

MARCH EFT #	Creditor	Invoice Amount	Invoice Date	Order Number	Order Amount	Order Written	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Order written before invoice
43038	CDA AIR & SOLAR	21,820	1/2/22	64980	21,820	6/01/2022	MPE on behalf of EMDS	Yes	yes
43045	DICKENSON CONSTRUCTION	25,000	27/1/22	64924	49,278	22/12/2021	Manager Planning	Yes	Yes
43065	DCM CARPENTRY	2,365	28/2/22	64515	2365	24/11/2021	Rec Services Coord	N/A	Yes
43077	PFD FOOD	1,195.95	25/2/22	65605	1346.85	23/02/2022	Rec Services Coord	N/A	yes
43142	MODERN TEACHING AIDS	400.18	20/1/22	65144	439.75	19/01/2022	Manager Info & Digital Innovation	N/A	yes
43131	GLENN BEVERIDGE	1,320	8/3/22	65306	1320	2/02/2022	Manager Planning	N/A	yes
43229	DAMIENS PLUMBING	5,335	18/3/22	65445	5,335	11/02/2022	EMES	N/A	yes
43243	THE PRINT SHOP	152	16/3/22	65777	151.8	14/03/2022	Rec Services Coord	N/A	yes
43262	COUNTRY COPIERS	3,415.50	22/3/22	65745	3415.5	9/03/2022	Purchasing Officer	N/A	yes
43268	GOODYEAR TYRES	3,755.99	23/3/22	65779	3756	14/03/2022	Works Manager	N/A	yes

MARCH COMPLIANCE CALENDAR

SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	N/A	<i>gp</i>
Local Government Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	It is not more than 12 months old	<i>gp</i>
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial or proximity interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	Yes, two disclosed proximity and one disclosed Financial	<i>gp</i>
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes they were, four members declared impartiality and two staff declared impartiality	<i>gp</i>
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes	<i>gp</i>
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	N/A last one joined January completed return in February	<i>gp</i>
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes	<i>gp</i>
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes	<i>gp</i>
Local Government Act 1995	S103	CEO	Is the gift register up to date and on the Council website		Monthly	Yes	<i>gp</i>
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	Yes A639 Bakers Hill Fire Shed, A2380 Aphylla Rd, A2418 Blackberry Close to go for sale.	<i>gp</i>

Local Government Act 1995	Reg 17 (Audit)	CEO	Reg 17 review to be considered for full review	Every 3 years	CEO to commence Review in April for completion by 30 June	go
Local Government Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date	Monthly	No complaints of Minor breach with sanctions	go
Local Government Act 1995	Local Government (Audit) Regulations Reg 14	Governance	Compliance Audit return to be presented to the Audit Committee for approval	Annually	Presented to the Committee on 24 February 2022	go
Local Government Act 1995	Local Government (Audit) Regulations Reg 15	Governance	Presented to Council & uploaded to the Department	Annually	Presented to Council 16/3/22 and uploaded to DLGSC 17/3/22	go
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$150k	Monthly	No tenders went to Council, only variation of price for two RFQ's	go
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders	Monthly	N/A	go
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded	Monthly	N/A	go
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders	Monthly	N/A	go
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office	Monthly	N/A	go
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria	Monthly	N/A	go
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection	Monthly	Yes	go
Local Government Act 1995	F/M Regs 5(2)©	EMCS	Financial Management Review to be completed by 30 June this year. (next due 2025)	Every 3 years	Due in June	go
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	N/A	go

Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel	Monthly	N/A	
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel	Monthly	N/A	
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register compelled?	Monthly	Last entry was February	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Last entry was February	
	Delegation - E04	EMES	Crossover Approvals	Monthly	One approval Burgoyne Street	
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Nothing listed for March	
	Delegation - F04	EMCS	Inviting Tenders	Monthly	Last entry was February	
Legislative Compliance - Other						
Local Government Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGSC	By 31 March	Completed by 31/3/22 sent 5/4/22 Confirmation sighted	
Local Government Act 1995	Audit Regs Reg 17	Governance	Compliance Audit return submitted to DLGC	By 31 March	Submitted to DLGSC 17/3/22	
Reporting Requirements						
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Completed	
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Completed	

6.4 RISK REGISTER

File Reference:	8.2.7.1
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple majority
Press release to be issued:	No

BRIEF

To provide Council with information pertaining to the organisational risk register.

ATTACHMENTS

Attachment 1: Overdue/Non-compliant Risks.

A. BACKGROUND / DETAILS

The Shire of Northam have an organisational wide risk register which has been developed over a period of time. Council has been advised previously that the management of risk is an area which has been under developed within the Shire of Northam and an area which was receiving a focus to ensure the Elected Council was aware of the identified risks and treatments strategies in place.

To assist in the effective management of risk the Shire of Northam are using the Promapp system, which allows for recording of organisational risks and the tracking of the associated treatment actions.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

Objective: Develop clear policy settings to guide our organisation and community.

