

AGENDA

Risk Management Advisory Committee

Agenda for a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
To be held at 2.00pm, Tuesday 8 March, 2011
in Council Chambers

- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
(previously approved)**
- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4. PUBLIC QUESTION TIME**
- 5. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Risk Management Advisory Committee held on the 16 November 2010 be confirmed as a true and correct record.

- 8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 9. REPORTS BY MEMBERS ATTENDING COMMITTEES**

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: CRAIGE WADDELL FILE REFERENCE: ADM26 AUTHOR: CRAIGE WADDELL DISCLOSURE OF INTEREST: DATE OF REPORT: 23 February 2011

ATTACHMENT:

BACKGROUND:

Hazard Identification Checklists, Site Checklists and Incident Reports are presented at each meeting as a way of identifying either areas of concern or areas that need work applied to.

COMMENT: Checklists are not available prior to the meeting and as such need to be addressed as the issues arise.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

That the Checklists and Incident reports presented to the meeting be accepted.

**CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

AGENDA NUMBER: 10.2
SUBJECT: Business from Previous Meeting
NAME OF APPLICANT: Craige Waddell
FILE REFERENCE: ADM 26
AUTHOR: Craige Waddell
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 23 February 2011

ATTACHMENT:

BACKGROUND:

COMMENT: The following are the issues that had been carried forward from the previous meeting. These are:

1. Review of Insurances Held by Sub Contractors – Chris/Tracie
2. Fertilizers stored with other chemicals – Steve/Neroli

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

**CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

- (a) OFFICERS
- (b) ELECTED MEMBERS

12. GENERAL BUSINESS

- 12.1 Policy & Procedure Review – Tracie
Papers showing both current and proposed changes were handed out at the last meeting for perusal. If you require another copy please let me know.
- 12.2 Asbestos Register – Neroli/Tracie

13. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

15. NEXT MEETING

16. CLOSURE OF MEETING