Agenda Briefing Session and Ordinary Council Meeting
Attachments

Harvey Council Chamber

Agenda Briefing Session: Tuesday, 13 December 2022
Ordinary Council Meeting: Tuesday, 20 December 2022

4PM

Agenda Briefing Session December 2022 Attachments

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Best Practice Governance Review

Consultation Paper – Model Options

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Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed it's Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

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Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Principle		Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

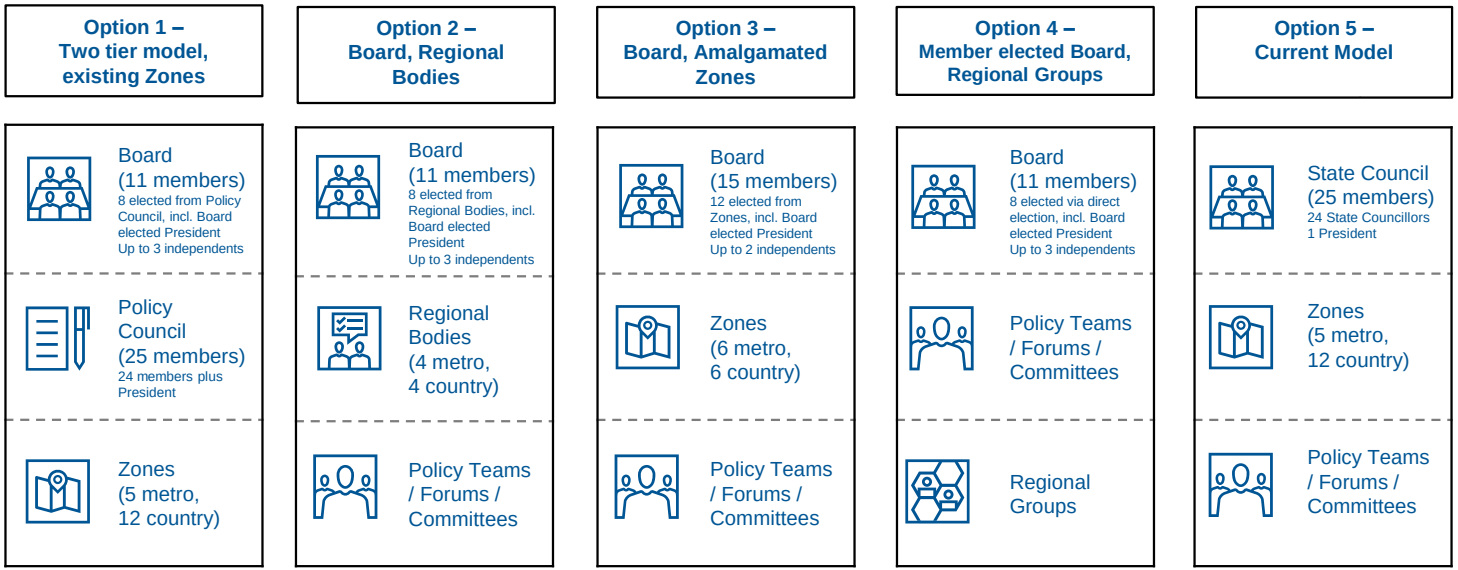
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Best Practice Governance Review

3. Options and Current Model

Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies



Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.

Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/ South West/Great Southern, Regional Capitals. *Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.*	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Zones	Metro/Peel: • Central Metropolitan • East Metropolitan • North Metropolitan • South Metropolitan • South East Metropolitan • Peel Country*: • Wheatbelt South • Wheatbelt North • Mid West / Murchison / Gascoyne • Pilbara / Kimberley • South West / Great Southern • Goldfields / Esperance **indicative, re-drawing required*	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.

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Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones



Board
(11 members)
8 elected from Policy Council, incl. Board elected President
Up to 3 independents



Policy Council
(25 members)
24 members plus President



Zones
(5 metro, 12 country)

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• Board will have equal metropolitan and country membership
	Size	Meets	• Board is smaller
	Diversity	Meets	• Consideration of appointment processes for independent members
	Election Process	Meets	• Board to be elected from Policy Council
Responsive	**Timely Decision Making**	Meets	• Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	• Board meetings are not dependent on other governing body meetings
	Agility	Partial	• Board is future-proofed from external changes • Zone structures still underpin Council
	Focus	Partial	• Prioritisation and focus may be a challenge
Results Oriented	**Value Added Decision Making**	Meets	• Best practice board approaches will be adopted
	Continuous Improvement	Meets	• Board would be responsible for ongoing reviews of governance body roles in consultation with members

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Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles

Option 2 – Board, Regional Bodies



Board (11 members)
8 elected from Regional Bodies, incl. Board elected President
Up to 3 independents



Regional Bodies (4 metro, 4 country)



Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• Board will have equal metropolitan and country membership • How to establish regional body membership is a consideration
	Size	Partial	• Board is smaller • Number of regional bodies is a consideration
	Diversity	Meets	• Consideration of appointment processes for independent members
	Election Process	Meets	• Board election from regional bodies
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	• Board meetings are not dependent on regional body meetings
	Agility	Meets	• Board and regional bodies are future proofed from external changes
	Focus	Partial	• There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
	Continuous Improvement	Meets	• Board will be responsible for ongoing reviews of governing body roles in consultation with members

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Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)



Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	• Board will have equal metropolitan and country membership • There may be composition challenges for amalgamated zones
Representative	Size	Partial	• Board is smaller • Amalgamation of zones to 12 in total
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from zones
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• Board meetings are aligned to zone meetings
Responsive	Agility	Meets	• Board is future proofed from external changes
Results Oriented	Focus	Partial	• Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
Results Oriented	Continuous Improvement	Meets	• The Board would be responsible for ongoing reviews of governance body roles in consultation with members

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Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles

Option 4 – Member elected Board, Regional Groups



Board (11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents



Policy Teams / Forums / Committees



Regional Groups

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	• Board will have equal metropolitan and country membership • Membership of regional groups dynamic and ad hoc
Representative	Size	Partial	• Board is smaller
Representative	Diversity	Meets	• Consideration of appointment processes for independent members
Representative	Election Process	Meets	• Board election from a general meeting
Responsive	Timely Decision Making	Meets	• Meeting frequency aligned to governing body roles
Responsive	Engaged Decision Making	Meets	• Board meetings are not dependent on policy teams / regional group meetings
Responsive	Agility	Meets	• Board is future-proofed from external changes
Results Oriented	Focus	Partial	• Policy teams / Regional Group meetings to influence priorities
Results Oriented	Value Added Decision Making	Meets	• Best practice board approaches will be adopted
Results Oriented	Continuous Improvement	Meets	• Board would be responsible for ongoing reviews of governing body roles in consultation with members

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Option 5 – Current Model

Current model and its alignment to the principles

Option 5 – Current Model



State Council (25 members)
24 State Councillors
1 President



Zones (5 metro, 12 country)



Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	• State Council has equal metropolitan and country membership
	Size	Partial	• State Council will retain 25 members
	Diversity	Partial	• No control of diversity of State Council
	Election Process	Meets	• State Council election from zones
Responsive	Timely Decision Making	Partial	• Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	• State Council meetings are aligned to zone meetings
	Agility	Partial	• State Council is not future proofed from external changes
Results Oriented	Focus	Partial	• Prioritisation and focus may remain a challenge
	Value Added Decision Making	Partial	• Best practice board approaches will not be adopted
	Continuous Improvement	Meets	• State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

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Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our website or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Background Paper

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WALGA

Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed it's Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "*deal with matters related to State Councillors' Candidature for State and Federal elections*".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995* (WA).
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979* (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

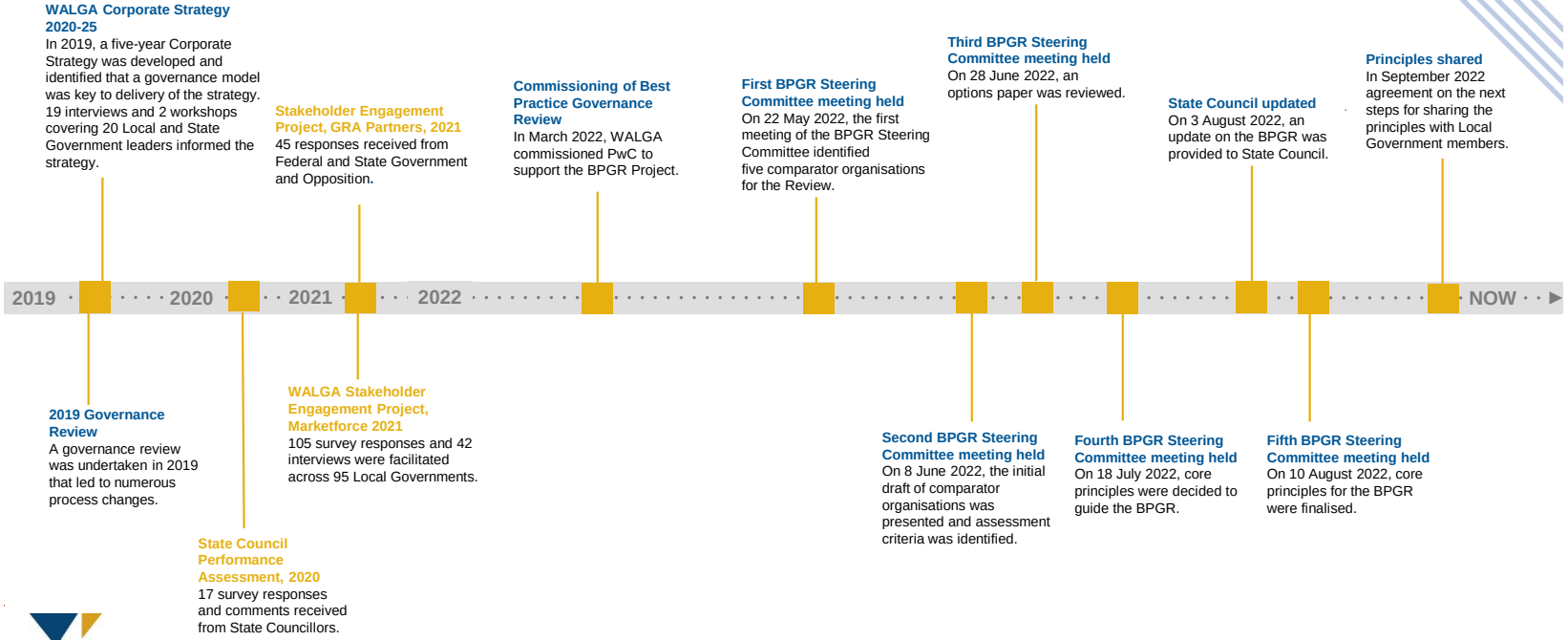
Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed a the BGPR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022



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Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.

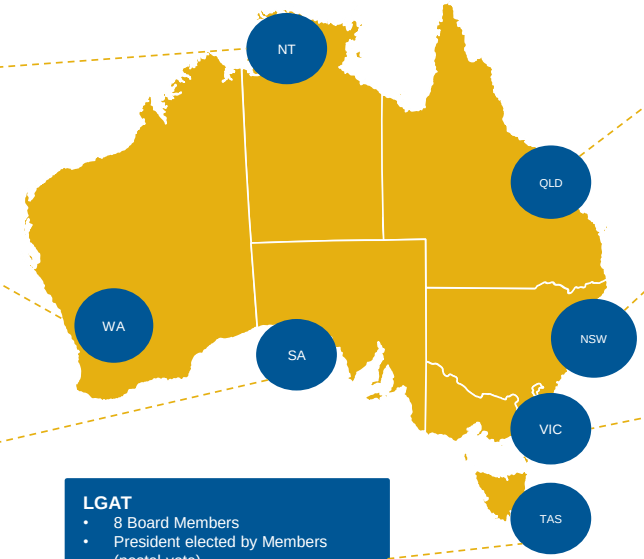
Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.

LGANT
- 9 Board Members
- President elected by Members (AGM)
- Board Members elected by Members
- 22 Local Governments

WALGA
- 25 Board Members
- President elected by the Board
- Board Members elected by Zones
- 139 Local Governments

LGASA
- 10 Board Members
- President elected by Members (postal vote)
- Board Members elected by Regional Organisations
- 74 Local Governments



LGAT
- 8 Board Members
- President elected by Members (postal vote)
- Board Members elected by Zone equivalent
- 29 Local Governments

LGAQ
- 4 Board Members / 16 Policy Executive
- President elected by Members (AGM)
- Board Members elected by and from Policy Executive
- Policy Executive elected by Zone equivalent
- 78 Local Governments

LGNSW
- 19 Board Members
- President elected by Members (AGM)
- Board Members elected by Members
- 128 Local Governments

MAV
- 13 Board Members
- President elected by Members (AGM)
- Board Members elected by Zone equivalent
- 89 Local Governments

LGNZ
- 18 Board Members
- President elected by Members (AGM)
- Board Members elected by Zones and Sector Groups
- 78 Local Governments

WALGA

Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.

Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	• Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.

Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as $21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their specialty (e.g. anesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The General Council focuses on advocacy, policy making, and representation of the association.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in specialty, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*

WALGA

Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as $34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.

Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.	The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.
Executive Council (10+ members).	The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processed and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.

Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as $2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPGR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*

Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.	All powers and functions of the Branch Committee between meetings of the Branch Committee.
Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).	Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

**Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.*

WALGA

Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.

Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

Principle		Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
		Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
		Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Thank you

For more information, visit our website or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

SHIRE OF HARVEY
A Breath of Fresh Air

Shire of Harvey
Draft Register of Delegated Authority.

REVIEW

There are no reviews to display

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INTRODUCTION

1. Introduction

This document is a register of the delegations, authorisations and appointments of the Shire of Harvey. Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local governments CEO or in limited circumstances other persons or employees.

The purpose of delegating a power is to allow matters that are routine, may have a time constraint or can change rapidly to be dealt with efficiently. The extent of delegation, conditions that may be applied, records that must be kept and the review and amendment processes depend on the various heads of power in the Acts themselves.

Western Australian legislation may be accessed online at the State Law Publisher's website at https://www.legislation.wa.gov.au/

This register includes:

- Delegations from Council to the CEO.
- Sub delegations from CEO to other employees.
- Appointments of authorised persons.
- Appointments of other employees.

1.1 Delegations and authorisations under other Legislation

A delegation simply put, is the process prescribed in legislation for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the delegate). Some legislation confers a power directly on a person. A person appointed to a statutory office does not need any further delegation or authorisation in order to fulfil those assigned powers and duties.

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For example:

- The *Local Government Act 1995* lists statutory offices including Mayor, CEO and Returning Officer.
- The *Public Health Act 2016* assigns duties to Environmental Health Officers.
- The *Building Act 2011* assigns duties to Building Surveyors.
- The *Local Government Act 1995, Cat Act 2011* and *Graffiti Vandalism Act 2016* also allow a local government CEO to delegate any powers or duties assigned to their office.

Acting through another person

Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power. Section 5.16(4) of the *Local Government Act 1995* provides that:

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Similarly, s5.45(2) Act provides that:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing

1. *Local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or*
2. *Chief Executive Officer from performing any of his or her functions by acting through another person.*

The key difference between a delegation and acting through is that a delegate exercises a decision making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

Authorised persons

Authorised persons (and who under some Acts do not necessarily have to be employees of the local government but often are) are given powers to do certain things under an Act, Regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

Note that a council can delegate authority to its CEO to appoint authorised persons under the *Local Government Act 1995* and other legislation; in some Acts an employee or other person holding an office is directly authorised under that Act itself. Provisions vary by Act. An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or Regulation, or the certificate of authorisation. An authorised person cannot delegate their powers and duties to another person.

Who may appoint authorised persons depends on the enabling legislation. Section 9.10 of the *Local Government Act 1995* provides that:

1. *The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.*
2. *The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.*

Authorised persons may or may not have delegated authority to undertake certain actions – the delegation of authority is a separate matter, although they are included in this register for ease of reference and review.

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1.2 The Interpretation Act 1984 – principles of delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law.

In summary:

1. The written law (head of power) must include an express power to delegate, which specifically enables a person (the delegator) to make a delegation.
2. In that same written law, there must be an express power or duty conferred or imposed on the delegator and it must be capable of being delegated. This means that:
    a. The power or duty proposed for delegation must be written in the same law as the express power to delegate.
    b. That written law must not prohibit the power or duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation).
5. Delegations must be advised to the delegate in writing.

Note that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue. Similarly, a delegator does not have to exercise the delegation and may refer the decision back to the delegator.

Similarly, section 59(2) provides that:

The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith. Delegation by office or by name Section 53 of the Interpretation Act 1984 provides that a delegation can be to the holder of an office (whether acting or permanent) or by naming an individual: Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —

a. perform any function.
b. be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporated.
c. be or do any other thing, that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office. Delegations made by the Shire are to the holder of an office.

1.3 How this document is structured

Matters that apply generally to delegations and authorisations are set out in this introduction. As there can be differences in legislation, delegations that may be made under various Acts are set out by Act, rather than by employee or organisational structure. While generally prohibited, some legislation does allow sub-delegation (mainly the Local Government Act) from Council to the CEO, and from the CEO to other employees. Delegations from the CEO to other employees and appointments of authorised persons are listed in other documents. Each section of this document is structured as follows:

- Guidance notes, including any particular requirements of the enabling legislation of unusual features.
- Delegations from Council to a committee (if allowed by the enabling legislation and if the Shire has any committees established to deal with the power to be exercised).
- Delegations from the CEO to an employee (or other person if allowed by the enabling legislation).
- A list of persons authorised to perform certain functions under the enabling legislation.

The individual delegations are set out as follows. Heading A snapshot of what it is that is delegated Delegation from Council to CEO Most legislation refers to a ‘local government’. This heading makes it clear that in this case, this is a delegation from

Council to the CEO. Under most Acts, Council can only delegate to the CEO.

Delegator
Power / Duty assigned in legislation to

Express Power to Delegate
Power that enables a delegation to be made

Express Power or Duty Delegated

Function
This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Council Conditions on this Delegation

Express Power to Sub-Delegate

Sub-Delegates
As appointed by the CEO

CEO Conditions on this Sub-Delegation
Conditions on the original delegation also apply to the sub-delegations

Record Keeping

Version Control

Overall requirements

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Before using a delegated authority a delegate must familiarise themselves with the legislative framework, conditions and limitations relevant to the statutory power or duty that informs the decisions they will make. The delegate must also consider and apply local laws, Council decisions, policy, procedures or standards that are relevant to the decisions they are empowered to make.

