

Minutes

Meeting No	1
Meeting Name	FNQROC WHS & Wellbeing Committee
Date	21 April 2023
1000	10.00am
Venue	Severin Room, Level 3, Cairns Regional Council and via TEAMS

Attendees

Chair	Darlene Irvine	FNQROC
	Paula Power	FNQROC
	Wayne Connors	Cairns Regional Council
	Robert Browning	Cook Shire Council
	Zac Hore	Douglas Shire Council
	Sonia Morley	Hinchinbrook Shire Council
	Lucy Weedon	Tablelands Regional Council
	Terri-Lee Bartlett	Tablelands Regional Council
	Tina O'Reilly	Tablelands Regional Council
	Kiley Hanslow	Wujal Wujal Aboriginal Shire Council

Apologies

	Matt Connors	Cairns Regional Council
	Gemma Boucher	Cairns Regional Council
	Gene Brooks	Hope Vale Aboriginal Shire Council
	Domenic Vircillo	Mareeba Shire Council
	Richard Wright	Yarrabah Aboriginal Shire Council
	Ken Timms	Etheridge Shire Council

1 WELCOME AND ROUNDTABLE INTRODUCTIONS

The meeting commenced at 10.00am. The WHS & Wellbeing Committee provided a roundtable introduction.

2 INTRODUCTION TO FNQROC

Darlene Irvine, Executive Officer, FNQROC

D Irvine introduced herself and gave an overview of FNQROC.

3 ACTIONS FROM PREVIOUS MINUTES

Nil

4 PRESENTATIONS

Jon Flower, Principal Inspector, Cairns, Office of Industrial Relations

J Flower provided an update on his background and the new Code of Practice. J Flower highlighted certain areas of the Code of Practice, in particular 14 dot points to comply with.

- Psychosocial hazards that can lead to death or suicide. First time in the act.
- Due diligence so far as reasonably practicable. Sets tone for how councils will operate.
- Act very specific. Consultations, recordings and documentation. A range of factors so that it can be proven that everything reasonable and practicable has been done.
- Sexual Harassment – PSBU complying with exposure under WHS Act. Criminal code sits in there.
- Look at the new act in terms of how we do business going forward. Comes down to how the Council will conduct its business.
- Big 4 that should be front and centre
 1. High and low demands - can drive people to boiling point.
 2. Poor workplace relationships – interpersonal conflict
 3. Isolated and remote work
 4. traumatic events – ie. Cultural and bad news. How is it best to manage and meet conditions in code. How to take people from point a to point b. Most councils have educational process for managers and supervisors. Some of the team leaders take hard-line old-school approach.

OIR happy to have toolbox talk and visit Councils or Council Officers are more than welcome to visit OIR.

Questions:

R Downing - Senior management and Psychosocial - what tool are you using to assess compliance?

J Flower - No tool as such but for any workplace ie. Construction. Will be asking for what systems are in place. Paperwork needs to be shown. Provide evidence a system is in place and that everyone knows about it. Circumnavigate it. Break it up into 2 pieces; work in progress, toolbox, feedback forms. Look at what is in place and who knows about it.

ACTION: J Flower to forward the Code of Practice with the most important areas highlighted.

Robert Browning, WHS Manager, Cook Shire Council

R Browning presented on 'The 10 Psychosocial hazards, identified with the new code of Practice'.

- Need to design a symbol to represent each hazard.
- Hope to put out a 10-point implementation plan to reach minimal requirements. Once 10 points are agreed, the document will be sent to Brisbane for recommendations and endorsement. The idea is to put the process in place so can use the 10 points as a benchmark for all Councils.
- Will be presented to LGAQ as a standard. Currently rough draft with minimum requirements.
- Management expectation with regulator and able to show what has been implemented. Need to have level of confidence that all Councils doing the right thing and consensus with the group.

ACTION: Working document of the 10 points for review and recommendations – send to the WHS Group.

ACTION: Sonia Morley, Hinchinbrook Shire Council – will share her internal Training module on the 10 Psychosocial hazards for line managers and the draft PHS document suite.

5. PSYCHOSOCIAL DISCUSSION

- **Wayne Conners, CRC** – working on overall strategy for council. Part of this was attending the LGAQ Conference in Brisbane. Council has updated their document to include psychosocial hazards. Currently in talks with HR Department as this has HR implications. Supervisors and Executive are targeted areas. Starting to progress and is now live.

CRC Wellness program is showing significant return ie. Proactive approach. Preventative system rather than reactive. They need to put the strategy in place and link them to psychosocial hazards. Safety Circle program a way of understanding managing risks. Above and below the line thinking. Has been around since 2016 and going from strength to strength. Education is key and putting strategies in place.

- **Darlene Irvine, FNQROC** – This new code seems very much targeted at culture within an organisation and ensuring that issues are dealt with otherwise there will be consequences.

D Irvine asked the group if the WHS & Wellbeing Committee is something the group would like to do more regularly. The group agreed to continue.

- **Terri-Lee Bartlett – TRC** – TRC would like training in tender documentation and contract management as it relates to WHS & wellbeing.

ACTION: FNQROC with assistance to identify the right person to undertake this – perhaps Gerard Mead?

6. FUTURE MEETINGS DISCUSSION

Targets for next meeting:

Focus in on 2 things

1. Contract management - inclusive of psychosocial hazards. WHS and the code.
2. Silica dust and presentation – Jon Flower.

7. GENERAL BUSINESS

- Kiley Hanslow – WWASC – Lacking in this area. Would like to get a WHS Officer for Wujal, but limited budget. R Browning offered to have someone from Wujal visit Cook to go through their WHS systems and processes.

8. NEXT MEETING

- Next meeting mid-July 2023 on a Tuesday or Wednesday.

ACTION: P Power to send out meeting invite for mid-July. Date to be determined.

D Irvine thanked everyone for their contributions. The meeting Closed at 11.30am.

Actions from today's meeting – 21 April 2023

#	ACTION	PERSON
4.1b	J Flower to forward the Code of Practice with the most important areas highlighted.	J Flower OIR
4.1c	Working document of the 10 points for review and recommendations – R Browning to send the WHS Group.	R Browning Cook Shire Council
4.1d	Sonia Morley, Hinchinbrook Shire Council – will share her internal Training module on the 10 Psychosocial hazards for line managers and the draft PHS document suite.	S Morley Hinchinbrook Shire Council
5.	FNQROC with assistance to identify the right person to undertake this – perhaps Gerard Mead?	D Irvine FNQROC
7.	P Power to send out meeting invite for mid-July. Date to be determined.	P Power FNQROC