

**CITY OF JOONDALUP**

**MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN CONFERENCE  
ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON  
WEDNESDAY 25 JULY 2001.**

**ATTENDENCE AND APOLOGIES**

**Committee Members:**

Cr A Walker - Chairman  
Cr J Hurst – Deputy Chairman  
Mayor J Bombak  
Cr G Kenworthy  
Cr P Kimber  
Cr M O'Brien JP (deputising for Cr T Barnett)

**In attendance:**

Cr C Mackintosh

**Officers:**

Manager Marketing Services                      J Lawton

**APOLOGIES**

Cr T Barnett

The Chairman declared the meeting open at 1804 hrs.

**DECLARATIONS OF FINANCIAL INTEREST**

Cr Walker declared an interest in Item 3 (Corporate Gifts) as her own business makes corporate plaques and name badges and she would be submitting a quote for the work.

**CONFIRMATION OF MINUTES**

**MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 27 JUNE 2001**

**MOVED** Cr Hurst, **SECONDED** Cr Kenworthy that the Minutes of the House Committee Meeting held on 27 June 2001 be confirmed as a true and correct record.

**The Motion was Put and**

**CARRIED**

## **ITEMS OF BUSINESS**

### **ITEM 1 COUNCIL LOUNGE ALTERATIONS – OH&S REPORT [41579]**

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The Committee Members were asked to provide suggestions for other possible changes to improve the current layout of the Lounge at the next House Committee Meeting, before approving the changes to the Council Lounge in accordance with Occupational Health & Safety Officer's report. (Attachment 1(a) refers).

### **ITEM 2 CHARITY BALL UPDATE [41579]**

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The item was deferred.

### **ITEM 3 CORPORATE GIFTS - [17174]**

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The agenda item to discuss presentation plaques was deferred.

Possible new designs for corporate ties were discussed. The Committee requested a new design be submitted for approval and agreed upon the polyester woven fabric. The minimum order quantity is 300 at \$14.85 (+ GST) each.

### **ITEM 4 HOSPITALITY DINNERS**

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Hospitality functions with the Joondalup Business Association (1 August 2001) and the Board of Management of Community Vision Inc (7 September 2001) were agreed.

### **ITEM 5 PLANS FOR CHRISTMAS 2001**

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Discussion on Christmas hampers and the Christmas Function was deferred.

The House Committee expressed a wish to see some new designs for Christmas cards.

## **DATE OF NEXT MEETING**

The next meeting of the House Committee will be held on **Wednesday 22 August 2001, commencing at 6pm.**

## **CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 1830 hr.

**CITY OF JOONDALUP MEMORANDUM**

**TO:** MANAGER MARKETING

**FROM:** OCCUPATIONAL SAFETY AND HEALTH CO-ORDINATOR

**DATE:** 19 JULY 2001

**FILE REF:** 80031

**SUBJECT:** COUNCILLORS LOUNGE

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An assessment has been carried out in the Bar area of the Councillors Lounge regarding safety issues, which may be of concern due to injuries that may occur. There are a number of issues, which needs to be addressed to ensure that the City of Joondalup complies with Section 19 of the Occupational Safety and Health Act 1984. An employer shall, provide and maintain workplaces, plant and systems of work such that, so far as is practicable, his employees are not exposed to hazards.

Section 21 (1)(b) of the Act also advises that so far as is practicable, ensure that the safety and health of a person not being his employee is not adversely affected wholly or in part as a result of the work in which he or any of his employees is engaged.

Definition-Risk, in relation to any injury or harm, means the probability of that injury or harm occurring.

A review of the Bar area has been carried out by the Occupational Safety and Health Co-ordinator and the Building Co-ordinator. Identified risks and issues have been investigated and are listed below:

*Drainage Point*

There is a drainage point in the floor near the exit to the kitchen that requires a 'fall' to allow water to drain due to leakage, spills and cleaning. The floor slopes considerably which may present a slip or trip hazard. The Building Co-ordinator has advised that the fall may be necessary to allow liquid from the rear of the fridge's (near the kitchen) to drain effectively as a result of fridge malfunction. The fluid will follow the slope to the drain to prevent water from entering the kitchen and bar area.

**RECOMMENDATION**

Check 'fall height' of drainage point to see if floor can be modified to reduce amount of slope.

Limit the number of people that use this particular area who may be unaware of the difference in floor height. A barricade may be suitable for this purpose or alternatively redesign the area so that Elected Members, Staff and visitors are restricted from accessing the bar and exit/entry point to the kitchen.

### *Height of Island Bench*

The height of the island-serving bench is currently 1100mm high. In some instances personnel will not adopt the most appropriate posture and this can result in muscular aches and fatigue. This will prevent good ergonomic practice for staff that must continuously use the bench to deliver food/drinks and to access/put away glasses in the cupboards below and the subsequent cleaning of the bench top.

### **RECOMMENDATION**

Lower the height of the island-serving bench, which should be between 800 and 900mm.

### *Serving Area*

Of particular concern is the serving area around the island-serving bench, which apparently can become very congested. This presents a hazard due to food and liquid being spilled or dropped on the floor. If the substance is not cleaned up immediately then the risk of slipping is extremely high. Hot food is also served and due to apparent over-crowding in this area a burn injury is likely to result. Due to the number of people that can accumulate around this area the risk of an injury occurring is high. No floor surface can be fully slip resistant and preventative measures should be implemented to reduce the risk of injury. This area is high usage due to access to and from the kitchen by serving staff.

### **RECOMMENDATION**

Modify the existing layout to prevent Elected Members, Staff and visitors being in an area where congestion can occur and where there is a possibility of spillage, dropping of food or the possibility of contact with hot food and trays. Ensure that catering staff are directed to clean up spills immediately.

### *Leaking seals on fridge doors*

The wall mounted bar fridge's currently installed apparently allow condensation to leak on the floor due to faulty seals on the doors. Apparently this does not occur often however presents a hazard if it goes unnoticed. Elected Members, Staff and visitors should not be in or near an area where a risk of injury exists due to wet and slippery floors.

### **RECOMMENDATION**

Arrange for seals on fridge doors to be inspected and replaced as required. Ensure serving staff clean up any wet or slippery conditions that occur.

### *Crowding/workspace*

Staff should be able to perform tasks that do not impact on the safety of other people as per Section 21(10)(b) of the Act. Serving staff must be able to perform their duties so there is no risk to themselves, Elected Members, Staff and visitors.

### **RECOMMENDATION**

Redesign the bar area so that good work practices can be achieved.