Conflicts of interest

The Shire requires persons to whom authority has been delegated to deal appropriately with conflicts of interest. Section 5.71 of the *Local Government Act 1995* provides that employees must disclose interests relating to delegated functions:

5.71. Employees to disclose interests relating to delegated functions if, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

1. *in the case of the CEO, must disclose to the Mayor or President the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and*
2. *in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.*

Penalty: $10,000 or imprisonment for 2 years.

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest which may require them to be removed from the decision making process. A delegate may also refer the decision making back to the delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the delegator to make that decision. The Shire's Code of Conduct also applies. Requirement for annual return and disclosures by delegate an employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Keeping a record of decisions made under delegated authority

In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires a delegate to keep a written record of:

a. how the person exercised the power or discharged the duty.
b. when the person exercised the power or discharged the duty.
c. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The Shire has decided that this applies regardless of the enabling legislation. A central record of decisions made under a delegation is unnecessary but a record must be kept by the person exercising the power. A record made that complies with the Shire's record keeping policy (e.g. a letter or email sent in accordance with that policy) is sufficient in most instances, but it is encouraged that officers record the record of exercise in the online system. and Attain, where the keeping of a register is appropriate.

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2. Delegations made under the Local Government Act 1995

The *Local Government Act 1995* (the Act) is the legislation most widely used for delegations by local governments. The Act confers some powers directly on a CEO, and s5.44 sets out the duties of a CEO. This part of the register deals with delegations from Council under the Act. Under this Act, Council may delegate authority to a committee or to the CEO. Council may place restrictions or conditions on the exercise of that power or duty such as a financial amount, to take into account a policy or direction from Council, or something particular only to the matter delegated.

Delegation from Council to a committee

Section 5.16 of the *Local Government Act 1995* allows Council to delegate by an absolute majority vote, some powers and duties to certain committees. This is to be in writing and may be general or as otherwise provided in the instrument of delegation. Subject to sections 58 and 59 of the *Interpretation Act 1984*. There are currently no delegations to Committees.

Restrictions on delegations from the Council to the CEO

Section 5.43 of the Act restricts what can be delegated by Council to the CEO:

- A power under sections 214(2), (3) or (5) of the *Planning and Development Act 2005* (which relate to a local governments powers to deal with illegal development).
- Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
- Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100 (which relate to fees for elected members, an allowance for the Deputy Mayor, meeting fees and reimbursement of expenses, and payments for certain committee members).
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5 (which relates to an objection or appeal in response to a decision to grant a person an authorisation under Part 3 or under any local law or regulation that is to operate as if it were a local law; or to renew, vary, or cancel an authorisation that a person has under any of those provisions).
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other powers or duties as may be prescribed under the *Local Government (Administration) Regulations 1996*, and which are under:
    - section 7.12A(2), (3)(a) or (4) of the Act (which relate to duties of local government with respect to audits, determine if any matters raised by the audit report, require action to be taken by the local government, prepare a report addressing any matters identified as significant by the auditor in the audit report and advise the Minister).
    - Regulations 18C and 18D which relate to the selection and appointment process for CEOs and the local government's duties in relation to a performance review of CEO.
- Regulation 6 of the Local Government (Financial Management) Regulations 1996 prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation from the CEO to another employee

Under s5.44 the CEO may sub-delegate any of these powers and duties functions to another employee, other than the power of delegation itself. Those delegations are also subject to any restrictions or conditions that the Council may have placed on the delegation to the CEO. The CEO may add further conditions or restrictions, and which also must be reviewed annually. Parameters are summarised below, as are the delegations themselves. More detail about the particular sections of the Act that apply is also made under each heading.

DELEGATIONS

Delegation	**1.1.1 Temporary Closure of Thoroughfare to Vehicles**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	Authority to: 1. Close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: a. give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land. b. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Revoke an order to close a thoroughfare [s.3.50(6)]. 4. Partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Delegates	Chief Executive Officer
Conditions	1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)] (relevant to the metropolitan area or a Townsite only).
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Engineering Services Supervisor Engineering Services

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Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.1.2 Disposing of Property**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.58(2) and (3) Disposing of Property
Function	Authority to: 1. Dispose of property to: a. to the highest bidder at public auction [s.3.58(2)(a)]. b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. 2. Dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	Chief Executive Officer

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Conditions	1. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. 2. In accordance with s.5.43, disposal of property, for any single project or were not part of a project but part of a single transaction, is limited to a maximum value of $100,000 or less. 3. When determining the method of disposal: a. Where a public auction is determined as the method of disposal: i. Reserve price has been set by independent valuation. ii. When the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. c. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: i. Negotiate the sale of the property up to a -10% variation on the valuation. ii. Consider any public submissions received and determined if to proceed with the disposal, ensuring reasons for the decision are recorded. 4. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken. a. Without reference to Council for resolution. b. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.1.3 Creditors payment from Shire funds (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO *Local Government (Financial Management) Regulations 1996* r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996* r.12(1)(a) Payments from the Municipal or Trust Fund, Restrictions on Making
Function	Authority to Make Payments from the Municipal or Trust Funds [12.1a].
Delegates	Chief Executive Officer
Conditions	Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Infrastructure Services Manager Finance
Subdelegate conditions	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO, Director Corporate Services (senior positions only). 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.1.4 Investment of Council funds**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	Chief Executive Officer
Conditions	1. All investment activity must comply with the Financial Management Regulation 19C and Council Investments Policy. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 4. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every three financial years [Audit r.17].
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Finance
Subdelegate conditions	1. A decision to invest must be jointly confirmed by two delegates. 2. Investment decisions are in line with the Investment Policy.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*
Policy	Policy 2.2.1 - Investments.

DRAFT

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**1.1.5 Defer, Waive or Write Off Debts**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.12. Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt that is owed to the Shire of Harvey [s.6.12(1)9b)]. 2. Grant a concession in relation to money which is owed to the Shire of Harvey [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Harvey [s.6.12(1)(c)].
Delegates	Chief Executive Officer
Conditions	1. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. 2. A debt may only be waived where: a. It is only to charitable or not for profit community grants. 3. A concession may only be granted where: a. It is only to charitable or not for profit community groups. 4. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Harvey. a. Limited to individual debts valued below $1,000 or cumulative debts of a debtor valued below $1,000. Write off of debts greater than these values must be referred for Council decision. 5. For the CEO to report to Council on the exercise of this delegation.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	22 January 2021
Adoption references	CC/U/003

DRAFT

Delegation	**1.1.6 Write off of interest charged on rates debtors**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate powers and duties to other employees s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts
Express power or duty delegated	*Local Government Act 1995* s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts
Function	The Chief Executive Officer is delegated authority to write off interest charged amounts owing on rate debtors accounts limited to amounts up to $10.00.
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Finance
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.1.7 Shire of Harvey Recreation Grounds - Camping (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Caravan Parks and Camping Grounds Regulations 1997* r.11 Camping other than at caravan park or camping ground. *Local Government Property Local Law 2017* Clause 3.2 Application for Permit Clause 3.3 Decision on application for permit Clause 3.4 Conditions which may be imposed on a permit Clause 3.6 Compliance with and variation of conditions' Clause 3.8 Renewal of permit Clause 3.9 Transfer of permit Clause 3.11 Cancellation of permit
Function	Authority to: 1. Receive the permit [r.11(1)]. 2. Determine the permit [r.11(2)(a)]. 3. Require an applicant to provide additional information reasonably related to an application before determining an application for a permit [cl.3.2(3)]. 4. Require an applicant to give local public notice of the application for a permit [cl.3.2(4)]. 5. Refuse to consider an application for a permit, which is not in accordance with sub-cl.3.2 (2) of the Local Law [cl.3.2(5)] 6. Determine to approve, unconditionally or subject to conditions, OR refuse a permit [cl.3.3(1)]. 7. Determine to impose conditions on a permit [cl.3.4]. 8. Determine to vary the conditions on a permit [cl.3.6(2)]. 9. Determine to renew a permit [cl.3.8]. 10. Determine to approve or refuse a transfer of a permit, and require the applicant to provide such information as required to determine the application [cl.3.9]. 11. Determine to cancel a permit [cl.3.11].
Delegates	Chief Executive Officer
Conditions	In accordance with Council Policy 5.2.3 - Shire of Harvey Recreation Grounds - Camping.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate powers and duties to other employees.
Subdelegates	Director Sustainable Development Manager Environmental Health Services

DRAFT

Subdelegate conditions	Delegation on subdelegates limited to issuing permits for the purpose of clause 3.1 (permit required to camp outside a facility) of the Shire of Harvey *Local Government Property Local Law 2017*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government Property Local Law 2017* *Caravan Parks and Camping Grounds Act 1995*
Policy	Policy 5.2.3 - Shire of Harvey Recreation Grounds - Camping.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.1.8 Traders and Stallholders Permits Including mobile Traders' Permits relating to Food Trading**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Activities in Thoroughfares and Public Places and Trading Local Law 2017* cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit

DRAFT

Function	**Permits General:** Authority to: 1. Authority, limited to the permit types listed below, to: a. Determine the form of a permit application [cl.7.1(1)(a)]. b. Require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]. c. Require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]. d. Refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]. e. Determine the form of the permit [cl.7.2(2)]. **Stallholder, Trading and Performing:** Authority to: 1. Approve [cl.7.2], renew [cl.7.7], transfer [cl.7.8], refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under [cl.7.4] or determined as appropriate, limited to: a. Stallholder [cl.6.2]. b. Trader [cl.6.3]. c. Perform in a public place [cl.6.10]. 2. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 3. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)]. **Outdoor Eating Facilities:** Authority to: 1. Approve [cl.7.2], renew [cl.7.7], transfer [cl.7.8], reuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16]. 2. Determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 3. Give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].
Delegates	Chief Executive Officer

DRAFT

Conditions	1. Food vehicles are to comply with the *Food Act 2008*. 2. A Mobile Traders Permit is valid for vehicles that travel along a road looking for customers, selling food from the vehicle as it is parked. Customers come to the vehicle while it is parked. Permit holder shall not trade within 400 metres of an established outlet selling similar goods including any 'Power to License' sites being operated with a valid permit. 3. Traders and Stallholders Permits may be issued in accordance with Council Policy 4.3.7 up to a maximum of 12 months from the date of approval. 4. Traders and Stallholders permit holders (including Mobile Traders) shall maintain public liability insurance to a value of a minimum of $20,000,000 and any other necessary insurance at all times. 5. A permit may be revoked for the following reasons: a. Failure to comply with the aforementioned conditions (a, b, and d). b. The creation of any noise or disturbance to the annoyance of nearby occupants or obstructing the free passage of passers-by.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate powers and duties to other employees
Subdelegates	Director Sustainable Development Manager Environmental Health Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Activities in Thoroughfares and Public Places and Trading Local Law 2017* *Food Act 2008*
Policy	Policy 4.3.7 - Trading in Public Places Policy for Food Vendors.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.1.9 Performing Functions Outside the District**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.20(1) Performing functions outside district
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where the conditions are not met, the matter must be referred for Council decision.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some power and duties to other employees
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**1.1.10 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.22(1) Compensation s.3.23 Arbitration
Function	Authority to: 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	Chief Executive Officer
Conditions	Delegation is limited to settlements which do not exceed the material value as determined annually by Council.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Exercise of discretion is subject to assessment of compensation by the Executive Leadership Team.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**1.1.11 Powers of Entry**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	Authority to: 1. Exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act other than entry under a Local Law [s.3.28]. 2. Give notice of entry [s.3.32]. 3. Seek and execute an entry under warrant [s.3.33]. 4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure Services Director Sustainable Development Environmental Officer
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* s.9.10 Appointment of authorised persons - refer also [s.3.32(2)] Part 3, Division 3, Subdivision 3 - prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency
Policy	Nil.

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Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.12 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.13 Confiscated or Uncollected Goods or alternatively, referred for Council Decision.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
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Delegation	**1.1.13 Confiscated or Uncollected Goods (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	Authority to: 1. Refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	1. Delegation to Ranger is applicable only for Functions 1 and 2. 2. Rangers must follow procedure ANIM 005 for the destruction of Dogs and Cats.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Part 3, Division 3, Subsection 3 s.3.58 Disposing of Property - applies to the sale of goods under s.3.47 as if they were property referred to in that section.

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Delegation	**1.1.14 Disposal of Sick or Injured Animals (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	Authority to: 1. Determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed as per s.3.47A(2) of the Act.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Subdelegates must follow procedure ANIM 005 for the destruction of Dogs and Cats.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Delegation	**1.1.15 Control Reserves and Certain Unvested Facilities**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	Authority to: 1. Agree the method and management of an unvested facility which is partially within two or more local government districts [s.3.53(3)]. 2. Do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the *Parks and Reserves Act 1895* [s.3.54(1)].
Delegates	Chief Executive Officer
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Director Sustainable Development
Subdelegate conditions	Sub-delegation to Director Sustainable Development only to Function 2.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.16 Obstruction of Footpaths and Thoroughfares**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	Authority to: 1. Determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath. b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6(2) and (4)]. 3. Renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Require an owner or occupier of land to remove anything that has fallen from the land or from anything on the land, which is obstructing public thoroughfare [ULP r.7A]. 5. Require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

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Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.17 Gates Across Public Thoroughfares**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	Authority to: 1. Provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Impose conditions on granting permission [ULP r.9(4)]. 4. Renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Each approval provided must be recorded in the Shire's statutory Register of Gate in accordance with Uniform Local Provisions Regulation 8.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995*
Policy	Nil.

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Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.18 Public Thoroughfare - Dangerous Excavations**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	Authority to: 1. Determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11 (4)]. 3. Impose conditions on granting permission [ULP r.11(6)]. 4. Renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services
Subdelegate conditions	Nil.

DRAFT

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.19 Crossing - Construction, Repair and Removal**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	Authority to: 1. Approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	Chief Executive Officer
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995*
Policy	Nil.

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Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.20 Private Works on, over or under Public Places**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* r.17 Private works on, over, or under public places – Sch.9.1 cl. 8
Function	Authority to: 1. Grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17 (5)].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services
Subdelegate conditions	Nil.

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Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.21 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) 1996* r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Director Sustainable Development
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.22 Expressions of Interest for Goods and Services**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	Authority to: 1. Determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community and Lifestyle Director Corporate Services Director Infrastructure Services Director Sustainable Development
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* WALGA Subscription Service – Procurement Toolkit.
Policy	Policy 2.2.11 - Purchasing Policy.

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Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.23 Rate Record Amendment**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.24 Agreement as to Payment of Rates and Service Charges**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer
Conditions	1. Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship. 2. Agreements must be in writing and, subject to the Council Policy 1.1.4 COVID-19 Financial Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services Rates Officer Senior Rates Officer
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Policy 1.1.4 - COVID-19 Financial Hardship.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.25 Recovery of Rates or Service Charges**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	Authority to: 1. Recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	Chief Executive Officer
Conditions	Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Policy 1.1.4 - COVID-19 Financial Hardship Policy
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.26 Recovery of Rates Debts - Require Lessee to Pay Rent**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.60 Local Government may require lessee to pay rent
Function	Authority to: 1. Give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	Chief Executive Officer
Conditions	Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship Policy.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	Policy 1.1.4 - COVID-19 Financial Hardship Policy
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
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Delegation	**1.1.27 Recovery of Rates Debts - Actions to Take Possession of the Land**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.64(1) Actions to be taken s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	Authority to: 1. Take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: a. lease the land. b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]. ii. cause the land to be transferred to the Shire [s.6.71]. 2. Agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	Chief Executive Officer
Conditions	1. Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship Policy. 2. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. 3. Council shall be notified when Officers commence actions to take possession of land that will be sold via public auction. 4. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services

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Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. *Local Government (Financial Management) Regulations 1996* Regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Policy	Policy 1.1.4 - COVID-19 Financial Hardship.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**1.1.28 Rate Record - Objections**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.6.76 Grounds of objection
Function	Authority to: 1. Extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	Chief Executive Officer
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**1.1.29 Management of Rates and Service Charges**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.44 CEO may delegate powers and duties to other employees s.6.39(1) Rate record s.6.40 Effect of amendment of rate record s.6.41(1) Service of rate notice s.6.49 Agreement as to payment of rates and service charges s.6.50(2) Rates or service charges due and payable s.6.56(1) Rates or service charges recoverable in court s.6.60(2) Local government may require lessee to pay rent s.6.76(4) Grounds of objection
Function	1. The discharge of the obligations specified in Section 6.39(1) of the *Local Government Act 1995*. 2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the *Local Government Act 1995* (as amended). 3. The time allowed for the payment of the rates before it becomes in arrears, Section 6.50 (2) of the *Local Government Act 1995*. 4. The powers conferred in Section 6.40 of the *Local Government Act 1995*. 5. The exercise of discretion in regards to granting any extension of time for service of objections to the Rate Book, Section 6.76(4) of the *Local Government Act 1995*. 6. The recovery of rates by complaint or action pursuant to the provisions of Section 6.56 (1) of the *Local Government Act 1995*. 7. Entering into an agreement in accordance with Section 6.49 of the *Local Government Act 1995*. 8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable.
Delegates	Chief Executive Officer
Conditions	1. Delegates must comply with the requirements of s.6.40 of the Act. 2. Conditions must comply with Council Policy.
Express power to subdelegate	The Chief Executive Officer, in exercising authority under Section 5.44 of the *Local Government Act 1995*, has delegated the power/duty to the Director Corporate Services or the Manager Finance.
Subdelegates	Director Corporate Services Manager Finance
Subdelegate conditions	Nil.

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Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.1.30 Renewal or Extension of Contracts during a State of Emergency (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja).
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: 1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds $250 000. 2. contracts formed through a public tender.
Delegates	Chief Executive Officer
Conditions	1. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: a. It is exercised at the sole discretion of the Local Government. b. It is in the best interests of the Local Government. c. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration. d. It has potential to promote local and/or regional economic benefits. 2. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). 3. The decision to extend or renew a contract must be made in accordance with the objectives of Council Policy 2.2.11 Purchasing Policy.
Express power to subdelegate	The CEO cannot sub-delegate this authority.

