## Administrative update submission template

**Work Authority Number** WA number

**Work Authority Holder** The organisation that is submitting the administrative update

**Contact Name** The person submitting the administrative update on behalf of the Work Authority Holder

**Email** Provide your email address

**Phone Number** Provide your phone number

**Site Address** Street number, Street name, Suburb, Postcode

**Background** Describe the site, the operations on the site and details of approvals to work on the site. The background section should set the context for describing the proposed change, for example, if the proposed change relates to replacing equipment, details of existing equipment should be provided.

**Proposed Change or Amendment** Describe the proposed change and any reasoning for the proposed change. Include any relevant information on location/ equipment/ timing etc.

**Reference to current work plan** What part of the work plan does this change correspond to? Sections, Page numbers. Does it make some sections no longer relevant? Be specific about what sections this change affects and how.

**Risk Assessment** Identify and assess the risk (likelihood and consequence) associated with the new (or changing) work.

Include details of:

* inherent risk (the risk before control measures applied)
* control measures to reduce risks
* residual risk (the risk after control measures applied).

The residual risk is required to be low or medium for the proposed new (or changing) work to be submitted as an administrative update.

Each administrative update is unique and requires careful consideration by ERR of risks presented.

Reference to current risk assessment (if applicable): How does this change or alter the current risk assessment? Be specific about hazards, inherent risk and residual risk and control measures.

**Agency Correspondence** Include written confirmation from council that they support the change, or it is in keeping with planning permit requirements.

Include written confirmation from relevant co-regulators that they support the change.

**Attachments** List any attachments included