B.2 Financial / Resource Implications

Council allocates \$27,000 per annum for the Promapp system. Promapp is used for process mapping, risk management and OHS management.

B.3 Legislative Compliance

AS/NZS ISO 31000:2009

B.4 Policy Implications

Council has recently endorsed policy G1.11 – Risk Management.

B.5 Stakeholder Engagement / Consultation

Council was involved in the development of the risk management policy and the past endorsement of the risk management plan.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.	N/A	N/A
Health & Safety	Nil.	N/A	N/A
Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Service Interruption	Nil.	N/A	N/A
Compliance	Non-compliance of Australian Standards and legislation due to lack of risk management practices.	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Property	Nil.	N/A	N/A
Environment	Nil.	N/A	N/A

C. OFFICER'S COMMENT

As part of the risk management policy Council has established two main performance indicators being;

1. % of high or extreme risks without mitigation / treatment strategies in place.

Currently all high or extreme risks have mitigation/treatment strategies.

2. % of risk mitigation / treatment strategies over due

Currently have 111 risk mitigation/treatment strategies, of which **2 are overdue (which equates to 1.80%)**.

- a. MC00052 - Manage Employee Discipline / Misconduct - Receive Notification / Identify Misconduct. Ensure any / all staff misconduct is managed effectively and consistently.
- b. MC00042 - Implement recommendations from OHS Audit & Report to Audit & Risk Committee.

Comment –

- MC00052 – this is a process review which is currently under way. Has been impacted by various staff being away with COVID.
- MC00042 - WHS Audit has been delayed by LGIS due to COVID.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.222

Moved: Cr Mencshelyi

Seconded: Cr Ryan

That Council receives the May 2022 Shire of Northam Risk Register update.

CARRIED 4/0

Clarification was sought in relation to:

- Whether the overdue items are due to COVID. The CEO advised that MC00042 is out of staffs control as LGIS have not been able to complete the audit. MC00052 is overdue as it is pending a process review sign off. The CEO advised that there will generally be some red on the report as the 'changes pending' are due to process reviews pending sign off. It was acknowledged that Council has approx. 130 processes that have various review frequencies. Council needs to be comfortable that any of the non-compliances are not causing any undue exposure.

The CEO sought direction from the committee on how it would like to review the risk register (e.g. break down and focus on a section at each meeting or review the entire register at one meeting). The committee indicated that a standing item would be preferred to focus on a section each meeting. The CEO advised that the entire register would also be provided to give the Council some context on the entire register, so any perceived gaps in the register could be identified. It was also noted that this item would not replace

the overdue/non-complaint risk item as Council has a policy position to report risks.

UNCONFIRMED



Attachment 1 - Overdue/Non-compliant Risks

Overdue / Non-Compliant Risks



Filter: Overdue / Non-compliant

RESIDUAL
4.8
 MODERATE

INHERENT
16.0

R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

OWNER Jason Whiteaker

CREATED 01/07/2019 14:46:30

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00041

Undertake OHS Audit

SIGNOFF(S):

Beverley Jones

DUE DATE:

01 Sep 2023

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00042

Implement recommendations from OHS Audit & Report to Audit & Risk Committee

NON-COMPLIANT

SIGNOFF(S):

Beverley Jones

DUE DATE:

31 May 2022

FREQUENCY:

The last Day of every 4 months

TREATMENT MC00043

OHS Committee Meeting Regularly

SIGNOFF(S):

Beverley Jones

DUE DATE:

30 Jun 2022

FREQUENCY:

The last Day of every 3 months

TREATMENT MC00044

Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)

SIGNOFF(S):

Scott Patterson

DUE DATE:

31 May 2022

FREQUENCY:

The last Day of every month

TREATMENT MC00045

Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)

SIGNOFF(S):

Jason Whiteaker

DUE DATE:

30 Sep 2022

FREQUENCY:

The last Day of every 6 months

TREATMENT MC00046

OHS Policy Framework in place and reviewed

SIGNOFF(S):

Beverley Jones

DUE DATE:

31 Aug 2022

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00095

Undertake Workplace Safety Inspections - Undertake Inspection OSH inspections undertaken for each site.

CHANGE(S) PENDING

SIGNOFF(S):

Colin Young
 Scott Patterson
 Jo Metcalf

DUE DATE:

31 May 2022

FREQUENCY:

The last Day of every month

RESIDUAL
2.7
 LOW

INHERENT
9.0

R00003

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

Ineffective People Management / Employment Practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

OWNER Jason Whiteaker
 CREATED 06/05/2019 13:23:01

LIKELIHOOD Possible
 SEVERITY Medium
 CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction
 All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones
 DUE DATE: 03 Jun 2022
 FREQUENCY: Fri every week

TREATMENT MC00049

100% of annual performance reviews undertaken

SIGNOFF(S): Beverley Jones
 DUE DATE: 31 Dec 2022
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00050

Manage Employee Termination - Receive notification
 Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action

SIGNOFF(S): Beverley Jones
 DUE DATE: 01 Jul 2022
 FREQUENCY: The first Day of every 3 months