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Subdelegate conditions	Nil.
Statutory framework	*Local Government (Functions and General) Regulations 1996:* WALGA Subscription Service – Procurement Toolkit.
Policy	Policy 2.2.11 - Purchasing Policy.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

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Delegation	**1.1.31 Procurement of Goods or Services required to address a State of Emergency (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]. 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	Chief Executive Officer
Conditions	1. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. 2. Compliance with Council Policy 2.2.11 Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Council Policy 2.2.11 Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. 3. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. 4. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.
Express power to subdelegate	The CEO cannot sub-delegate this authority.

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Subdelegate conditions	Nil.
Statutory framework	*Local Government (Functions and General) Regulations 1996:* WALGA Subscription Service – Procurement Toolkit.
Policy	Policy 2.2.11 - Purchasing Policy.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

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Delegation	**1.2.1 Appointment of Authorised Persons**
Head of power	01. Local Government Act 1995
Delegator	Delegator - Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	*Local Government Act 1995* s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	Authority to: 1. Appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: a. *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the *Local Government Act*. b. *Caravan Parks and Camping Grounds Act 1995*. c. *Cat Act 2011*. d. *Cemeteries Act 1986*. e. *Control of Vehicles (Off-road Areas) Act 1978*. f. *Graffiti Vandalism Act 2016* – refer s.15. g. any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*. 2. Appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the *Criminal Procedure Act 2004*.
Delegates	Chief Executive Officer
Conditions	1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

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Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Miscellaneous Provisions) Act 1960* *Caravan Park and Camping Grounds Act 1995* *Cat Act 2011* *Cemeteries Act 1986* *Control of Vehicles (Off-road access) Act 1978* *Graffiti Vandalism Act 2016* *Criminal Procedure Act 2004* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.2.2 Tenders for Goods and Services**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s.3.57 Tenders for providing good services *Local Government (Functions and General) Regulations 1996* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services

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Function	Authority to: 1. Call tenders [F&G r.11(1)]. 2. Determine a sole supplier arrangement, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier [F&G r.11(f)]. 3. Undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is $249,999 (GST exclusive) or less and the expense is included in the adopted Annual Budget [F&G r.14(2a)]. 4. Invite tenders although not required to do so [F&G r.13]. 5. Determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14 (4)(a)]. 7. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation of [F&G r.14(5)]. 8. Evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Accept, or reject tenders, only within the dollar value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the $249,999 (GST exclusive) detailed as a condition on this Delegation and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)]. 11. Seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Decline any tender [F&G r.20(2)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r20(2)]. 14. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. 15. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 16. Accept another tender where within six months of ether accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) and (7)].
Delegates	Chief Executive Officer

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Conditions	1. Sole supplier arrangements may only be approved where a record is retained that evidences: a. A detailed specification. b. The outcome of market testing of the specification. c. The reasons why market testing has not met the requirements of the specification. d. Rationale for why the supply is unique and cannot be sourced through other suppliers. 2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: a. Proposed goods or services are required to fulfill a routine contract related to the day to day operations of the Local Government. b. Current supply contract expiry is imminent. c. Value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. d. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. 3. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is $249,999 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Policy 2.2.11 - Purchasing Policy.
Record keeping	All records of decision of delegates are to be registered in RecFind against the particular Tender file.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**1.2.3 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	Authority to: 1. Determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)]. **Note -** In conjunction with Delegated Authority 1.1.16; when determining to grant permission to obstruct a public footpath or thoroughfare.
Delegates	Director Infrastructure Services
Conditions	1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.16 Obstruction of Footpaths and Thoroughfares. 2. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995* **Note -** This delegated authority is effective only in alignment with Delegated Authority 1.1.16 Obstructions of Footpaths and Thoroughfares.

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Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

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Delegation	**1.2.4 Determine if an Emergency for Emergency Powers of Entry**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995* s.3.34(2) Entry in emergency
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Director Infrastructure Services Director Sustainable Development
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

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Delegation	**1.2.5 Determine and Manage Conditions on Permission for Dangerous Excavations in or near Public Thoroughfares**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	Authority to: 1. Determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. **Note -** In Conjunction with Delegated Authority 1.1.18; when determining to grant permission for a dangerous excavation.
Delegates	Director Infrastructure Services
Conditions	1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.18 Public Thoroughfares – Dangerous Excavations. 2. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995* **Note -** This delegated authority is effective only in alignment with Delegated Authority 1.1.18 Public Thoroughfares – Dangerous Excavations.

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Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

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Delegation	**1.2.6 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996* r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	Authority to: 1. Determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)]. **Note -** In conjunction with Delegated Authority 1.1.20; Private Works on, over or under Public Places.
Delegates	Director Infrastructure Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* *Local Government Act 1995* **Note -** This delegated authority is effective only in alignment with Delegated Authority 1.1.20 Private Works on, over or under Public Places.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Date adopted	23 November 2021
Adoption references	23.11.2021

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Delegation	**1.2.7 Appoint Persons (other than employees) to Open Tenders**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Functions and Genera) Regulations 1996* r.16(3) Receiving and opening tenders, procedure for
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	Manager Governance and Strategy
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and Genera) Regulations 1996*' *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

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Delegation	**1.2.8 Electoral Enrolment Eligibility Claims and Electoral Roll**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995* s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election *Local Government (Elections) Regulations 1995* r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4)Register - s.4.32(6)
Function	Authority to: 1. Require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Decide to accept or reject a claim made before the close of enrolments, but less than 14 -days before the close of nominations [s.3.42(5A)]. 4. Make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32 (5)]. 5. Approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13(2)]. 6. Amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Director Corporate Services
Conditions	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express power to subdelegate	Nil.

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Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Elections) Regulations 1995* *Local Government Act 1995* Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

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Delegation	**1.2.9 Destruction of Electoral Papers**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Elections) Regulations 1996* r.82(4) Keeping election papers – s4.84(a)
Function	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Director Corporate Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Elections) Regulations 1995* *Local Government Act 1995* Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

DRAFT

Delegation	**1.2.10 Information to be Available to the Public**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Administration) Regulations 1996* r.29(2) & (3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995* s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	Authority to: 1. Determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Delegates	Director Corporate Services Manager Governance and Strategy Manager Information Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

DRAFT

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Administration) Regulations 1996* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

DRAFT

Delegation	**1.2.11 Financial Management Systems and Procedures**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996* r.5 CEO's Duties as to financial management
Function	Authority to: 1. Establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: a. Collection of money owed to the Shire. b. Safe custody and security of money collected or held by the Shire. c. Maintenance and security of all financial records, including payroll, stock control and costing records. d. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities. e. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards. f. Making of payments in accordance with Delegated Authority 1.1.3. g. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director Corporate Services Manager Finance
Conditions	1. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 2. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once within each 3 financial years. [Audit r.17]. 3. Delegation to Manager Finance is not applicable to Function 1e.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

DRAFT

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* *Local Government (Audit) Regulations 1996* Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

DRAFT

Delegation	**1.2.12 Audit - CEO Review of Systems and Procedures**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Audit) Regulations 1996* r.17 CEO to review certain systems and procedures
Function	Authority to: 1. Conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to: a. Risk management. b. Internal controls. c. Legislative compliance [r.17(1)].
Delegates	Director Corporate Services Manager Governance and Strategy
Conditions	Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Audit) Regulations 1996*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

DRAFT

Delegation	**1.2.13 Infringement Notices**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995* s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time *Building Regulations 2012* Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	Authority to: 1. Consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].
Delegates	Coordinator Ranger Services Director Infrastructure Services Manager Building Services Manager Waste and Safety Services
Conditions	1. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. 2. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices: a. Manager Building Services **Note:** Delegates must also be appointed as an "Approved Officer" – *appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.5.*
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

DRAFT

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Building Regulations 2012* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

DRAFT

Delegation	**1.3.1 Behaviour Complaints Committee**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.16 Delegation of some powers and duties to certain committees
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021* cl.12 Dealing with a complaint cl.13 Dismissal of complaint
Function	Authority to: 1. Make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. 2. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. 3. Where a finding is made that a breach has occurred, authority to: a. take no further action [MCC.cl.12(4(a)]. b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. 4. Dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Delegates	Behaviour Complaints Committee
Conditions	1. The Committee will make decisions in accordance with the principles and specified requirements established in Code of Conduct Complaints Policy. 2. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. 3. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. 4. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance **NOTE TO Conditions (c) and (d):** The purpose of these Conditions is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

DRAFT

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Model Code of Conduct) Regulations 2021*
Policy	Policy 1.1.10 – Code of Conduct for Council Members, Committee Members and Election Candidates Policy.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	27 July 2021
Adoption references	Adopted at OCM 27 July 2021 - 21/145 Committee Members: Cr. Bromham, Cr. Lovitt and Cr. Gillett Deputy Committee Members: Cr. Coleman, Cr. Burgoyne and Cr. Dickinson

Amendments			
Approved	**Type**	**Amendment**	**References**
23 Nov 2021	Amended delegation	Committee Members: 1. Cr. Boylan 2. Cr. Lovitt 3. Cr. Gillett Deputy Committee Members: 1. Cr. Burgoyne 2. Cr. Krispyn 3. Cr. Campbell	OCM 23 November 2021 - 21/234

DRAFT

Delegation	**1.3.2 Audit Committee**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995* s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	Authority to: 1. Meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A (2)]. 2. Examine the report of the Auditor and determine matters that require action to be taken by the Shire. 3. Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 4. Review and endorse the Shire's report on any actions taken in response to any Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit Committee
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.7.1B.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Department of Local Government, Sport and Cultural Industries Operational Guideline No. 9 - The appointment, function and responsibilities of Audit Committees. Audit Committee Terms of Reference.
Policy	Nil.
Record keeping	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19. All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021

DRAFT

Adoption references	23.11.2021 OCM Resolution 21/233

DRAFT

Delegation	**1.4.1 Administration of Activities in Thoroughfares and Public Places and Trading Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Activities in Thoroughfares and Public Places and Trading Local Law 2017.*
Function	All the powers conferred on the local government in the Shire of Harvey *Activities in Thoroughfares and Public Places and Trading Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Coordinator Assets Director Infrastructure Services Director Sustainable Development Environmental Health Officer Manager Design and Development Manager Engineering Services Manager Environmental Health Services Manager Parks Services Manager Planning Services Ranger Senior Environmental Health Officer Supervisor Engineering Services Supervisor Parks Services
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995.*
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Activities in Thoroughfares and Public Places and Trading Local Law 2017* *Local Government Act 1995*

DRAFT

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.4.2 Administration of Activities in Bush Fire Brigades Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Bush Fire Brigades Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Bush Fire Brigades Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Bush Fire Control Officer Chief Bush Fire Control Officer Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the Local Government Act 1995.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Bush Fire Brigades Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.4.3 Administration of Cemeteries Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey Activities in *Cemeteries Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Cemeteries Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Engineering Services Manager Parks Services Ranger Supervisor Engineering Services Supervisor Maintenance
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Cemeteries Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Shire of Harvey

DRAFT

Delegation	**1.4.4 Administration of Commonage Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Commonage Local Law 2017.*
Function	All the powers conferred on the local government in the Shire of Harvey *Commonage Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Environmental Health Officer Manager Environmental Health Services Manager Waste and Safety Services Ranger Senior Environmental Health Officer
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 if the *Local Government Act 1995.*
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Commonage Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered the Shire of Harvey records system under file CC/U/003.

DRAFT

Shire of Harvey

DRAFT

Delegation	**1.4.5 Administration of Dogs Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Dogs Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Dogs Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Environmental Health Officer Manager Environmental Health Services Manager Waste and Safety Services Ranger Senior Environmental Health Officer
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issues by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegate are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Dogs Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.4.6 Administration of Extractive Industries Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Extractive Industries Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Extractive Industries Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Director Infrastructure Services Director Sustainable Development Manager Design and Development Manager Planning Services
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Extractive Industries Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.4.7 Administration of Fencing Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Fencing Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Fencing Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Building Surveyor Coordinator Ranger Services Director Infrastructure Services Director Sustainable Development Manager Building Services Manager Waste and Safety Services Ranger
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Fencing Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Shire of Harvey

DRAFT

Delegation	**1.4.8 Administration of Health Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to the CEO
Express power or duty delegated	All the powers conferred on the local governments in the Shire of Harvey *Health Local Law 1997.*
Function	All the powers conferred on the local governments in the Shire of Harvey *Health Local Law 1997* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995.*
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Director Infrastructure Services Director Sustainable Development Environmental Health Officer Manager Design and Development Manager Engineering Services Manager Environmental Health Services Senior Environmental Health Officer
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the follow specific additional conditions of this delegations. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995.*
Statutory framework	Delegates are designated employees under s.5.47 and are required to provide Primary and Annual returns. *Health Local Law 1997* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Shire of Harvey

DRAFT

Delegation	**1.4.9 Administration of Local Government Property Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Local Government Property Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Local Government Property Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licenses and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Director Sustainable Development Environmental Health Officer Manager Building Services Manager Design and Development Manager Engineering Services Manager Environmental Health Services Manager Parks Services Manager Planning Services Ranger Senior Environmental Health Officer
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Property Local Law 2017* *Local Government Act 1995*
Policy	Nil.

DRAFT

Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.4.10 Administration of Miscellaneous Provisions Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Miscellaneous Provisions Local Law 2008*.
Function	All the powers conferred on the local government in the Shire of Harvey *Miscellaneous Provisions Local Law 2008* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* S.5.42 Delegation and some powers and duties to the CEO.
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated under s.5.74 and are required to provide Primary and Annual Returns. *Miscellaneous Provisions Local Law 2008* *Local Government Act 1995*.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**1.4.11 Administration of Parking and Parking Facilities Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Parking and Parking Facilities Local Law 2017*.
Function	All the powers conferred on the local government in the Shire of Harvey *Parking and Parking Facilities Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licences and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for he purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Parking and Parking Facilities Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file C/U/003.

DRAFT

Delegation	**1.4.12 Administration of Pest Plants Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Pest Plants Local Law 2017.*
Function	All the powers conferred on the local government in the Shire of Harvey *Pest Plants Local Law 2017* to determine applications, issue and apply conditions to approvals, consents, permits, licenses and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995.*
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Director Infrastructure Services Director Sustainable Development Environmental Health Officer Manager Engineering Services Manager Environmental Health Services Manager Parks Services Senior Environmental Health Officer
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions of Delegation and the following specific additional conditions of this delegation. 2. Infringements may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995.*
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Pest Plans Local Law 2017* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

DRAFT

Delegation	**1.4.13 Administration of Waste Local Law (DRAFT)**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitation on delegations to CEO
Express power or duty delegated	All the powers conferred on the local government in the Shire of Harvey *Waste Local Law 2019*.
Function	All the powers conferred on the local government in the Shire of Harvey *Waste Local Law 2019* to determine applications, issue and apply conditions to approvals, consents, permits, licenses and registration, undertake enforcement functions and exercise discretion under this local law.
Delegates	Chief Executive Officer
Conditions	The CEO will provide delegation and authorisation to relevant officers in writing and in accordance with Section 5.44 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995* s.5.42 Delegation of some powers and duties to the CEO
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services Waste and Sustainability Support Officer
Subdelegate conditions	1. Any person proposing to exercise a power under delegated authority shall comply with the Standard Conditions on Delegation and the following specific additional conditions of this delegation. 2. Infringement may only be issued by persons authorised for the purposes of Section 9.16 of the *Local Government Act 1995*.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Waste Local Law 2009* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under filed CC/U/003.

DRAFT

Delegation	**2.1.1 Building and Demolition Permits**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011* s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27 Conditions imposed by permit authority *Building Regulations 2012* r.24 Extension of time during which permit has effect r.26 Approval of new responsible person
Function	Authority to: 1. Grant a Building Permit [s.20]. 2. Grant a Demolition Permit [s.21]. 3. Refuse to grant a Building Permit or Demolition Permit [s.22]. 4. Impose conditions on a Building Permit or Demolition Permit [s.27]. 5. Extend or refuse to extend the time during which a Permit has effect [r.24]. 6. Approve a new responsible person for the work which a Permit applies [r.26].
Delegates	Chief Executive Officer
Conditions	1. The granting of a Building Permit shall be subject to the issue of a Certificate of Design Compliance and a Demolition Permit shall be subject to compliance with the applicable building standard. 2. For retaining walls, this Delegation only allows a Building Permit to be issued if the retaining wall does not exceed 1.8m in height.
Express power to subdelegate	*Building Act 2011* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Building Support Officer Building Surveyor Director Sustainable Development Manager Building Services Senior Building Surveyor Sustainable Development Support Officer Trainee Building Surveyor
Subdelegate conditions	In undertaking the functions of this Delegation for an uncertified application, the sub-delegate must hold the appropriate registration in accordance with the Building Services (Registration) Regulations 2011.

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Statutory framework	*Building Act 2011* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**2.1.2 Occupancy Permits and Building Approval Certificates**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011* s.58 Grant of occupancy permit, building approval certificate s.62 Conditions imposed by permit authority *Building Regulations 2012* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate
Function	Authority to: 1. Grant or modify an Occupancy Permit or grant a Building Approval Certificate [s.58]. 2. Refuse to grant or modify an Occupancy Permit or refuse to grant a Building Approval Certificate [s.58(3)]. 3. Impose conditions on an Occupancy Permit or Building Approval Certificate [s.62]. 4. Extend or refuse to extend the time during which an Occupancy Permit or Building Approval Certificate has effect [r.40].
Delegates	Chief Executive Officer
Conditions	The granting of an Occupancy Permit shall be subject to the issue of a Certificate of Construction Compliance and a Building Approval Certificate shall be subject to the issue of a Certificate of Building Compliance.
Express power to subdelegate	*Building Act 2011* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**2.1.3 Extension of Duration of Occupancy Permits and Building Approval Certificates**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Building Act 2011* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Regulations 2012* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate
Function	Authority to extend or refuse to extend, the time during which an Occupancy Permit or Building Approval Certificate has effect [r.40].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees *Building Act 2011* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995* *Building Act 2011* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

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Adoption references	20/252

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Delegation	**2.1.4 Designate Employees as Authorised Persons**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127 (1)(3) Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011* s.96 (3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	Authority to: 1. Appoint 'authorised persons' under s.9.10 of the *Local Government Act 1995* for the purposes of issuing and withdrawing Infringement Notices in accordance with r.70(2) of the Building Regulations 2012 and s.6(b) of the *Criminal Procedures Act 2004.* [Building Reg. 70(2) prescribes s.9.10(1) of the *Local Government Act 1995* as the enabling power for appointment of 'authorised persons']. 2. Appoint 'authorised persons' for the purposes of the *Building Act 2011* in relation to buildings and incidental structures located, or proposed to be located, within the local government area [s.96].
Delegates	Chief Executive Officer
Conditions	1. A register of 'authorised persons' is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as 'authorised persons'.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor Swimming Pool Inspector
Subdelegate conditions	Delegation to Swimming Pool Inspector is only applicable for the inspection of barriers around private swimming pools.
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Criminal Procedures Act 2004* *Local Government Act 1995*
Policy	Nil.

