

Agenda – FNQROC WHS & Wellbeing Advisory Group

Meeting Details

Meeting No	4
Meeting Name	FNQROC WHS & Wellbeing Committee
Date	10 October 2023
Time	10.30am – 12.30pm
Venue	Severin Room, Level 3, Cairns Regional Council
Meeting Contacts	Paula Power – 0438 782 459
Security Access	Teams Meeting – Severin Room, Cairns Regional Council

Microsoft Teams meeting

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Attendees

Name	Organisation
Wayne Connors	Cairns Regional Council
Zac Hore	Douglas Shire Council
Stephen Frost	Croydon Shire Council
Terry Simons	Croydon Shire Council
Sonia Copley	Hinchinbrook Shire Council
Carli Roll	Mareeba Shire Council
Terri-Lee Bartlett	Tablelands Regional Council
Anthony Archie	FNQROC
Paula Power	FNQROC
Jon Flower	OIR

Apologies

Name	Organisation
Matt Walters	Cairns Regional Council
Gemma Boucher	Cairns Regional Council
Robert Browning	Cook Shire Council
Jacqui Cresswell	Croydon Shire Council
Ken Timms	Etheridge Shire Council
Andrew Singh	Mareeba Shire Council
Tina O'Reilly	Tablelands Regional Council
Kelly Edwards	Tablelands Regional Council
Kiley Hanslow	Wujal Wujal Regional Council
Richard Wright	Yarrabah Aboriginal Shire Council
Elai Semisi	Hope Vale Aboriginal Shire Council

1.	Welcome & Roundtable Introductions																																	
	<p>Actions from previous Minutes</p> <p>Actions – 10 October 2023</p> <table border="1"> <thead> <tr> <th>#</th> <th>ACTION</th> <th>PERSON</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>2.1</td> <td>WHS & Wellbeing Committee to look at clauses and send email through to E Meelen to coordinate.</td> <td>E Meelen FNQROC</td> <td>Ongoing</td> </tr> <tr> <td>3.2a</td> <td>J Flower to forward word templates which are used to <u>help out</u> small businesses. Each council can add own letterhead and other wording etc.</td> <td>J Flower OIR</td> <td>Complete</td> </tr> <tr> <td>3.2b</td> <td>S Copley to forward HSC Contract Management process to the group.</td> <td>S Copley HSC</td> <td>Complete</td> </tr> <tr> <td>3.3a</td> <td>T Prentice to forward information on Electrical Safety.</td> <td>T Prentice OIR</td> <td>Complete</td> </tr> <tr> <td>3.3b</td> <td>M Anselmo to provide further details on when a Heatwave Scenario Workshop may take place.</td> <td>M Anselmo FNQROC</td> <td>Carried over to meeting in 2024</td> </tr> <tr> <td>3.4</td> <td>J Flower to forward documentation on dry sweeping and safety data sheet – table 4.</td> <td>J Flower OIR</td> <td>Complete</td> </tr> <tr> <td>3.7</td> <td>J Flower to forward documentation of the act on Industrial Manslaughter, highlighting key areas.</td> <td>J Flower OIR</td> <td>Complete</td> </tr> </tbody> </table> <p>3.3b Carried over to next meeting in 2024.</p>	#	ACTION	PERSON	STATUS	2.1	WHS & Wellbeing Committee to look at clauses and send email through to E Meelen to coordinate.	E Meelen FNQROC	Ongoing	3.2a	J Flower to forward word templates which are used to <u>help out</u> small businesses. Each council can add own letterhead and other wording etc.	J Flower OIR	Complete	3.2b	S Copley to forward HSC Contract Management process to the group.	S Copley HSC	Complete	3.3a	T Prentice to forward information on Electrical Safety.	T Prentice OIR	Complete	3.3b	M Anselmo to provide further details on when a Heatwave Scenario Workshop may take place.	M Anselmo FNQROC	Carried over to meeting in 2024	3.4	J Flower to forward documentation on dry sweeping and safety data sheet – table 4.	J Flower OIR	Complete	3.7	J Flower to forward documentation of the act on Industrial Manslaughter, highlighting key areas.	J Flower OIR	Complete	
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3.	<p>Discussion - Jon Flower Principal Inspector, Cairns, Workplace Health and Safety Qld, Office of Industrial Relations</p> <ul style="list-style-type: none"> • <i>Current site targeted assessments</i> 																																	
9.	General Business and Roundtable updates																																	
10.	<p>Next meeting To be confirmed</p>																																	