

Minutes

Meeting No	2
Meeting Name	FNQROC WHS & Wellbeing Committee
Date	18 July 2023
Time	11.00am to 1.00pm
Venue	Severin Room, Level 3, Cairns Regional Council and via TEAMS

Attendees

Darlene Irvine	FNQROC
Paula Power	FNQROC
Matt Walters	Cairns Regional Council
Gemma Boucher	Cairns Regional Council
Robert Browning	Cook Shire Council
Stephen Frost	Croydon Shire Council
Terri-Lee Bartlett	Tablelands Regional Council
Kiley Hanslow	Wujal Wujal Aboriginal Shire Council

Guests

Gerard Meade	Ochre Legal
Alanna Fitzpatrick	G&L Gates
Elliott Meelen	FNQROC

Apologies

Wayne Connors	Cairns Regional Council
Zac Hore	Douglas Shire Council
Gene Brooks	Hope Vale Aboriginal Shire Council
Domenic Virchillo	Mareeba Shire Council
Richard Wright	Yarrabah Aboriginal Shire Council
Sonia Copley	Hinchinbrook Shire Council
Tina O'Reilly	Tablelands Regional 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. ACTIONS FROM PREVIOUS MINUTES

Actions from minutes 21 April 2023.

	ACTION	PERSON	STATUS
1.1	J Flower to forward the Code of Practice with the most important areas highlighted.	J Flower OIR	Complete
1.2	Working document of the 10 points for review and recommendations – R Browning to send the WHS Group.	R Browning Cook Shire Council	Complete
1.3	Sonia Copley, Hinchinbrook Shire Council – will share her internal Training module on the 10 Psychosocial hazards for line managers and the draft PHS document suite.	S Copley Hinchinbrook Shire Council	Will send prior to next meeting
1.4	FNQROC with assistance to identify the right person to undertake tender documentation training – perhaps Gerard Mead?	D Irvine FNQROC	Complete
1.5	P Power to send out meeting invite for mid-July. Date to be determined.	P Power FNQROC	Complete

3. PRESENTATIONS

Presentation - Elliott Meelen, Regional Procurement Coordinator, FNQROC

- **Ms Alanna Fitzpatrick, K&L Gates**
- **Mr Gerard Mead, Ochre**
- Application of WHS in FNQROC Procurement document suite.
- Councils' liabilities with respect to 3rd parties

Gerard Mead introduced himself and Alanna Fitzpatrick to the WHS & Wellbeing Committee.

- G Mead provided an overview of the new document suite currently being updated. Looking at what Councils' general obligations are and the contract process with FNQROC. The new suite of documents should be available in the coming weeks.

- A Fitzpatrick provided an overview on Managing Contractors and what Councils' responsibilities are. The PowerPoint presentation has been provided with the minutes and includes Alanna's contact details.
- The WHS & Wellbeing Committee thanked Gerard and Alanna for their time in meeting with the group.

Action: 2.1 – WHS & Wellbeing Committee to look at clauses within the updated contract suite and send potential amendments to E Meelen.

4. DISCUSSION WITH JON FLOWER – SILICA DUST

- Jon has a self-assessment tool he is happy to make available to all Councils.
- Anything that generates silica dust of 1 percent or more, PPE must be in place.
- Validating clean seals – fit testing program. Testing once a year reasonable expectation.
- Fit testing training available. Issues with workers who have beards. It is a challenge currently. Some Councils have gone down the path of full-face air helmets which are quite expensive. Hygiene issues if all using same equipment.
- Silica Dust Management Plan and Safe work method statements should be in place.
- PCBU has duty of care.
- Cairns Regional Council have mini gaps analysis – considering the use of blowers for footpaths rotary hose in sandpits. Dust extraction attachments etc to suppress dust when using demotion tools.
- Need to be looking at how much silica is in the product itself.
- From a risk management perspective need to look at cleaners who clean up the work areas.
- Safe Work Method statements, If Council gives theirs to a smaller contractor and they don't comply, Council cops the fine. Councils' need to supervise the implementation if they give their SWMS. Need contractors to develop their own SWMS.
- LGAQ – greater focus on CEO due diligence. Cook Shire has a due diligence management plan in place.

Action: 2.2 – J Flower to forward Silica Dust Self-Assessment tool to share with Councils.

Action: 2.3 – E Meelen to investigate local buy checks on contractors regarding WHS.

Action: 2.4 - R Browning to provide Wujal Wujal with the Due Diligence Management Plan.