DRAFT

Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**2.1.5 Appointment of Approved Officers and Authorised Officers**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127(1)(3) Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Regulations 2012* r.70 Approved Officers and Authorised Officers
Function	Authority to: 1. Appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the *Local Government Act 1995* with power under s 9.19 or 9.20 may be appointed as "approved officers". 2. Appoint an authorised officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004,* in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011* s.127 (6)(a) Delegation: special permit authorities and local governments
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Local Government Act 1995* *Criminal Procedure Act 2004*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**2.1.6 Building Orders**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Building Act 2011* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011* s.110 Building orders s.111 Notice of proposed building order other than building order (emergency) s.117 Revocation of building order
Function	Authority to: 1. Make a building order [s.110]. 2. Give notice of proposed building order [s.111]. 3. Revoke a building order [s.117].
Delegates	Chief Executive Officer
Conditions	The content of a building order must be consistent with s.112 Content of building order.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees *Building Act 2011* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Director Sustainable Development Manager Building Services
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**2.1.7 Inspection and Copies of Building Records**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011* s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Support Officer Building Surveyor Director Sustainable Development Manager Building Services Senior Building Surveyor Sustainable Development Support Officer
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* s.146 Confidentiality
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**2.1.8 Referrals and Issuing Certificates**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011* s.145A Local Government functions
Function	Authority to: 1. Refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the *Building Regulations 2012* and must hold the appropriate registration in accordance with the *Building Services (Registration) Regulations 2011*.
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Building Services (Registration) Regulations 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**2.1.9 Private Pool Barrier - Alternative and Performance Solutions**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012* r.51 Approvals by permit authority
Function	Authority to: 1. Approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]. 2. Approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51 (5)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the *Building Regulations 2012* and must hold the appropriate registration in accordance with the *Building Services (Registration) Regulations 2011*.
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Building Services (Registration) Regulations 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**2.1.10 Smoke Alarms - Alternative Solutions**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	Authority to: 1. Approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the *Building Regulations 2012* and must hold the appropriate registration in accordance with the *Building Services (Registration) Regulations 2011*.
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Building Services (Registration) Regulations 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**3.1.1 Make Request to FES Commissioner - Control of fire**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Harvey that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)]
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**3.1.2 Prohibited burning times - Vary (DRAFT)**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.17(8)(a)(i)(ii)(iii) and 17(8)(c) - Prohibited burning times may be declared by Minister
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Shire President
Conditions	Decisions under s,17(7) must be undertake jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Delegation	**3.1.3 Prohibited burning times - Control activities**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority to: 1. Determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Recover the cost of measures taken by the Shire of Harvey or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer
Conditions	1. Decisions under s,17(7) must be undertake jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B). 2. That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)

DRAFT

Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**3.1.4 Restricted burning times - Vary and control activities**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times

DRAFT

Function	Authority to: 1. Where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18 (5)] a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. DAuthority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Recover the cost of measures taken by the Shire of Harvey or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)]. 9. Prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

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Delegation	**3.1.5 Control of operations likely to create bush fire danger**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc r.39D Explosives, use of r.39E Fireworks, use of
Function	Authority to: 1. Give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3). 2. Determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**3.1.6 Burning garden refuse / Open air fires**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954* r.27(3) Permit, issue of
Function	Authority to: 1. Give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. Camping or cooking [s.25(1)(a)]. b. Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25 (1a) and (1b)]. 5. Serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.

DRAFT

Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**3.1.7 Firebreaks**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	Authority to: 1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Harvey: a. Clearing of firebreaks as determined necessary and specified in the notice. b. Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire. c. As a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. 3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer (DRAFT)**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.38 Local Government may appoint bush fire control officer
Function	Authority to: 1. Appoint persons to be Bush Fire Control Officers for the purposes of the *Bush Fires Act 1954*: a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer. b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Harvey [s.38(5A)]. 3. Appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. 4. Appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	Chief Executive Officer
Conditions	1. That decisions are made following consultation with qualified officers. 2. Must follow the procedure listed in the Shire of Harvey's *Bush Fire Brigades Local Law 2017*.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fire Brigades Local Law 2017* *Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**3.1.9 Control and extinguishment of bush fires**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	Authority to: 1. Prohibit or postpose the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]: a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	Chief Executive Officer
Conditions	1. That decisions are made following consultation with qualified officers. 2. The issuing officer of the permit can revoke the permit at any time.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**3.1.10 Recovery of expenses incurred through contraventions of this Act**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Harvey or those on behalf of the Shire of Harvey to do [s.58].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**3.1.11 Prosecution of offences**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	Authority to: 1. Institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**3.1.12 Withdrawal of infringement notices**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.59A(5) Alternative procedure – infringement notices
Function	Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**4.1.1 Cat Registrations**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable
Function	Authority to: 1. Grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Cancel a cat registration [s.10] 06 *Cat Act 2011* Delegations Council to CEO – Cat Registrations -Version 1 at 11/03/2020 Page 2 of 3. 4. Give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within.
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegates	Accounts Payable Accounts Receivable Coordinator Ranger Services Customer Service Officer Director Infrastructure Services Finance Officer Manager Waste and Safety Services Ranger Senior Finance Officer

DRAFT

Subdelegate conditions	Authority to reduce or waive a registration or approval to breed fee only applies to Customer Service Officer if the reduced amount or waiver is included in the Fees and Charges.
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**4.1.2 Cat control notices**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011* s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Harvey's District [s.26].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Nil.
Statutory framework	*Cat Act 2011*
Policy	Impounding of Cats.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**4.1.3 Approval to breed cats**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011* s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	Authority to: 1. Grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Cancel an approval to breed cats [s.38]. 4. Give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*. 3. Decisions will comply with Shire of Harvey Health Local Laws 2014 Part 5, Division 2, 64 Cats.
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	An exemption will not be granted unless it is demonstrated that the number of cats to be exempt will not be a nuisance or injurious or dangerous to health.
Statutory framework	*Cat Act 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**4.1.4 Recovery of Costs - Destruction of cats**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011* s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Cat Act 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**4.1.5 Applications to keep additional cats**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	Authority to: 1. Require any document or additional information required to determine an application [r.8(3)]. 2. Refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegates	Manager Environmental Health Services Manager Waste and Safety Services
Subdelegate conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Statutory framework	*Cat Act 2011* *Cat (Uniform and Local Provisions) Regulations 2013*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

DRAFT

Adoption references	20/252

DRAFT

Delegation	**4.1.6 Reduce or waiver Registration fee**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat Regulations 2012* Schedule 3 Fees clause 1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer
Conditions	This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the *Local Government Act 1995*.
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegate conditions	Nil.
Statutory framework	*Cat Act 2011* *Cat Regulations 2012* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**4.2.1 Infringement Notices - Extensions and Withdrawals**
Head of power	04. Cat Act 2011
Delegator	Chief Executive Officer
Express power to delegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Express power or duty delegated	*Cat Act 2011* s.64 Extension of time s.65 Withdrawal of notice
Function	Authority to: 1. Extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	*Cat Regulations 2012* r.28 Withdrawal of infringement notice (s.65(1))
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

DRAFT

Delegation	**5.1.1 Refuse or cancel registration (DRAFT)**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.15(2)(4)(a) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4)(6) Refusal or cancellation of registration
Function	Authority to: 1. Determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, *the Cat Act 2011* or the *Animal Welfare Act 2002*. b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease. c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. the dog is required to be microchipped but is not microchipped. e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 4. Direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*. b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease. c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. the dog is required to be microchipped but is not microchipped. e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 5. Discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Harvey's District [s15(4A)]. 6. Apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. a. Following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Delegates	Chief Executive Officer

DRAFT

Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties. **Note -** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Accounts Payable Accounts Receivable Coordinator Ranger Services Customer Service Officer Director Infrastructure Services Finance Officer Manager Waste and Safety Services Ranger Senior Finance Officer
Subdelegate conditions	Subdelegates are to follow Dog and Cat Registrations procedure.
Statutory framework	*Dog Act 1976* *Animal Welfare Act 2002*
Policy	Dog and Cat Registrations.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
20 Jun 2022	Amended delegation	Delegation given to: Accounts Payable Finance Officer Senior Finance Officer Accounts Receivable	Approved by Annie Riordan 20/06/2022

Delegation	**5.1.2 Appoint Authorised persons**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Function	Authority to: 1. Appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. 2. Appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1) and s.29(1)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties. **Note -** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**5.1.3 Recovery of monies due under this Act**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**5.1.4 Dispose of or sell dogs liable to be destroyed (DRAFT)**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.29(5) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s 2.9(11)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties. **Note -** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Coordinator Ranger Services Manager Waste and Safety Services
Subdelegate conditions	Subdelegates are to follow Rehoming of Dogs - Animal Euthanasia procedure.
Statutory framework	*Dog Act 1976*
Policy	Rehoming of Dogs - Animal Euthanasia Procedure.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**5.1.5 Declare a dangerous dog (DRAFT)**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties, sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Subdelegates are to follow Restricted Breed Information - Dog Attack procedure.
Statutory framework	*Dog Act 1976*
Policy	Restricted Breed Information - Dog Attack procedure.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**5.1.6 Dangerous dog declared or seized – Deal with objections and determine when to revoke**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.33F(6) Owners to be notified of making declaration s.33G(4) Seizure and destruction s.33H(1), (2), (5) Local government may revoke declaration or proposal to destroy
Function	Authority to: 1. Consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]. a. Before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. The sub-delegation is not the same position as authorised under Delegation Declaration of a dangerous dog
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties, sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.

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Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**5.1.7 Deal with objection to notice to revoke dangerous dog declaration or destruction notice**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Function	Authority to: 1. Consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. A notice declaring a dog to be dangerous. b. A notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer must not sub-delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties, sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**5.1.8 Determine recoverable expenses for dangerous dog declaration**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties, sub-delegation only permitted where delegation to the CEO expressly authorises sub- delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**5.1.9 Kennel Establishments**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.27 Licensing of approved kennel establishments
Function	Authority to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Application processing and decisions under this delegation are to comply with the Shire of Harvey Dogs Local Law
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties, sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976* **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**5.1.10 More than the Prescribed Number of Dogs**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976* s.26 Limitation as to numbers
Function	Authority to allow more than the prescribed number of dogs at a premises [s.26(3)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Application processing and decisions under this delegation are to comply with the Shire of Harvey Dogs Local Law. 3. Applications are required to be assessed in accordance with Council Policy 2.3.15 More than the Prescribed Number of Dogs.
Express power to subdelegate	*Dog Act 1976* s.10AA(3) Delegation of local government powers and duties, sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976* **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Council Policy 2.3.15 - More than the Prescribed Number of Dogs.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**6.1.1 Determine Compensation**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	Authority to: 1. Determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70 (2) and (3)].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of $500. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

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Adoption references	20/252

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Delegation	**6.1.2 Prohibition Orders**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	Authority to: 1. Serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65(1)]. 2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	Manager Environmental Health Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**6.1.3 Food Business Registrations**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	Authority to: 1. Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Vary the conditions or cancel the registration of a food business [s.112].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: a. *Food Act 2008* Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA. b. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1. c. WA Priority Classification System. d. Verification of Food Safety Program Guideline.
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

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Adoption references	20/252

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Delegation	**6.1.4 Appoint Authorised Officers and Designated Officers**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	Authority to: 1. Appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s.122(2)]. 2. Appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126 (13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: a. Appointment of Authorised Officers. b. Appointment of Authorised Officers – Designated Officers only. c. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Public Health Act 2016*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**6.1.5 Abattoir Inspections and Fees (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009:* r.43 Local government may require security r.45 Withdrawal of inspection services
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: a. require a person to provide security. b. determine the form that security is to be provided. c. discharge a security held by the Shire of Harvey [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

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Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

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Delegation	**6.1.5 Food Businesses List – Public Access**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009* r.51 Enforcement agency may make list of food
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**6.1.6 Debt Recovery and Prosecutions**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.54 Cost of destruction or disposal of forfeited item
Function	Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)].
Delegates	Chief Executive Officer Director Sustainable Development Manager Environmental Health Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	*Food Regulations 2009* do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Regulations 2009* *Food Act 2008*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.18(2) Notice requiring removal of graffiti s.19(3) and (4) Additional powers when notice is given
Function	Authority to: 1. Give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19 (4)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Graffiti Vandalism Act 2016* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil.
Statutory framework	*Graffiti Vandalism Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**7.1.2 Notices - Deal with Objections and Give Effect to Notices**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	Authority to: 1. Deal with an objection to a notice [s.22(3)]. 2. Where an objection has been lodged, to: a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]. b. to give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Application processing and decisions under this delegation are to comply with the Shire of Harvey Dogs Local Law. 3. Applications are required to be assessed in accordance with Council Policy 2.3.15 More than the Prescribed Number of Dogs.
Express power to subdelegate	*Graffiti Vandalism Act 2016* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services Senior Projects Officer
Subdelegate conditions	Nil.
Statutory framework	*Graffiti Vandalism Act 2016* **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

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Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services Senior Projects Officer
Subdelegate conditions	Nil.
Statutory framework	*Graffiti Vandalism Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**7.1.4 Powers of Entry**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016* s.28 Notice of entry s.29 Entry under warrant
Function	Authority to: 1. Give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services Senior Projects Officer
Subdelegate conditions	Nil.
Statutory framework	*Graffiti Vandalism Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

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Delegation	**8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Health (Asbestos) Regulations 1992* r.15D(7) Infringement Notices
Express power or duty delegated	*Health (Asbestos) Regulations 1992* r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Delegates	Chief Executive Officer
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	*Health (Asbestos) Regulations 1992* does not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016* *Health (Asbestos) Regulations 1992* *Criminal Procedure Act 2004*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**8.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.22 Reports by and about enforcement agencies
Function	Authority to: 1. Prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)]. 2. Prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Manager Environmental Health Services
Conditions	Nil.
Express power to subdelegate	*Public Health Act 2016* does not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**8.1.3 Designate Authorised Officers**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	Authority to: 1. Designate a person or class of persons as authorised officers for the purposes of: a. The *Public Health Act 2016* or other specified Act. b. Specified provisions of the *Public Health Act 2016* or other specified Act. c. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. 2. Including: a. An environmental health officer or environmental health officers as a class. b. A person who is not an environmental health officer or a class of persons who are not environmental health officers. c. A mixture of the two. [s.24(1) and (3)].
Delegates	Manager Environmental Health Services
Conditions	1. Subject to each person so appointed being: a. Appropriately qualified and experienced [s.25(1)(a)]. b. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. c. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	*Public Health Act 2016* does not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
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Delegation	**8.1.4 Determine Compensation for Seized Items**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer
Conditions	Compensation is limited to a maximum value of $1,000 with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	*Public Health Act 2016* does not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Delegation	**9.1.1 Advertising of applications**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Deemed Provisions* cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.18 Advertising structure plan cl.50 Advertising of local development plan cl.64 Advertising applications cl.66 Consultation with other authorities *Shire of Harvey District Planning Scheme No. 1* cl.2.1 Advertising of applications
Function	1. Advertise a Structure Plan or Local Development Plan for public comment and comments from relevant public authorities or utility service providers [cl.18, cl.50]. 2. Advertise an Application for Development Approval for public comment [cl.64, cl.2.1]. 3. Refer an Application for Development Approval to relevant public authorities or utility service provides comment [cl.66].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services
Subdelegate conditions	Nil.

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Statutory framework	*Local Government Act 1995* *Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Shire of Harvey District Planing Scheme No.1*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**9.1.2 Development Applications (DRAFT)**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.68 Determination of applications cl.72 Temporary development approval cl.77 Amending or cancelling development approval *Shire of Harvey District Planning Scheme no. 1* cl.4.4 Discretion to modify development standards
Function	Authority to: 1. Approve an Application for Development Approval and impose relevant conditions [cl.68]. 2. Refuse an Application for Development Approval [cl. 68]. 3. Approve and impose relevant conditions, or refuse, an Application for Development Approval – Home Occupation [cl. 68]. 4. Approve and impose relevant conditions, or refuse, an Application for Development Approval – Commercial Vehicle Parking [cl. 68]. 5. Approve structures located within a Place of Landscape Value under Clause 8.1 of the Shire of Harvey District Planning No. 1 [c.68]. 6. Approve an Application for Development Approval for a "Use Not Listed" that Council has determined 'may be consistent with the purpose and objectives of the zone' [cl.68]. 7. Refuse an Application for Development Approval for Advertising Signs which is inconsistent with Local Planning Policy 4.1.15 – Advertising Signs [cl.68]. 8. Approve an Application for Development Approval for an Extractive Industry [cl. 68]. 9. Modify a standard or requirement prescribed by the Shire of Harvey District Planning Scheme No. 1 [cl.68, cl.4.4]. 10. Impose conditions limiting the period of time for which development approval is granted [cl.72]. 11. Amend or cancel a development approval [cl.77].
Delegates	Chief Executive Officer

DRAFT

Conditions	1. Delegation for approval for a "P", "IP" or "AA" use is subject to compliance with any applicable Scheme and Policy requirements. 2. Delegation for approval for an "SA" use is subject to compliance with any applicable Scheme and Policy requirements and no objections being received if advertised. 3. Delegation 2. is subject to Council being advised of the reasons for refusal. 4. Prior to determining an Application for Development Approval – Home Occupation in Delegation 3. or an Application for Development Approval – Commercial Vehicle Parking in Delegation 4, the application and draft determination shall be reviewed by the Shire's Executive Leadership Team. 5. Delegation 5. is subject to the proposal being consistent with the requirements of the Scheme and is considered to not have a significant visual impact on the landscape value of the area. 6. Approval for a "Use Not Listed" under Delegation 6. is subject to no objections being received during advertising of the application.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Shire of Harvey District Planning Scheme No.1*
Policy	Local Planning Policy 4.1.2 - Home Occupations Local Planning Policy 4.1.5 - Variation to R Codes - Primary Street Setbacks for Grouped Dwellings in Existing Areas Local Planning Policy 4.1.9 - Wind Turbines in Rural Area. Local Planning Policy 4.1.10 - Structures on Farming Land Local Planning Policy 4.1.11 - Reflective Materials within a "Place of Landscape Value" Local Planning Policy 4.1.12 - Development Guidelines South Australind Local Planning Policy 4.1.13 - Heritage Protected Places Local Planning Policy 4.1.14 - Medium Density Single House Development Standards (R-MD Codes) Treendale South Local Planning Policy 4.1.15 - Advertising Signs Local Planning Policy 4.1.16 - Sustainable Building Materials and Construction Practices

DRAFT

Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Delegation	**9.1.3 Modify Development Standards (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.68 Determination of applications Shire of Harvey District Planning Scheme No. 1: cl.4.4 Discretion to modify development standards
Function	Modify a standard or requirement prescribed by the Shire of Harvey District Planning Scheme No. 1 [cl.68].
Delegates	Chief Executive Officer
Conditions	Delegation to modify a standard or requirement is subject to compliance with cl.4.4.1 of the Scheme.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Shire of Harvey District Planning Scheme No.1*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252
1 Apr 2022	Amended delegation	Senior Planning Officer is no longer sub delegate.	