TREATMENT MC00051

Manage Staff Training - Identify Training Needs
 Ensure staff training needs are identified and met

CHANGE(S) PENDING

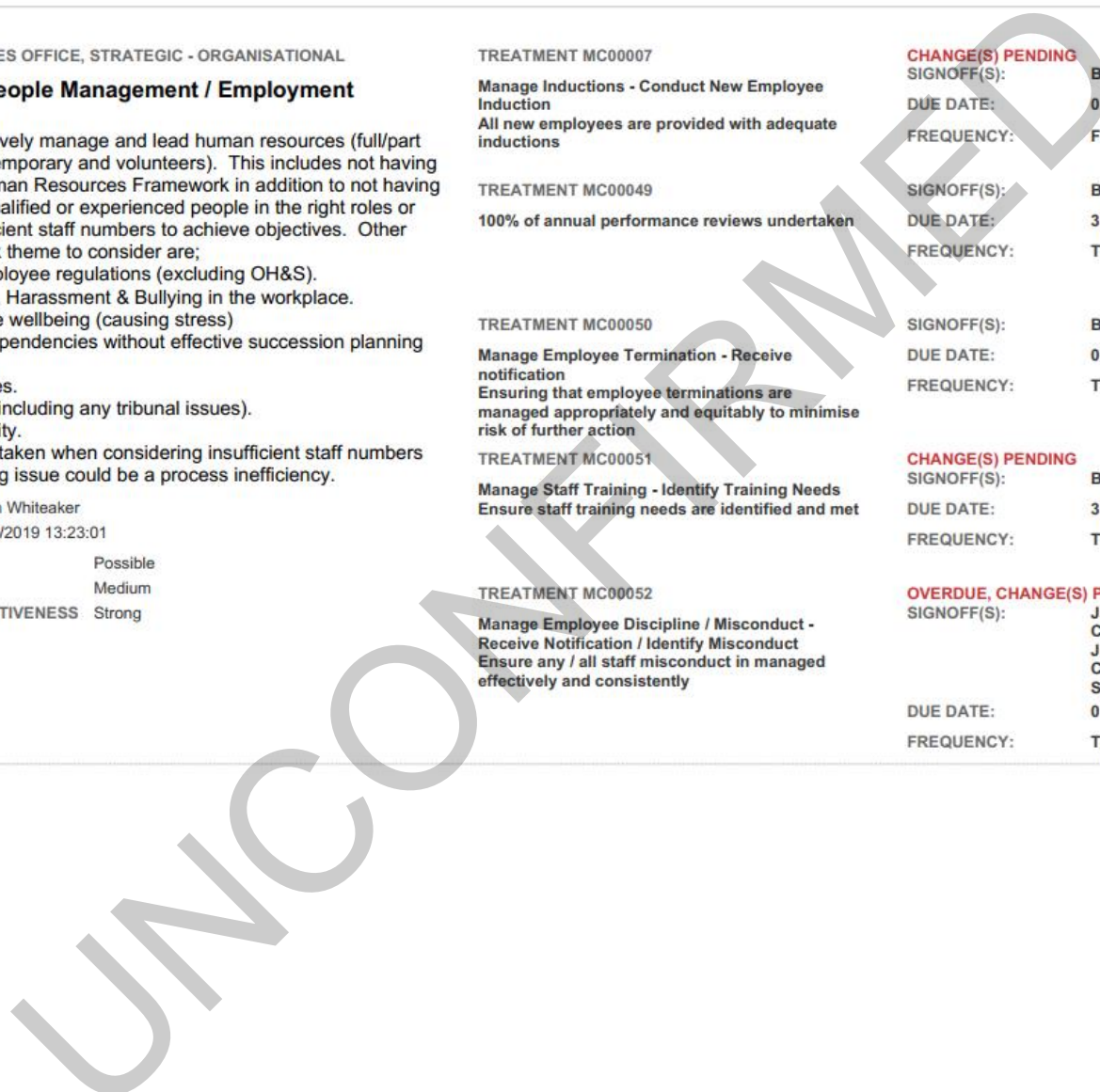
SIGNOFF(S): Beverley Jones
 DUE DATE: 31 Oct 2022
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00052

Manage Employee Discipline / Misconduct - Receive Notification / Identify Misconduct
 Ensure any / all staff misconduct in managed effectively and consistently

OVERDUE, CHANGE(S) PENDING

SIGNOFF(S): Jason Whiteaker
 Chadd Hunt
 Jo Metcalf
 Colin Young
 Scott Patterson
 DUE DATE: 01 Apr 2022
 FREQUENCY: The first Day of every 3 months



7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. DATE OF NEXT MEETING

The next Audit and Risk Management Committee meeting is proposed to be held on 25 August 2022 at 5:00pm.

It was noted that this date may vary depending on the outcome of the Financial Management Review occurring in June.

9. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 5:30pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 2 June 2022 have been confirmed as a true and correct record."

_____ President

_____ Date