5. DISCUSSION – GEMMA BOUCHER, CAIRNS REGIONAL COUNCIL – INCREASE IN VIOLENCE AND AGRESSION EMPLOYEES FACING

- There has been an increase in violence and aggression towards employees for the last 12 to 18 months, particularly in libraries, transfer stations, regulatory areas and customer service.
- CRC looking at hotspots and implementing controls.
- The escalation within libraries is consistent with other local governments, regional centres, and metro areas.

- Reports from transfer stations of people behaving poorly and aggressively toward staff.
- CRC have placed security in 4 of the major library centres in Cairns. This has helped staff and the security has been a deterrent. There is a considerable unplanned cost, and this will need to be reviewed. Other deterrents are body cams and duress alarms.
- Have used EAP for teams exposed to critical incidents, have also been employing them for teams with incidents not critical but continual, trying to be proactive and not waiting for escalation.
- Signage in customer service areas so messaging front of mind.
- Future projects – creating debriefing template and process to follow to give good debrief. Developing these templates for teams to have own conversations.
- Admin instruction review – currently cease and assist. Found over reliance on cease and assist which may not be right control.
- Violence and aggression admin instruction. Controls to manage staff experiencing this behaviour.
- Offering staff training tailored towards office-based people and admin violence and aggression. Understanding person and your reaction. New pilot training – focusing on de-escalating physically and will be rolled out to specific teams.
- New Safety Management System – incidents reported. This will be visible to the safety team. Significant improvement in support that they can provide.

Questions/Comments

- Councils in the meeting experiencing the same, inclusive of their regulatory areas.
- Reactionary and preventative measures – working with the public won't remove the risk. Developing policy and admin instructions is a positive step as everyone on the same page.
- Getting better with recruitment and employing people with the right skillset.
- Looking at trends why this behaviour is getting worse - bigger piece of work that needs to be done, would be a good research paper.
- Communication - Suite of videos like what the Gold Coast City Council had implemented. Features staff from each high-risk area and what the impact of these events had on them.
- Would be good if LGAQ could do a similar generic suite of videos to push out to the community. Educating the community about how they should treat council workers and the impact on them by aggressive individuals.

6. YOU CAN'T WRITE THIS

D Irvine gave an example of an issue FNQROC had faced in the past which had left us all gobsmacked. Darwin Awards now known as "You Can't write this S*&t".

7. GENERAL BUSINESS

- CRC discussed their WHS Incident & Hazard reporting citing a recent Open edges incident with a staff member struck by high pressure water. It would be good if all councils in the region could share their Incident & Hazard warnings as they occur so councils could learn from each other. Case Studies – would be good to share these case studies across all Councils'.
- Rachel Lindsey CSFQ would like to do a story on the FNQROC WHS & Wellbeing Committee to put in their newsletter.

- D Irvine, Executive Officer, FNQROC will be going on 12 months leave from 5 August 2023. Anthony Archie has been appointed the interim CEO from 27 July 2023. Anthony will facilitate the next FNQROC WHS & Wellbeing Committee.

Action: 2.5 – Add WHS Incident and Hazard Sharing to the WHS & Wellbeing agenda.

8. NEXT MEETING

Next meeting will be scheduled for 3 months' time, scheduled for Tuesday 10 October at 10.30am.

- Potential Topics for next meeting:
 - Tony **Prentice from the Electrical Safety Office will present at next meeting.**
 - Working from home (could also be addressed)
 - Industrial manslaughter

Darlene thanked everyone for their contributions. Meeting closed at 1.02pm.

Action: 2.6 – R Browning to provide P Power Tony Prentice's details to arrange presentation at next WHS & Wellbeing Committee meeting.

Meeting Closed at 1.11pm

Actions from today's meeting – 18 July 2023

#	ACTION	PERSON	STATUS
1.3	Sonia Copley, Hinchinbrook Shire Council – will share her internal Training module on the 10 Psychosocial hazards for line managers and the draft PHS document suite.	S Copley Hinchinbrook Shire Council	Complete
2.1	WHS & Wellbeing Committee to look at clauses within the updated contract suite and send potential amendments to E Meelen	E Meelen FNQROC	
2.2	J Flower to forward Silica Dust Assessment tool to share with Councils	J Flower	
2.3	E Meelen to investigate Local Buy checks on contractors regarding WHS.	E Meelen FNQROC	
2.4	R Browning to provide Wujal Wujal with the Due Diligence Management Plan.	R Browning Cook Shire Council	
2.5	Add WHS Incident and Hazard Sharing to the WHS & Wellbeing agenda.	FNQROC	
2.6	R Browning to provide P Power Tony Prentice's details to arrange a presentation at next WHS & Wellbeing Committee meeting.	R Browning Cook Shire Council P Power FNQROC	