DRAFT

Delegation	**9.1.3 s214 Directions**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42(1)(b) Delegation of some powers or duties to the CEO
Express power or duty delegated	*Planning and Development Act 2005* s.214 Illegal development, responsible authority's powers as to
Function	To issue a Direction for a development and/or land use undertaken in contravention of the Shire of Harvey District Planning Scheme No. 1 [s.214].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**9.1.4 Local Development Plans**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.50 Advertising of Local Development Plan cl.51 Consideration of Submissions cl.52 Decision of Local Government cl.57 Duration of Approval cl.59 Amendment of Local Development Plan
Function	To undertake the following if the requirement for a Local Development Plan has resulted from a Development Approval or Subdivision Approval: 1. To advertise a Local Development Plan [cl. 50(1)]. 2. To not advertise a Local Development Plan [cl. 50(3)]. 3. To consider submissions received if the Local Development Plan is advertised [cl. 51]. 4. To approve or refuse a Local Development Plan [cl. 52]. 5. To extend the period of approval of a Local Development Plan [cl. 57]. 6. To amend a Local Development Plan [c.59].
Delegates	Chief Executive Officer
Conditions	Delegation for approval is subject to no objections being received if advertised.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions* cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	24 November 2020
Adoption references	20/252

DRAFT

Delegation	**9.1.5 Building Envelope Modification (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.68 Determination of applications
Function	To approve an Application for Development Approval to modify a designated Building Envelope [cl.68].
Delegates	Chief Executive Officer
Conditions	Delegation for approval for modify a designated Building Envelope is subject to the modification not resulting in: 1. an increase in the size of the Building Envelope. 2. an increase in the amount of native vegetation located within the Building Envelope. 3. an increase in the bush fire risk to people or buildings on the property. 4. objections being received from adjoining landowners, if advertised.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

DRAFT

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252
1 Apr 2022	Amended delegation	Senior Planning Officer is no longer sub delegate.	

DRAFT

Delegation	**9.1.5 Performance Based Solutions under Residential Design Codes**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Planning and Development (Local Planning Schemes) Regulations 2015 (Schedule 2)* r.82 Delegations to local government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015 (Schedule 2)* r.82 Delegations to local government
Function	Approve or refuse Performance Based Solutions under the provisions of the Residential Design Codes [r.82].
Delegates	Chief Executive Officer
Conditions	Subject to no objections being received when advertised pursuant to clause 64 and 66 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*
Express power to subdelegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees *Planning and Development (Local Planning Schemes) Regulations 2015 (Schedule 2)* r.83 Local government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Building Services Manager Planning Services Senior Building Surveyor Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Local Government Act 1995* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	1 July 2021
Adoption references	Adding of addition sub delegates

DRAFT

Delegation	**9.1.6 Existing Approvals (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.77 Amending or cancelling development approval
Function	1. To amend a Development Approval to extend the period within which the Development Approval is to be substantially commenced [cl.77(1)(a)]. 2. To amend or delete any condition to which a Development Approval is subject [cl.77(1)(b)]. 3. To amend an aspect of a Development Approval which, if amended, would not substantially change the development approved [cl.77(1)(c)]. 4. To cancel a Development Approval [cl.77(1)(d)].
Delegates	Chief Executive Officer
Conditions	Delegation is subject to the Development Approval initially being granted under delegated authority.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

DRAFT

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252
1 Apr 2022	Amended delegation	Senior Planning Officer is no longer sub delegate.	

DRAFT

Delegation	**9.1.7 State of Emergency (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015:* r.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015:* r.68 Determination of applications r.72 Temporary development approval r.77 Amending or cancelling development approval r.78H Notice of exemption from planning requirements in State of Emergency
Function	1. Apply exemptions from planning requirements of the Shire of Harvey's District Planning Scheme No. 1, and any relevant Local Planning Policy, as specified in a Notice issued pursuant to clause 78H(1) or (6) of the Planning and Development (Local Planning Schemes) Regulations 2015 [r.78H]. 2. Determine all applications [r.68]. 3. Make a recommendation to the Development Assessment Panel [r.68]. 4. Impose conditions limiting the period of time for which development approval is granted [r.72]. 5. Amend or cancel a development approval [r.77].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015:* r.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252
4 Nov 2022	Repealed	As of 4 November 2022 this delegation is no longer valid	Nil

DRAFT

Delegation	**9.1.9 Special Residential Area – Building Materials (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.82 Delegations to local government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.82 Delegations to local government
Function	Approve the use of external cladding materials other than brick on lots zoned "Special Residential" where the use of such materials is consistent with clause 5.2.11 of District Planning Scheme No. 1 [r.82].
Delegates	Chief Executive Officer
Conditions	Subject to no objections being received when advertised pursuant to clause 64 and 66 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.83 Local government CEO may delegate powers
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Planning and Development Act 2005* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

DRAFT

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

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AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
1.1.30 Renewal or Extension of Contracts during a State of Emergency	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.31 Procurement of Goods or Services required to address a State of Emergency	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.3.1 Behaviour Complaints Committee	23 Nov 2021	Amended delegation	Committee Members: 1. Cr. Boylan 2. Cr. Lovitt 3. Cr. Gillett Deputy Committee Members: 1. Cr. Burgoyne 2. Cr. Krispyn 3. Cr. Campbell	OCM 23 November 2021 - 21/234
5.1.1 Refuse or cancel registration	20 Jun 2022	Amended delegation	Delegation given to: Accounts Payable Finance Officer Senior Finance Officer Accounts Receivable	Approved by Annie Riordan 20/06/2022
6.1.5 Abattoir Inspections and Fees	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
6.1.5 Abattoir Inspections and Fees	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
6.1.5 Abattoir Inspections and Fees	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.3 Modify Development Standards	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.3 Modify Development Standards	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.3 Modify Development Standards	14 Dec 2021	Amended delegation	Formatting changes.	20/252

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
9.1.3 Modify Development Standards	1 Apr 2022	Amended delegation	Senior Planning Officer is no longer sub delegate.	
9.1.5 Building Envelope Modification	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.5 Building Envelope Modification	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.5 Building Envelope Modification	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.5 Building Envelope Modification	1 Apr 2022	Amended delegation	Senior Planning Officer is no longer sub delegate.	
9.1.6 Existing Approvals	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.6 Existing Approvals	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.6 Existing Approvals	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.6 Existing Approvals	1 Apr 2022	Amended delegation	Senior Planning Officer is no longer sub delegate.	
9.1.7 State of Emergency	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.7 State of Emergency	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.7 State of Emergency	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.7 State of Emergency	4 Nov 2022	Repealed	As of 4 November 2022 this delegation is no longer valid	Nil
9.1.9 Special Residential Area – Building Materials	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
9.1.9 Special Residential Area – Building Materials	14 Dec 2021	Amended delegation	Formatting changes.	20/252

DRAFT

SHIRE OF HARVEY
A Breath of Fresh Air

Shire of Harvey
Register of Delegated Authority.

As at 14 December 2021.

REVIEW

There are no reviews to display

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INTRODUCTION

1. Introduction

This document is a register of the delegations, authorisations and appointments of the Shire of Harvey. Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local governments CEO or in limited circumstances other persons or employees.

The purpose of delegating a power is to allow matters that are routine, may have a time constraint or can change rapidly to be dealt with efficiently. The extent of delegation, conditions that may be applied, records that must be kept and the review and amendment processes depend on the various heads of power in the Acts themselves.
Western Australian legislation may be accessed online at the State Law Publisher's website at https://www.legislation.wa.gov.au/.

This register includes:

- Delegations from Council to the CEO.
- Sub delegations from CEO to other employees.
- Appointments of authorised persons.
- Appointments of other employees.

1.1 Delegations and authorisations under other Legislation

A delegation simply put, is the process prescribed in legislation for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the delegate). Some legislation confers a power directly on a person. A person appointed to a statutory office does not need any further delegation or authorisation in order to fulfil those assigned powers and duties.

For example:

- The *Local Government Act 1995* lists statutory offices including Mayor, CEO and Returning Officer.
- The *Public Health Act 2016* assigns duties to Environmental Health Officers.
- The *Building Act 2011* assigns duties to Building Surveyors.
- *The Local Government Act 1995, Cat Act 2011 and Graffiti Vandalism Act 2016* also allow a local government CEO to delegate any powers or duties assigned to their office.

Acting through another person

Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power. Section 5.16(4) of the Local Government Act 1995 provides that:

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Similarly, s5.45(2) Act provides that:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

1. *Local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or*
2. *Chief Executive Officer from performing any of his or her functions by acting through another person.*

The key difference between a delegation and acting through is that a delegate exercises a decision making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

Authorised persons

Authorised persons (and who under some Acts do not necessarily have to be employees of the local government but often are) are given powers to do certain things under an Act, Regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

Note that a council can delegate authority to its CEO to appoint authorised persons under the *Local Government Act 1995* and other legislation; in some Acts an employee or other person holding an office is directly authorised under that Act itself. Provisions vary by Act. An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or Regulation, or the certificate of authorisation. An authorised person cannot delegate their powers and duties to another person.

Who may appoint authorised persons depends on the enabling legislation. Section 9.10 of the *Local Government Act 1995* provides that:

1. *The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.*
2. *The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.*

Authorised persons may or may not have delegated authority to undertake certain actions – the delegation of authority is a separate matter, although they are included in this register for ease of reference and review.

1.2 The Interpretation Act 1984 – principles of delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law.

In summary:

1. The written law (head of power) must include an express power to delegate, which specifically enables a person (the delegator) to make a delegation.
2. In that same written law, there must be an express power or duty conferred or imposed on the delegator and it must be capable of being delegated. This means that:

a. The power or duty proposed for delegation must be written in the same law as the express power to delegate.
b. That written law must not prohibit the power or duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.

3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation).
5. Delegations must be advised to the delegate in writing.

Note that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue. Similarly, a delegator does not have to exercise the delegation and may refer the decision back to the delegator.

Similarly, section 59(2) provides that:

The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith. Delegation by office or by name Section 53 of the Interpretation Act 1984 provides that a delegation can be to the holder of an office (whether acting or permanent) or by naming an individual: Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —

a. perform any function.
b. be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporated.
c. be or do any other thing, that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office. Delegations made by the Shire are to the holder of an office.

1.3 How this document is structured

Matters that apply generally to delegations and authorisations are set out in this introduction. As there can be differences in legislation, delegations that may be made under various Acts are set out by Act, rather than by employee or organisational structure. While generally prohibited, some legislation does allow sub-delegation (mainly the Local Government Act) from Council to the CEO, and from the CEO to other employees. Delegations from the CEO to other employees and appointments of authorised persons are listed in other documents. Each section of this document is structured as follows:

- Guidance notes, including any particular requirements of the enabling legislation of unusual features.
- Delegations from Council to a committee (if allowed by the enabling legislation and if the Shire has any committees established to deal with the power to be exercised).
- Delegations from the CEO to an employee (or other person if allowed by the enabling legislation).
- A list of persons authorised to perform certain functions under the enabling legislation.

The individual delegations are set out as follows. Heading A snapshot of what it is that is delegated Delegation from Council to CEO Most legislation refers to a 'local government'. This heading makes it clear that in this case, this is a delegation from Council to the CEO. Under most Acts, Council can only delegate to the CEO.

Delegator
Power / Duty assigned in legislation to:

Express Power to Delegate
Power that enables a delegation to be made

Express Power or Duty Delegated

Function
This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.

Council Conditions on this Delegation

Express Power to Sub-Delegate

Sub-Delegates
As appointed by the CEO

CEO Conditions on this Sub-Delegation
Conditions on the original delegation also apply to the sub-delegations

Record Keeping

Version Control
Overall requirements

Before using a delegated authority a delegate must familiarise themselves with the legislative framework, conditions and limitations relevant to the statutory power or duty that informs the decisions they will make. The delegate must also consider and apply local laws, Council decisions, policy, procedures or standards that are relevant to the decisions they are empowered to make.

Conflicts of interest

The Shire requires persons to whom authority has been delegated to deal appropriately with conflicts of interest. Section 5.71 of the *Local Government Act 1995* provides that employees must disclose interests relating to delegated functions:

5.71. Employees to disclose interests relating to delegated functions if, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

1. *in the case of the CEO, must disclose to the Mayor or President the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and*
2. *in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.*

Penalty: $10,000 or imprisonment for 2 years.

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest which may require them to be removed from the decision making process. A delegate may also refer the decision making back to the delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the delegator to make that decision. The Shire's Code of Conduct also applies. Requirement for annual return and disclosures by delegate an employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Keeping a record of decisions made under delegated authority

In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires a delegate to keep a written record of:

a. how the person exercised the power or discharged the duty.
b. when the person exercised the power or discharged the duty.
c. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The Shire has decided that this applies regardless of the enabling legislation. A central record of decisions made under a delegation is unnecessary but a record must be kept by the person exercising the power. A record made that complies with the Shire's record keeping policy (e.g. a letter or email sent in accordance with that policy) is sufficient in most instances, but it is encouraged that officers record the record of exercise in the online system and Attain, where the keeping of a register is appropriate.

2. Delegations made under the Local Government Act 1995

The *Local Government Act 1995* (the Act) is the legislation most widely used for delegations by local governments. The Act confers some powers directly on a CEO, and s.5.44 sets out the duties of a CEO. This part of the register deals with delegations from Council under the Act. Under this Act, Council may delegate authority to a committee or to the CEO. Council may place restrictions or conditions on the exercise of that power or duty such as a financial amount, to take into account a policy or direction from Council, or something particular only to the matter delegated.

Delegation from Council to a committee

Section 5.16 of the *Local Government Act 1995* allows Council to delegate by an absolute majority vote, some powers and duties to certain committees. This is to be in writing and may be general or as otherwise provided in the instrument of delegation. Subject to sections 58 and 59 of the *Interpretation Act 1984*. There are currently no delegations to Committees.

Restrictions on delegations from the Council to the CEO

Section 5.43 of the Act restricts what can be delegated by Council to the CEO:

- A power under sections 214(2), (3) or (5) of the *Planning and Development Act 2005* (which relate to a local governments powers to deal with illegal development).
- Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.
- Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100 (which relate to fees for elected members, an allowance for the Deputy Mayor, meeting fees and reimbursement of expenses, and payments for certain committee members).
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5 (which relates to an objection or appeal in response to a decision to grant a person an authorisation under Part 3 or under any local law or regulation that is to operate as if it were a local law; or to renew, vary, or cancel an authorisation that a person has under any of those provisions).
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other powers or duties as may be prescribed under the *Local Government (Administration) Regulations 1996*, and which are under:
    - section 7.12A(2), (3)(a) or (4) of the Act (which relate to duties of local government with respect to audits, determine if any matters raised by the audit report, require action to be taken by the local government, prepare a report addressing any matters identified as significant by the auditor in the audit report and advise the Minister).
    - Regulations 18C and 18D which relate to the selection and appointment process for CEOs and the local government's duties in relation to a performance review of CEO.
- Regulation 6 of the L*ocal Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation from the CEO to another employee

Under s5.44 the CEO may sub-delegate any of these powers and duties functions to another employee, other than the power of delegation itself. Those delegations are also subject to any restrictions or conditions that the Council may have placed on the delegation to the CEO. The CEO may add further conditions or restrictions, and which also must be reviewed annually. Parameters are summarised below, as are the delegations themselves. More detail about the particular sections of the Act that apply is also made under each heading.

DELEGATIONS

Delegation	**1.1.1 Temporary Closure of Thoroughfare to Vehicles**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.50 Closing certain thoroughfares to vehicles s.3.50 A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: a. give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land. b. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Delegates	Chief Executive Officer
Conditions	1. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. 2. Maintain access to adjoining land [s.3.52(3)] (relevant to the metropolitan area or a Townsite only).
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
8 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.1.2 Disposing of Property**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58(2) and (3) Disposing of Property
Function	1. Authority to dispose of property to: a. to the highest bidder at public auction [s.3.58(2)(a)]. b. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]. 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	Chief Executive Officer

Conditions	1. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. 2. In accordance with s.5.43, disposal of property, for any single project or were not part of a project but part of a single transaction, is limited to a maximum value of $100,000 or less. 3. When determining the method of disposal: a. Where a public auction is determined as the method of disposal: i. Reserve price has been set by independent valuation. ii. When the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. c. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: i. Negotiate the sale of the property up to a -10% variation on the valuation. ii. Consider any public submissions received and determined if to proceed with the disposal, ensuring reasons for the decision are recorded. 4. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken. a. Without reference to Council for resolution. b. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
8 Sep 2021	Amended delegation	Formatting Changes Addition of Statutory framework	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.1.3 Creditors, payment of**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO *Local Government (Financial Management) Regulations 1996:* r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996:* r.12(1)(a) Payments from the Municipal or Trust Fund, Restrictions on Making
Function	Authority to Make Payments from the Municipal or Trust Funds [12.1a].
Delegates	Chief Executive Officer
Conditions	Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Infrastructure Services Manager Finance
Subdelegate conditions	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO, Director Corporate Services (senior positions only). 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
Statutory framework	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	17 June 2021

Adoption references	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates.

