

# **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 10 May, 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 8 March 2011 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: 5 May 2011
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### **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: 5 May 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 –Tracie
2. Asbestos Register Update (attachment 1) – Tracie/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

As with last month there are some policies and procedures that we may consider changing. Attached are copies of both present and revised policies and procedures for your perusal prior to the meeting.

**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**