Amendments			
Approved	**Type**	**Amendment**	**References**
17 Jun 2021	Amended delegation	Addition of Director Infrastructure Services to Subdelegates	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates
8 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates
13 Dec 2021	Amended delegation	Formatting changes.	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates

Delegation	**1.1.4 Investment of Council funds**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	Chief Executive Officer
Conditions	1. All investment activity must comply with the Financial Management Regulation 19C and Council Investments Policy. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 4. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every three financial years [Audit r.17].
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Finance
Subdelegate conditions	1. A decision to invest must be jointly confirmed by two delegates. 2. Investment decisions are in line with the Investment Policy.
Statutory framework	*Local Government Act 1995* *Local Government (Financial Management) Regulations 1996*

Policy	Policy 2.2.1 – Investments.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
8 Sep 2021	Amended delegation	Formatting Changes Addition of Statutory framework Addition of Policy	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.1.5 Defer, Waive or Write Off Debts**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12. Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt that is owed to the Shire of Harvey [s.6.12(1)9b)]. 2. Grant a concession in relation to money which is owed to the Shire of Harvey [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Harvey [s.6.12(1)(c)].
Delegates	Chief Executive Officer
Conditions	1. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. 2. A debt may only be waived where: a. It is only to charitable or not for profit community grants. 3. A concession may only be granted where: a. It is only to charitable or not for profit community groups. 4. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Harvey. a. Limited to individual debts valued below $1,000 or cumulative debts of a debtor valued below $1,000. Write off of debts greater than these values must be referred for Council decision. 5. For the CEO to report to Council on the exercise of this delegation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	22 January 2021
Adoption references	CC/U/003

Amendments			
Approved	**Type**	**Amendment**	**References**
22 Jan 2021	Amended delegation	Sub delegation to Director Corporate Services approved by the CEO	CC/U/003
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	CC/U/003
13 Dec 2021	Amended delegation	Formatting changes.	CC/U/003

Delegation	**1.1.6 Management of Rates and Service Charges**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.44 CEO may delegate powers and duties to other employees s.6.39(1) Rate record s.6.40 Effect of amendment of rate record s.6.41(1) Service of rate notice s.6.49 Agreement as to payment of rates and service charges s.6.50(2) Rates or service charges due and payable s.6.56(1) Rates or service charges recoverable in court s.6.60(2) Local government may require lessee to pay rent s.6.76(4) Grounds of objection
Function	1. The discharge of the obligations specified in Section 6.39(1) of the *Local Government Act 1995*. 2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the *Local Government Act 1995* (as amended). 3. The time allowed for the payment of the rates before it becomes in arrears, Section 6.50 (2) of the *Local Government Act 1995*. 4. The powers conferred in Section 6.40 of the *Local Government Act 1995*. 5. The exercise of discretion in regards to granting any extension of time for service of objections to the Rate Book, Section 6.76(4) of the *Local Government Act 1995*. 6. The recovery of rates by complaint or action pursuant to the provisions of Section 6.56 *(1)* of the *Local Government Act 1995*. 7. Entering into an agreement in accordance with Section 6.49 of the *Local Government Act 1995*. 8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable.
Delegates	Chief Executive Officer
Conditions	1. Delegates must comply with the requirements of s.6.40 of the Act. 2. Conditions must comply with Council Policy.
Express power to subdelegate	The Chief Executive Officer, in exercising authority under Section 5.44 of the *Local Government Act 1995*, has delegated the power/duty to the Director Corporate Services or the Manager Finance.

Subdelegates	Director Corporate Services Manager Finance
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.1.7 Write off of interest charged on rates debtors**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate powers and duties to other employees s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts
Express power or duty delegated	*Local Government Act 1995:* s.6.12(1)(c) Power to defer, grant discounts, waive or write off debts
Function	The Chief Executive Officer is delegated authority to write off interest charged amounts owing on rate debtors accounts limited to amounts up to $10.00.
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Finance
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.1.8 Shire of Harvey Recreation Grounds - Camping**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Property Local Law 2017:* Clause 3.2 Application for permit Clause 3.3 Decision on application for permit Clause 3.4 Conditions which may be imposed on a permit Clause 3.6 Compliance with and variation of conditions' Clause 3.8 Renewal of permit Clause 3.9 Transfer of permit Clause 3.11 Cancellation of permit
Function	The authority to: 1. Require an application to provide additional information reasonably related to an application before determining an application for a permit [cl.3.2(3)]. 2. Require an applicant to give local public notice of the application for a permit [cl.3.2(4)]. 3. Refuse to consider an application for a permit, which is not in accordance with sub-cl.3.2(2) of the Local Law [cl.3.2(5)]. 4. Determine to approve, unconditionally or subject to conditions, OR refuse a permit [cl.3.3(1)]. 5. Determine to impose conditions on a permit [cl.3.4]. 6. Determine to vary the conditions on a permit [cl.3.6(2)]. 7. Determine to renew a permit [cl.3.8]. 8. Determine to approve or refuse a transfer of a permit, and require the applicant to provide such information as required to determine the application [cl.3.9]. 9. Determine to cancel a permit [cl.3.11].
Delegates	Chief Executive Officer
Conditions	In accordance with Council Policy 5.2.3 - Shire of Harvey Recreation Grounds - Camping.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate powers and duties to other employees

Subdelegates	Director Sustainable Development Manager Environmental Health Services
Subdelegate conditions	Delegation on subdelegates limited to issuing permits for the purpose of clause 3.1 (permit requires to camp outside a facility) of the Shire of Harvey Local Government Property Local Law 2017.
Statutory framework	*Local Government Act 1995* *Local Government Property Local Law 2017* *Caravan Parks and Camping Grounds Act 1995*
Policy	Policy 5.2.3 - Shire of Harvey Recreation Grounds - Camping.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252
25 Jan 2022	Amended delegation	January OCM – Resolution 22/004	20/252

Delegation	**1.1.9 Traders and Stallholders Permits Including mobile Traders' Permits relating to Food Trading**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Activities in Thoroughfares and Public Places and Trading Local Law:* cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit

Function	Permits General: 1. Authority, limited to the permit types listed below, to: a. Determine the form of a permit application [cl.7.1(1)(a)]. b. Require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]. c. Require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]. d. Refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]. e. Determine the form of the permit [cl.7.2(2)]. Stallholder, Trading and Performing: 1. Authority to approve [cl.7.2], renew [cl.7.7], transfer [cl.7.8], refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under [cl.7.4]or determined as appropriate, limited to: a. Stallholder [cl.6.2]. b. Trader [cl.6.3]. c. Perform in a public place [cl.6.10]. 2. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 3. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)]. Outdoor Eating Facilities: 1. Authority to approve [cl.7.2], renew [cl.7.7], transfer [cl.7.8], reuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16]. 2. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]. 3. Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].
Delegates	Chief Executive Officer

Conditions	1. Food vehicles are to comply with the *Food Act 2008*. 2. A Mobile Traders Permit is valid for vehicles that travel along a road looking for customers, selling food from the vehicle as it is parked. Customers come to the vehicle while it is parked. Permit holder shall not trade within 400 metres of an established outlet selling similar goods including any 'Power to License' sites being operated with a valid permit. 3. Traders and Stallholders Permits may be issued in accordance with Council Policy 4.3.7 up to a maximum of 12 months from the date of approval. 4. Traders and Stallholders permit holders (including Mobile Traders) shall maintain public liability insurance to a value of a minimum of $20,000,000 and any other necessary insurance at all times. 5. A permit may be revoked for the following reasons: a. Failure to comply with the aforementioned conditions (a, b, and d). b. The creation of any noise or disturbance to the annoyance of nearby occupants or obstructing the free passage of passers-by.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate powers and duties to other employees
Subdelegates	Manager Environmental Health Services
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995* *Activities in Thoroughfares and Public Places and Trading Local Law* *Food Act 2008*
Policy	Policy 4.3.7 - Trading in Public Places Policy for Food Vendors.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.1.10 Performing Functions Outside the District**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.20(1) Performing functions outside district
Function	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	Chief Executive Officer
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where the conditions are not met, the matter must be referred for Council decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some power and duties to other employees
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.11 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers and duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	Chief Executive Officer
Conditions	Delegation is limited to settlements which do not exceed the material value as determined annually by Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Exercise of discretion is subject to assessment of compensation by the Executive Leadership Team.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are required through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.12 Powers of Entry**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	Chief Executive Officer
Conditions	Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Director Infrastructure Services Director Sustainable Development Environmental Officer
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual returns. *Local Government Act 1995:* s.9.10 Appointment of authorised persons - refer also [s.3.32(2)] Part 3, Division 3, Subdivision 3 - prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
16 Dec 2021	Amended delegation	Mistake was made with Subdelegates. Environmental Health Officers were added instead of Environmental Officer.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.13 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	Chief Executive Officer
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.14 Confiscated or Uncollected Goods or alternatively, referred for Council Decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.14 Confiscated or Uncollected Goods**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with Functions and General Regulation 30, be disposed of by means considered to provide best value, provided the process is transparent and accountable.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Delegation to Ranger is applicable only for Functions 1 and 2.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subsection 3 s.3.58 Disposing of Property - applies to the sale of goods under s.3.47 as if they were property referred to in that section.

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.15 Disposal of Sick or Injured Animals**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	Chief Executive Officer
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed as per s.3.47A(2) of the Act.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.16 Control Reserves and Certain Unvested Facilities**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method and management of an unvested facility which is partially within two or more local government districts [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the *Parks and Reserves Act 1895* [s.3.54(1)].
Delegates	Chief Executive Officer
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Director Sustainable Development
Subdelegate conditions	Sub-delegation to Director Sustainable Development only to Function 2.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.17 Obstruction of Footpaths and Thoroughfares**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath. b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove anything that has fallen from the land or from anything on the land, which is obstructing public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	Chief Executive Officer

Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.18 Gates Across Public Thoroughfares**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Each approval provided must be recorded in the Shire's statutory Register of Gate in accordance with Uniform Local Provisions Regulation 8.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.19 Public Thoroughfare - Dangerous Excavations**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services

Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.20 Crossing - Construction, Repair and Removal**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	Chief Executive Officer
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995.*

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.21 Private Works on, over or under Public Places**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* r.17 Private works on, over, or under public places – Sch.9.1 cl. 8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	Chief Executive Officer
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Manager Design and Development Manager Engineering Services Manager Parks Services
Subdelegate conditions	Nil.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.22 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) 1996:* r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Infrastructure Services Director Sustainable Development
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.23 Expressions of Interest for Goods and Services**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	Chief Executive Officer
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Community and Lifestyle Director Corporate Services Director Infrastructure Services Director Sustainable Development
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996:* WALGA Subscription Service – Procurement Toolkit.
Policy	Policy 2.2.11 - Purchasing Policy.

Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.24 Rate Record Amendment**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.39(2)(b) Rate record
Function	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	Chief Executive Officer
Conditions	Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.25 Agreement as to Payment of Rates and Service Charges**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	Chief Executive Officer
Conditions	1. Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship. 2. Agreements must be in writing and, subject to the Council Policy 1.1.4 COVID-19 Financial Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services Rates Officer Senior Rates Officer
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy 1.1.4 - COVID-19 Financial Hardship.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.26 Recovery of Rates or Service Charges**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	Chief Executive Officer
Conditions	Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy 1.1.4 - COVID-19 Financial Hardship Policy
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.27 Recovery of Rates Debts - Require Lessee to Pay Rent**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	Chief Executive Officer
Conditions	Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship Policy.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.
Policy	Policy 1.1.4 - COVID-19 Financial Hardship Policy.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.28 Recovery of Rates Debts - Actions to Take Possession of the Land**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.64(1) Actions to be taken s,6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: a. lease the land. b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: i. cause the land to be transferred to the Crown [s.6.71 and s.6.74]. ii. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	Chief Executive Officer
Conditions	1. Decisions under this delegation must comply with Council Policy 1.1.4 COVID-19 Financial Hardship Policy. 2. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. 3. Council shall be notified when Officers commence actions to take possession of land that will be sold via public auction. 4. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the *Local Government Act 1995*.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Coordinator Rates Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. *Local Government (Financial Management) Regulations 1996:* Regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Policy	Policy 1.1.4 - COVID-19 Financial Hardship.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.29 Rate Record - Objections**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	Chief Executive Officer
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. **Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.30 Renewal or Extension of Contracts during a State of Emergency**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja).
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: 1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds $250 000. 2. contracts formed through a public tender.
Delegates	Chief Executive Officer
Conditions	1. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: a. It is exercised at the sole discretion of the Local Government. b. It is in the best interests of the Local Government. c. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration. d. It has potential to promote local and/or regional economic benefits. 2. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). 3. The decision to extend or renew a contract must be made in accordance with the objectives of Council Policy 2.2.11 Purchasing Policy.
Express power to subdelegate	The CEO cannot sub-delegate this authority.

Subdelegate conditions	Nil.
Statutory framework	*Local Government (Functions and General) Regulations 1996:* WALGA Subscription Service – Procurement Toolkit.
Policy	Policy 2.2.11 - Purchasing Policy.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.1.31 Procurement of Goods or Services required to address a State of Emergency**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&Gr11(3)(b)]. 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	Chief Executive Officer
Conditions	1. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. 2. Compliance with Council Policy 2.2.11 Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Council Policy 2.2.11 Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. 3. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. 4. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.
Express power to subdelegate	The CEO cannot sub-delegate this authority.

Subdelegate conditions	Nil.
Statutory framework	*Local Government (Functions and General) Regulations 1996:* WALGA Subscription Service – Procurement Toolkit.
Policy	Policy 2.2.11 - Purchasing Policy.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**1.2.1 Appointment of Authorised Persons**
Head of power	01. Local Government Act 1995
Delegator	Delegator - Chief Executive Officer
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees.
Express power or duty delegated	*Local Government Act 1995* s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: a. *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the *Local Government Act*. b. *Caravan Parks and Camping Grounds Act 1995*. c. *Cat Act 2011*. d. *Cemeteries Act 1986*. e. *Control of Vehicles (Off-road Areas) Act 1978*. f. *Graffiti Vandalism Act 2016* – refer s.15. g. any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the *Criminal Procedure Act 2004*.
Delegates	Chief Executive Officer
Conditions	1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express power to subdelegate	Nil.

Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995* *Local Government (Miscellaneous Provisions) Act 1960* *Caravan Park and Camping Grounds Act 1995* *Cat Act 2011* *Cemeteries Act 1986* *Control of Vehicles (Off-road access) Act 1978* *Graffiti Vandalism Act 2016* *Criminal Procedure Act 2004* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.2.2 Tenders for Goods and Services**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing good services *Local Government (Functions and General) Regulations 1996:* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is $249,999 (GST exclusive) or less and the expense is included in the adopted Annual Budget [F&G r.14(2a)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14 (4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation of [F&G r.14 (5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the dollar value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation

	and within the $249,999 (GST exclusive) detailed as a condition on this Delegation and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.20(2)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r20(2)]. 14. Authority to: a. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. b. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 15. Authority to accept another tender where within six months of ether accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) and (7)].
Delegates	Chief Executive Officer
Conditions	1. Sole supplier arrangements may only be approved where a record is retained that evidences: a. A detailed specification. b. The outcome of market testing of the specification. c. The reasons why market testing has not met the requirements of the specification. d. Rationale for why the supply is unique and cannot be sourced through other suppliers. 2. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: a. Proposed goods or services are required to fulfill a routine contract related to the day to day operations of the Local Government. b. Current supply contract expiry is imminent. c. Value of the proposed new contract has been included in the draft Annual Budget proposed for adoption. d. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. 3. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is $249,999 or less and the expense is included in the adopted Annual Budget.

Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995* *Local Government (Functions and General) Regulations 1996*
Policy	Policy 2.2.11 - Purchasing Policy.
Record keeping	All records of decision of delegates are to be registered in RecFind against the particular Tender file.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
2 Dec 2021	Amended delegation	Administrative error in version 3 - Delegator	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**1.2.3 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.1.17: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Director Infrastructure Services
Conditions	1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.17 Obstruction of Footpaths and Thoroughfares. 2. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.1.17 Obstructions of Footpaths and Thoroughfares. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996:* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.4 Determine if an Emergency for Emergency Powers of Entry**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995:* s.3.34(2) Entry in emergency
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Director Infrastructure Services Director Sustainable Development
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
2 Dec 2021	Amended delegation	Administrative Error - Delegation Number	23.11.2021 OCM Resolution 21/233
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.5 Determine and Manage Conditions on Permission for Dangerous Excavations in or near Public Thoroughfares**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.1.19: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Director Infrastructure Services
Conditions	1. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.1.19 Public Thoroughfares – Dangerous Excavations. 2. Actions under this Delegation must comply with the procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.19 Public Thoroughfares – Dangerous Excavations. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.6 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director Infrastructure Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.1.21 Private Works on, over or under Public Places.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.7 Appoint Persons (other than employees) to Open Tenders**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Functions and Genera) Regulations 1996:* r.16(3) Receiving and opening tenders, procedure for
Function	Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	Manager Governance and Strategy
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.8 Electoral Enrolment Eligibility Claims and Electoral Roll**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995:* s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election *Local Government (Elections) Regulations 1995:* r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4)Register - s.4.32(6)
Function	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13 (2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].

Delegates	Director Corporate Services
Conditions	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.9 Destruction of Electoral Papers**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Elections) Regulations 1996:* r.82(4) Keeping election papers – s4.84(a)
Function	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Director Corporate Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.10 Information to be Available to the Public**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Administration) Regulations 1996:* r.29(2) & (3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) *Local Government Act 1995:* s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Delegates	Director Corporate Services Manager Governance and Strategy Manager Information Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.11 Financial Management Systems and Procedures**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996:* r.5 CEO's Duties as to financial management
Function	1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: a. Collection of money owed to the Shire. b. Safe custody and security of money collected or held by the Shire. c. Maintenance and security of all financial records, including payroll, stock control and costing records. d. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities. e. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards. f. Making of payments in accordance with Delegated Authority 1.1.3. g. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director Corporate Services Manager Finance
Conditions	1. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 2. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once within each 3 financial years. [Audit r.17]. 3. Delegation to Manager Finance is not applicable to Function 1e.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* *Local Government (Audit) Regulations 1996* Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
2 Dec 2021	Amended delegation	Administrative Error	23.11.2021
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.12 Audit - CEO Review of Systems and Procedures**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government (Audit) Regulations 1996:* r.17 CEO to review certain systems and procedures
Function	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to: a. Risk management. b. Internal controls. c. Legislative compliance [r.17(1)].
Delegates	Director Corporate Services Manager Governance and Strategy
Conditions	Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Audit) Regulations 1996.*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.2.13 Infringement Notices**
Head of power	01. Local Government Act 1995
Delegator	Chief Executive Officer
Express power to delegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995:* s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time *Building Regulations 2012:* Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].
Delegates	Coordinator Ranger Services Director Infrastructure Services Manager Building Services Manager Waste and Safety Services
Conditions	1. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. 2. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices: a. Manager Building Services. **Note:** Delegates must also be appointed as an "Approved Officer" – *appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.5.*
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**1.3.1 Behaviour Complaints Committee**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021:* cl.12 Dealing with a complaint cl.13 Dismissal of complaint
Function	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. 2. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. 3. Where a finding is made that a breach has occurred, authority to: a. take no further action [MCC.cl.12(4(a)]. b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. 4. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Delegates	Behaviour Complaints Committee
Conditions	1. The Committee will make decisions in accordance with the principles and specified requirements established in Code of Conduct Complaints Policy. 2. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. 3. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. 4. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. **NOTE TO Conditions (c) and (d):** The purpose of these Conditions is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express power to subdelegate	Nil.

Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995* *Local Government (Model Code of Conduct) Regulations 2021*
Policy	Policy 1.1.10 – Code of Conduct for Council Members, Committee Members and Election Candidates Policy.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	27 July 2021
Adoption references	Adopted at OCM 27 July 2021 - 21/145 Committee Members: Cr. Bromham, Cr. Lovitt and Cr. Gillett Deputy Committee Members: Cr. Coleman, Cr. Burgoyne and Cr. Dickinson

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes	Adopted at OCM 27 July 2021 - 21/145 Committee Members: Cr. Bromham, Cr. Lovitt and Cr. Gillett Deputy Committee Members: Cr. Coleman, Cr. Burgoyne and Cr. Dickinson
23 Nov 2021	Amended delegation	Committee Members: 1. Cr. Boylan 2. Cr. Lovitt 3. Cr. Gillett Deputy Committee Members: 1. Cr. Burgoyne 2. Cr. Krispyn 3. Cr. Campbell	OCM 23 November 2021 - 21/234
14 Dec 2021	Amended delegation	Formatting changes.	Adopted at OCM 27 July 2021 - 21/145 Committee Members: Cr. Bromham, Cr. Lovitt and Cr. Gillett Deputy Committee Members: Cr. Coleman, Cr. Burgoyne and Cr. Dickinson

Delegation	**1.3.2 Audit Committee**
Head of power	01. Local Government Act 1995
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995:* s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: a. Examine the report of the Auditor and determine matters that require action to be taken by the Shire. b. Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire's report on any actions taken in response to any Auditor's report, prior to it being forwarded to the Minister[s.7.12A(4)].
Delegates	Audit Committee
Conditions	Nil.
Express power to subdelegate	Sub-delegation is prohibited by s.7.1B.
Subdelegate conditions	Nil.
Statutory framework	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 9 - The appointment, function and responsibilities of Audit Committees. Audit Committee Terms of Reference.
Policy	Nil.
Record keeping	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19. All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**2.1.1 Building and Demolition Permits**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011* s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27 Conditions imposed by permit authority *Building Regulations 2012* r.24 Extension of time during which permit has effect r.26 Approval of new responsible person
Function	1. Grant a Building Permit [s.20]. 2. Grant a Demolition Permit [s.21]. 3. Refuse to grant a Building Permit or Demolition Permit [s.22]. 4. Impose conditions on a Building Permit or Demolition Permit [s.27]. 5. Extend or refuse to extend the time during which a Permit has effect [r.24]. 6. Approve a new responsible person for the work which a Permit applies [r.26].
Delegates	Chief Executive Officer
Conditions	1. The granting of a Building Permit shall be subject to the issue of a Certificate of Design Compliance and a Demolition Permit shall be subject to compliance with the applicable building standard. 2. For retaining walls, this Delegation only allows a Building Permit to be issued if the retaining wall does not exceed 1.8m in height.
Express power to subdelegate	*Building Act 2011* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking the functions of this Delegation for an uncertified application, the sub-delegate must hold the appropriate registration in accordance with the Building Services (Registration) Regulations 2011.

Statutory framework	*Building Act 2011* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**2.1.2 Occupancy Permits and Building Approval Certificates**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011* s.58 Grant of occupancy permit, building approval certificate s.62 Conditions imposed by permit authority *Building Regulations 2012* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate
Function	1. Grant or modify an Occupancy Permit or grant a Building Approval Certificate [s.58]. 2. Refuse to grant or modify an Occupancy Permit or refuse to grant a Building Approval Certificate [s.58(3)]. 3. Impose conditions on an Occupancy Permit or Building Approval Certificate [s.62]. 4. Extend or refuse to extend the time during which an Occupancy Permit or Building Approval Certificate has effect [r.40].
Delegates	Chief Executive Officer
Conditions	The granting of an Occupancy Permit shall be subject to the issue of a Certificate of Construction Compliance and a Building Approval Certificate shall be subject to the issue of a Certificate of Building Compliance.
Express power to subdelegate	*Building Act 2011* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**2.1.3 Extension of Duration of Occupancy Permits and Building Approval Certificates**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Building Act 2011:* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Regulations 2012:* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate
Function	Extend or refuse to extend the time during which an Occupancy Permit or Building Approval Certificate has effect [r.40].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Building Act 2011:* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Local Government Act 1995* *Building Act 2011* *Building Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of record keeping (was not originally inputted)	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to"Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**2.1.4 Designate Employees as Authorised Persons**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127 (1)(3) Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011:* s.96 (3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Appoint 'authorised persons' under s.9.10 of the *Local Government Act 1995* for the purposes of issuing and withdrawing Infringement Notices in accordance with r.70(2) of the Building Regulations 2012 and s.6(b) of the *Criminal Procedures Act 2004*. [Building Reg. 70(2) prescribes s.9.10(1) of the *Local Government Act 1995* as the enabling power for appointment of 'authorised persons']. 2. Appoint 'authorised persons' for the purposes of the *Building Act 2011* in relation to buildings and incidental structures located, or proposed to be located, within the local government area [s.96].
Delegates	Chief Executive Officer
Conditions	1. A register of 'authorised persons' is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as 'authorised persons'.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor Swimming Pool Inspector
Subdelegate conditions	Delegation to Swimming Pool Inspector is only applicable for the inspection of barriers around private swimming pools.
Statutory framework	*Building Act 2011* Building Regulations 2012 *Criminal Procedures Act 2004*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**2.1.5 Appointment of Approved Officers and Authorised Officers**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1)(3) Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Regulations 2012:* r.70 Approved Officers and Authorised Officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004*, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the *Local Government Act 1995* with power under s 9.19 or 9.20 may be appointed as "approved officers". 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004,* in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011:* s.127 (6)(a) Delegation: special permit authorities and local governments
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Building Regulations 2012* *Local Government Act 1995* *Criminal Procedure Act 2004*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**2.1.6 Building Orders**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Building Act 2011:* s.127 Delegation: special permit authorities and local governments
Express power or duty delegated	*Building Act 2011:* s.110 Building orders s.111 Notice of proposed building order other than building order (emergency) s.117 Revocation of building order
Function	1. Make a building order [s.110]. 2. Give notice of proposed building order [s.111]. 3. Revoke a building order [s.117].
Delegates	Chief Executive Officer
Conditions	The content of a building order must be consistent with s.112 Content of building order.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Building Act 2011:* s.127(6A) CEO may delegate to any other local government employee
Subdelegates	Director Sustainable Development
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to"Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**2.1.7 Inspection and Copies of Building Records**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Support Officer Building Surveyor Director Sustainable Development Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011:* s.146 Confidentiality
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**2.1.8 Referrals and Issuing Certificates**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the *Building Regulations 2012* and must hold the appropriate registration in accordance with the *Building Services (Registration) Regulations 2011*.
Statutory framework	Nil.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**2.1.9 Private Pool Barrier - Alternative and Performance Solutions**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the *Building Regulations 2012* and must hold the appropriate registration in accordance with the *Building Services (Registration) Regulations 2011*.
Statutory framework	Nil.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
2 Dec 2021	Amended delegation	Administrative error Version 1 - Subdelegate Condition and Statutory Framework	23.11.2021 OCM Resolution 21/233
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**2.1.10 Smoke Alarms - Alternative Solutions**
Head of power	02. Building Act 2011
Delegator	Permit Authority (Local Government)
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	In undertaking Function 2 of the Delegation, the sub-delegate must be appropriately qualified pursuant to r.5 of the *Building Regulations 2012* and must hold the appropriate registration in accordance with the *Building Services (Registration) Regulations 2011*.
Statutory framework	Nil.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**3.1.1 Make Request to FES Commissioner - Control of fire**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Harvey that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil - Sub-delegation is prohibited by s.48(3)
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.2 Prohibited burning times - Vary**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Shire President
Conditions	Decisions under s,17(7) must be undertake jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.3 Prohibited burning times - Control activities**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Harvey or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Executive Officer
Conditions	1. Decisions under s,17(7) must be undertake jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B). 2. That decisions are made following consultation with qualified officers.

Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3)
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.4 Restricted burning times - Vary and control activities**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times

Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)] a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to recover the cost of measures taken by the Shire of Harvey or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)]. 9. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil.– Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.5 Control of operations likely to create bush fire danger**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3). 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Actofficer.
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
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Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.6 Burning garden refuse / Open air fires**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of
Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. Camping or cooking [s.25(1)(a)]. b. Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3)

Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.7 Firebreaks**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Harvey: a. Clearing of firebreaks as determined necessary and specified in the notice. b. Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire. c. As a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3)
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
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Amendments			
Approved	**Type**	**Amendment**	**References**
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Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the *Bush Fires Act 1954*: a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer. b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Harvey [s.38 (5A)]. 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.9 Control and extinguishment of bush fires**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpose the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]: a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.10 Recovery of expenses incurred through contraventions of this Act**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Harvey or those on behalf of the Shire of Harvey to do [s.58].
Delegates	Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.11 Prosecution of offences**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act[s.59A(2)].
Delegates	Bush Fire Control Officer Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**3.1.12 Withdrawal of infringement notices**
Head of power	03. Bush Fires Act 1954
Delegator	Council
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59A(5) Alternative procedure – infringement notices
Function	Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Delegates	Chief Bush Fire Control Officer Chief Executive Officer
Conditions	That decisions are made following consultation with qualified officers.
Express power to subdelegate	Nil. – Sub-delegation is prohibited by s.48(3).
Subdelegate conditions	Nil.
Statutory framework	*Bush Fires Act 1954*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.1.1 Cat Registrations**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012:* Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10] 06 *Cat Act 2011* Delegations Council to CEO – Cat Registrations -Version 1 at 11/03/2020 Page 2 of 3. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within.
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Customer Service Officer Director Infrastructure Services Manager Waste and Safety Services Ranger

Subdelegate conditions	Authority to reduce or waive a registration or approval to breed fee only applies to Customer Service Officer if the reduced amount or waiver is included in the Fees and Charges.
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.1.2 Cat control notices**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Harvey's District [s.26].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Nil.
Statutory framework	*Cat Act 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.1.3 Approval to breed cats**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*. 3. Decisions will comply with Shire of Harvey Health Local Laws 2014 Part 5, Division 2, 64 Cats.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Manager Waste and Safety Services
Subdelegate conditions	An exemption will not be granted unless it is demonstrated that the number of cats to be exempt will not be a nuisance or injurious or dangerous to health.
Statutory framework	*Cat Act 2011*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.1.4 Recovery of Costs - Destruction of cats**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Cat Act 2011*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.1.5 Applications to keep additional cats**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013:* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)]. 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Manager Environmental Health Services Manager Waste and Safety Services
Subdelegate conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*.
Statutory framework	*Cat Act 2011* *Cat (Uniform and Local Provisions) Regulations 2013*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.1.6 Reduce or waiver Registration fee**
Head of power	04. Cat Act 2011
Delegator	Council
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Regulations 2012:* Schedule 3 Fees clause 1(4)
Function	Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	Chief Executive Officer
Conditions	This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the *Local Government Act 1995*.
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegate conditions	Nil.
Statutory framework	*Cat Act 2011* *Cat Regulations 2012*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**4.2.1 Infringement Notices - Extensions and Withdrawals**
Head of power	04. Cat Act 2011
Delegator	Chief Executive Officer
Express power to delegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Express power or duty delegated	*Cat Act 2011:* s.64 Extension of time s.65 Withdrawal of notice
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	*Cat Regulations 2012:* r.28 Withdrawal of infringement notice (s.65(1))
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021

Delegation	**5.1.1 Refuse or cancel registration**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) (4)a) - Registration periods and fees s.16(3) - Registration procedure s.17A(2) - If no application for registration made s.17(4)(6) - Refusal or cancellation of registration

Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, *the Cat Act 2011* or the *Animal Welfare Act 2002*. b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease. c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. the dog is required to be microchipped but is not microchipped. e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 4. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*. b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease. c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. the dog is required to be microchipped but is not microchipped. e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 5. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Harvey's District [s15(4A)]. 6. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. a. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub- delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.

Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Customer Service Officer Director Infrastructure Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976* *Cat Act 2011* *Animal Welfare Act 2002*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.2 Appoint Authorised persons**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Function	1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. 2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1) and s.29(1)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition to Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.3 Recovery of monies due under this Act**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Function	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties
Subdelegates	Coordinator Ranger Services Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.4 Dispose of or sell dogs liable to be destroyed**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s 2.9(11)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Coordinator Ranger Services Manager Waste and Safety Services Ranger
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.5 Declare a dangerous dog**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub- delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub- delegation)
Subdelegates	Ranger
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

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Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.6 Dangerous dog declared or seized – Deal with objections and determine when to revoke**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) - Owners to be notified of making declaration s.33G(4) - Seizure and destruction s.33H(1), (2), (5) - Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]. a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer may further delegate (sub- delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. 2. The sub-delegation is not the same position as authorised under Delegation Declaration of a dangerous dog
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.7 Deal with objection to notice to revoke dangerous dog declaration or destruction notice**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. A notice declaring a dog to be dangerous. b. A notice proposing to cause a dog to be destroyed.
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer must not sub-delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
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10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.8 Determine recoverable expenses for dangerous dog declaration**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	Chief Executive Officer
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	*Dog Act 1976*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**5.1.9 Kennel Establishments**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.27 Licensing of approved kennel establishments
Function	Authority to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Application processing and decisions under this delegation are to comply with the Shire of Harvey Dogs Local Law.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	**Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**5.1.10 More than the Prescribed Number of Dogs**
Head of power	05. Dog Act 1976
Delegator	Council
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.26 Limitation as to numbers
Function	Authority to allow more than the prescribed number of dogs at a premises [s.26(3)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Application processing and decisions under this delegation are to comply with the Shire of Harvey Dogs Local Law. 3. Applications are required to be assessed in accordance with Council Policy 2.3.15 More than the Prescribed Number of Dogs.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. **Note:** sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation.
Subdelegates	Director Infrastructure Services Manager Waste and Safety Services
Subdelegate conditions	Nil.
Statutory framework	**Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Council Policy 2.3.15 - More than the Prescribed Number of Dogs.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**6.1.1 Determine Compensation**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of $500. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**6.1.2 Prohibition Orders**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	Manager Environmental Health Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**6.1.3 Food Business Registrations**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: a. Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA. b. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1. c. WA Priority Classification System. d. Verification of Food Safety Program Guideline.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**6.1.4 Appoint Authorised Officers and Designated Officers**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: a. Appointment of Authorised Officers as Meat Inspectors. b. Appointment of Authorised Officers. c. Appointment of Authorised Officers – Designated Officers only. d. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**6.1.5 Abattoir Inspections and Fees**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009:* r.43 Local government may require security r.45 Withdrawal of inspection services
Function	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: a. require a person to provide security. b. determine the form that security is to be provided. c. discharge a security held by the Shire of Harvey [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**6.1.6 Food Businesses List – Public Access**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009:* r.51 Enforcement agency may make list of food
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	Environmental Health Officer Manager Environmental Health Services Senior Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil. – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	*Food Act 2008* *Food Regulations 2009*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**6.1.7 Debt Recovery and Prosecutions**
Head of power	06. Food Act 2008
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.54 Cost of destruction or disposal of forfeited item
Function	Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)].
Delegates	Chief Executive Officer Director Sustainable Development Manager Environmental Health Services
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil – Food Regulations 2009 do not provide for sub-delegation.
Subdelegate conditions	Nil.
Statutory framework	Nil.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) and (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services
Subdelegate conditions	Nil.
Statutory framework	*Graffiti Vandalism Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**7.1.2 Notices - Deal with Objections and Give Effect to Notices**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]. b. to give notice to the affected person, before taking the necessary actions [s.24 (3)].
Delegates	Chief Executive Officer
Conditions	1. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. 2. Application processing and decisions under this delegation are to comply with the Shire of Harvey Dogs Local Law. 3. Applications are required to be assessed in accordance with Council Policy 2.3.15 More than the Prescribed Number of Dogs.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services Senior Projects Officer
Subdelegate conditions	Nil.
Statutory framework	**Note** – Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.

Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services Senior Projects Officer
Subdelegate conditions	Nil.
Statutory framework	Nil.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**7.1.4 Powers of Entry**
Head of power	07. Graffiti Vandalism Act 2016
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	Chief Executive Officer
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Director Infrastructure Services Senior Projects Officer
Subdelegate conditions	Nil.
Statutory framework	Nil.
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and registered in the Shire of Harvey records system under file CC/U/003.
Date adopted	23 November 2021
Adoption references	23.11.2021 OCM Resolution 21/233

Amendments			
Approved	**Type**	**Amendment**	**References**
14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	**8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices
Express power or duty delegated	*Health (Asbestos) Regulations 1992:* r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2 [r.15D(5)].
Delegates	Chief Executive Officer
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate.
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016* *Health (Asbestos) Regulations 1992* *Criminal Procedure Act 2004*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**8.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Manager Environmental Health Services
Conditions	Nil.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**8.1.3 Designate Authorised Officers**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: a. The Public Health Act 2016 or other specified Act. b. Specified provisions of the Public Health Act 2016 or other specified Act. c. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. 2. Including: a. An environmental health officer or environmental health officers as a class. b. A person who is not an environmental health officer or a class of persons who are not environmental health officers. c. A mixture of the two. [s.24(1) and (3)].
Delegates	Manager Environmental Health Services
Conditions	1. Subject to each person so appointed being: a. Appropriately qualified and experienced [s.25(1)(a)]. b. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. c. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016*, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016*
Policy	Nil.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**8.1.4 Determine Compensation for Seized Items**
Head of power	08. Public Health Act 2016
Delegator	Council
Express power to delegate	*Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.264 Compensation
Function	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Chief Executive Officer
Conditions	Compensation is limited to a maximum value of $1,000 with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016,* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Subdelegate conditions	Nil.
Statutory framework	*Public Health Act 2016*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.1 Advertising of applications**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions: cl.18 Advertising structure plan cl.50 Advertising of local development plan cl.64 Advertising applications cl.66 Consultation with other authorities Shire of Harvey District Planning Scheme No. 1: cl.2.1 Advertising of applications
Function	1. Advertise a Structure Plan or Local Development Plan for public comment and comments from relevant public authorities or utility service providers [cl.18, cl.50]. 2. Advertise an Application for Development Approval for public comment [cl.64, cl.2.1]. 3. Refer an Application for Development Approval to relevant public authorities or utility service provides comment [cl.66].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.

Statutory framework	*Local Government Act 1995* *Planning and Development Act2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Shire of Harvey District Planning Scheme No.1*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
23 Nov 2021	Amended delegation	23.11.2021 OCM Resolution 21/233	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.2 Development Applications**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions: cl.68 Determination of applications
Function	1. To approve an Application for Development Approval for the development and/or use of land and impose relevant conditions [cl.68]. 2. To refuse an Application for Development Approval for the development and/or use of land where there is no exercise of discretion involved [cl. 68]. 3. To approve an Application for Development Approval for the installation of telecommunication underground conduits in excess of 150mm diameter [cl.68]. 4. To approve and impose relevant conditions, or refuse, an Application for Development Approval – Home Occupation [cl. 68]. 5. To refuse an Application for Development Approval for a use that is defined in Schedule 11 – Interpretations of the Shire of Harvey District Planning Scheme No. 1, is listed under Part XII – Zonings Tables but is not listed under the applicable zone for the land the subject of the application [cl. 68]. 6. Approve structures located within a Place of Landscape Value under Clause 8.1 of the Shire of Harvey District Planning No. 1 [c.68]. 7. To refuse an Application for Development Approval proposing to create new lots within a "Residential" zone where the minimum lot size prescribed by the Residential Design Codes will not be achieved [cl.68]. 8. To approve an Application for Development Approval for wind turbines [cl.68]. 9. To approve an Application for Development Approval for a "Use Not Listed" that Council has determined 'may be consistent with the purpose and objectives of the zone [cl.68]. 10. To approve an Application for Development Approval for the development and/or use of land reserved under the Shire of Harvey District Planning Scheme No. 1 as a Local Reserve [cl.68]. 11. To approve an Application for Development Approval for Advertising Signs and impose relevant conditions [cl.68]. 12. To refuse an Application for Development Approval for Advertising Signs which is inconsistent with Local Planning Policy 4.1.15 – Advertising Signs [cl.68]. 13. To approve an Application for Development Approval for an Extractive Industry [cl. 68].

Delegates	Chief Executive Officer
Conditions	1. Delegation for approval for a "P", "IP" or "AA" use is subject to compliance with any applicable Scheme and Policy requirements. 2. Delegation for approval for an "SA" use is subject to compliance with any applicable Scheme and Policy requirements and no objections being received if advertised. 3. Delegation 3. is subject to the application being referred to the Director Infrastructure Services prior to an approval being granted. 4. Prior to approving or refusing an Application for Development Approval – Home Occupation in Delegation 4., the application shall be reviewed by the Shire's Executive Officers Group. 5. Delegation 6. is subject to the proposal being consistent with the requirements of the Scheme and is considered to not have a significant visual impact on the landscape value of the area. 6. Approval under Delegation 8. is subject to compliance with Local Planning Policy 4.1.9 – Wind Turbines in Rural Area. 7. Approval for a "Use Not Listed" under Delegation 9. is subject to no objections being received during advertising of the application. 8. Approval for reserved land under Delegation 10. is subject to the proposal being consistent with the intended purpose of the Reserve. 9. Approval under Delegation 11. is subject to the application being assessed under Part F of Local Planning Policy 4.1.15 – Advertising Signs and discretion being applied. 10. Approval under Delegation 13. is subject to: a. the application being for a re-approval of a previously approved extraction area. b. no objections being received during advertising of the application.
Express power to subdelegate	Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Shire of Harvey District Planning Scheme No.1*
Policy	Local Planning Policy 4.1.9 - Wind Turbines in Rural Area. Local Planning Policy 4.1.15 - Advertising signs.

Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.3 Modify Development Standards**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.68 Determination of applications Shire of Harvey District Planning Scheme No. 1: cl.4.4 Discretion to modify development standards
Function	Modify a standard or requirement prescribed by the Shire of Harvey District Planning Scheme No. 1 [cl.68].
Delegates	Chief Executive Officer
Conditions	Delegation to modify a standard or requirement is subject to compliance with cl.4.4.1 of the Scheme.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015* *Shire of Harvey District Planning Scheme No.1*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.4 s214 Directions**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42(1)(b) Delegation of some powers or duties to the CEO
Express power or duty delegated	*Planning and Development Act 2005:* s.214 Illegal development, responsible authority's powers as to
Function	To issue a Direction for a development and/or land use undertaken in contravention of the Shire of Harvey District Planning Scheme No. 1 [s.214].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	Nil.
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.5 Building Envelope Modification**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.68 Determination of applications
Function	To approve an Application for Development Approval to modify a designated Building Envelope [cl.68].
Delegates	Chief Executive Officer
Conditions	Delegation for approval for modify a designated Building Envelope is subject to the modification not resulting in: 1. an increase in the size of the Building Envelope. 2. an increase in the amount of native vegetation located within the Building Envelope. 3. an increase in the bush fire risk to people or buildings on the property. 4. objections being received from adjoining landowners, if advertised.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.6 Existing Approvals**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.77 Amending or cancelling development approval
Function	1. To amend a Development Approval to extend the period within which the Development Approval is to be substantially commenced [cl.77(1)(a)]. 2. To amend or delete any condition to which a Development Approval is subject [cl.77(1)(b)]. 3. To amend an aspect of a Development Approval which, if amended, would not substantially change the development approved [cl.77(1)(c)]. 4. To cancel a Development Approval [cl.77(1)(d)].
Delegates	Chief Executive Officer
Conditions	Delegation is subject to the Development Approval initially being granted under delegated authority.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.7 State of Emergency**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015:* r.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015:* r.68 Determination of applications r.72 Temporary development approval r.77 Amending or cancelling development approval r.78H Notice of exemption from planning requirements in State of Emergency
Function	1. Apply exemptions from planning requirements of the Shire of Harvey's District Planning Scheme No. 1, and any relevant Local Planning Policy, as specified in a Notice issued pursuant to clause 78H(1) or (6) of the Planning and Development (Local Planning Schemes) Regulations 2015 [r.78H]. 2. Determine all applications [r.68]. 3. Make a recommendation to the Development Assessment Panel [r.68]. 4. Impose conditions limiting the period of time for which development approval is granted [r.72]. 5. Amend or cancel a development approval [r.77].
Delegates	Chief Executive Officer
Conditions	Nil.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015:* r.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.8 Local Development Plans**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 Deemed Provisions: cl.82 Delegations to Local Government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.50 Advertising of Local Development Plan cl.51 Consideration of Submissions cl.52 Decision of Local Government cl.57 Duration of Approval cl.59 Amendment of Local Development Plan
Function	To undertake the following if the requirement for a Local Development Plan has resulted from a Development Approval or Subdivision Approval: 1. To advertise a Local Development Plan [cl. 50(1)]. 2. To not advertise a Local Development Plan [cl. 50(3)]. 3. To consider submissions received if the Local Development Plan is advertised [cl. 51]. 4. To approve or refuse a Local Development Plan [cl. 52]. 5. To extend the period of approval of a Local Development Plan [cl. 57]. 6. To amend a Local Development Plan [c.59].
Delegates	Chief Executive Officer
Conditions	Delegation for approval is subject to no objections being received if advertised.
Express power to subdelegate	*Planning and Development (Local Planning Schemes) Regulations 2015,* Schedule 2 Deemed Provisions: cl.83 Local Government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Planning Services Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015*

Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020
Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.9 Special Residential Area – Building Materials**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.82 Delegations to local government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.82 Delegations to local government
Function	Approve the use of external cladding materials other than brick on lots zoned "Special Residential" where the use of such materials is consistent with clause 5.2.11 of District Planning Scheme No. 1 [r.82].
Delegates	Chief Executive Officer
Conditions	Subject to no objections being received when advertised pursuant to clause 64 and 66 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.83 Local government CEO may delegate powers
Subdelegates	Manager Building Services Senior Building Surveyor
Subdelegate conditions	Nil.
Statutory framework	*Building Act 2011* *Planning and Development Act 2005* *Local Government Act 1995*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.
Date adopted	24 November 2020

Adoption references	20/252

Amendments			
Approved	**Type**	**Amendment**	**References**
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	**9.1.10 Performance Based Solutions under Residential Design Codes**
Head of power	09. Planning and Development Act 2005
Delegator	Council
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.82 Delegations to local government
Express power or duty delegated	*Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.82 Delegations to local government
Function	Approve or refuse Performance Based Solutions under the provisions of the Residential Design Codes [r.82].
Delegates	Chief Executive Officer
Conditions	Subject to no objections being received when advertised pursuant to clause 64 and 66 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2): r.83 Local government CEO may delegate powers
Subdelegates	Director Sustainable Development Manager Building Services Manager Planning Services Senior Building Surveyor Senior Planning Officer
Subdelegate conditions	Nil.
Statutory framework	*Planning and Development Act 2005* *Local Government Act 1995* *Planning and Development (Local Planning Schemes) Regulations 2015*
Policy	Nil.
Record keeping	All actions performed under delegation are registered through Attain software and register in the Shire of Harvey records system under file CC/U/003.

Date adopted	1 July 2021
Adoption references	Adding of addition sub delegates

Amendments			
Approved	**Type**	**Amendment**	**References**
1 Jul 2021	Amended delegation	Adding of addition sub delegates	Adding of addition sub delegates
10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	Adding of addition sub delegates
14 Dec 2021	Amended delegation	Formatting changes.	Adding of addition sub delegates

AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
1.1.1 Temporary Closure of Thoroughfare to Vehicles	8 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
1.1.1 Temporary Closure of Thoroughfare to Vehicles	13 Dec 2021	Amended delegation	Formatting changes.	20/252
1.1.2 Disposing of Property	8 Sep 2021	Amended delegation	Formatting Changes Addition of Statutory framework	20/252
1.1.2 Disposing of Property	13 Dec 2021	Amended delegation	Formatting changes.	20/252
1.1.3 Creditors, payment of	17 Jun 2021	Amended delegation	Addition of Director Infrastructure Services to Subdelegates	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates
1.1.3 Creditors, payment of	8 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates
1.1.3 Creditors, payment of	13 Dec 2021	Amended delegation	Formatting changes.	Request of Manager Governance and Strategy to amend and add Director Infrastructure Services to Subdelegates
1.1.4 Investment of Council funds	8 Sep 2021	Amended delegation	Formatting Changes Addition of Statutory framework Addition of Policy	20/252
1.1.4 Investment of Council funds	13 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	Approved or adopted	Type	Amendment	References
1.1.5 Defer, Waive or Write Off Debts	22 Jan 2021	Amended delegation	Sub delegation to Director Corporate Services approved by the CEO	CC/U/003
1.1.5 Defer, Waive or Write Off Debts	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	CC/U/003
1.1.5 Defer, Waive or Write Off Debts	13 Dec 2021	Amended delegation	Formatting changes.	CC/U/003
1.1.6 Management of Rates and Service Charges	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
1.1.6 Management of Rates and Service Charges	13 Dec 2021	Amended delegation	Formatting changes.	20/252
1.1.7 Write off of interest charged on rates debtors	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
1.1.7 Write off of interest charged on rates debtors	13 Dec 2021	Amended delegation	Formatting changes.	20/252
1.1.8 Shire of Harvey Recreation Grounds - Camping	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
1.1.8 Shire of Harvey Recreation Grounds - Camping	13 Dec 2021	Amended delegation	Formatting changes.	20/252
1.1.9 Traders and Stallholders Permits Including mobile Traders' Permits relating to Food Trading	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
1.1.9 Traders and Stallholders Permits Including mobile Traders' Permits relating to Food Trading	13 Dec 2021	Amended delegation	Formatting changes.	20/252
1.1.10 Performing Functions Outside the District	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	Approved or adopted	Type	Amendment	References
1.1.11 Compensation - Damage Incurred when Performing Executive Functions	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.12 Powers of Entry	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.12 Powers of Entry	16 Dec 2021	Amended delegation	Mistake was made with Subdelegates. Environmental Health Officers were added instead of Environmental Officer.	23.11.2021 OCM Resolution 21/233
1.1.13 Declare Vehicle is Abandoned Vehicle Wreck	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.14 Confiscated or Uncollected Goods	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.15 Disposal of Sick or Injured Animals	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.16 Control Reserves and Certain Unvested Facilities	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.17 Obstruction of Footpaths and Thoroughfares	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.18 Gates Across Public Thoroughfares	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.19 Public Thoroughfare - Dangerous Excavations	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.20 Crossing - Construction, Repair and Removal	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.21 Private Works on, over or under Public Places	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

1.1.22 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233

Delegation	Approved or adopted	Type	Amendment	References
1.1.23 Expressions of Interest for Goods and Services	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.24 Rate Record Amendment	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.25 Agreement as to Payment of Rates and Service Charges	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.26 Recovery of Rates or Service Charges	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.27 Recovery of Rates Debts - Require Lessee to Pay Rent	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.28 Recovery of Rates Debts - Actions to Take Possession of the Land	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.29 Rate Record - Objections	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.30 Renewal or Extension of Contracts during a State of Emergency	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.1.31 Procurement of Goods or Services required to address a State of Emergency	13 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
1.2.1 Appointment of Authorised Persons	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
1.2.1 Appointment of Authorised Persons	14 Dec 2021	Amended delegation	Formatting changes.	20/252
1.2.2 Tenders for Goods and Services	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
1.2.2 Tenders for Goods and Services	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252

Delegation	Approved or adopted	Type	Amendment	References
1.2.2 Tenders for Goods and Services	2 Dec 2021	Amended delegation	Administrative error in version 3 - Delegator	20/252
1.2.2 Tenders for Goods and Services	14 Dec 2021	Amended delegation	Formatting changes.	20/252
1.2.3 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.4 Determine if an Emergency for Emergency Powers of Entry	2 Dec 2021	Amended delegation	Administrative Error - Delegation Number	23.11.2021 OCM Resolution 21/233
1.2.4 Determine if an Emergency for Emergency Powers of Entry	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.5 Determine and Manage Conditions on Permission for Dangerous Excavations in or near Public Thoroughfares	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.6 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.7 Appoint Persons (other than employees) to Open Tenders	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.8 Electoral Enrolment Eligibility Claims and Electoral Roll	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.9 Destruction of Electoral Papers	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.10 Information to be Available to the Public	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.11 Financial Management Systems and Procedures	2 Dec 2021	Amended delegation	Administrative Error	23.11.2021

Delegation	Approved or adopted	Type	Amendment	References
1.2.11 Financial Management Systems and Procedures	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.12 Audit - CEO Review of Systems and Procedures	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.2.13 Infringement Notices	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
1.3.1 Behaviour Complaints Committee	9 Sep 2021	Amended delegation	Formatting changes	Adopted at OCM 27 July 2021 - 21/145 Committee Members: Cr. Bromham, Cr. Lovitt and Cr. Gillett Deputy Committee Members: Cr. Coleman, Cr. Burgoyne and Cr. Dickinson
1.3.1 Behaviour Complaints Committee	23 Nov 2021	Amended delegation	Committee Members: 1. Cr. Boylan 2. Cr. Lovitt 3. Cr. Gillett Deputy Committee Members: 1. Cr. Burgoyne 2. Cr. Krispyn 3. Cr. Campbell	OCM 23 November 2021 - 21/234
1.3.1 Behaviour Complaints Committee	14 Dec 2021	Amended delegation	Formatting changes.	Adopted at OCM 27 July 2021 - 21/145 Committee Members: Cr. Bromham, Cr. Lovitt and Cr. Gillett Deputy Committee Members: Cr. Coleman, Cr. Burgoyne and Cr. Dickinson

Delegation	Approved or adopted	Type	Amendment	References
1.3.2 Audit Committee	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
2.1.1 Building and Demolition Permits	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
2.1.1 Building and Demolition Permits	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
2.1.1 Building and Demolition Permits	14 Dec 2021	Amended delegation	Formatting changes.	20/252
2.1.2 Occupancy Permits and Building Approval Certificates	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
2.1.2 Occupancy Permits and Building Approval Certificates	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
2.1.2 Occupancy Permits and Building Approval Certificates	14 Dec 2021	Amended delegation	Formatting changes.	20/252
2.1.3 Extension of Duration of Occupancy Permits and Building Approval Certificates	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of record keeping (was not originally inputted)	20/252
2.1.3 Extension of Duration of Occupancy Permits and Building Approval Certificates	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
2.1.3 Extension of Duration of Occupancy Permits and Building Approval Certificates	14 Dec 2021	Amended delegation	Formatting changes.	20/252
2.1.4 Designate Employees as Authorised Persons	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
2.1.4 Designate Employees as Authorised Persons	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252

Delegation	Approved or adopted	Type	Amendment	References
2.1.4 Designate Employees as Authorised Persons	14 Dec 2021	Amended delegation	Formatting changes.	20/252
2.1.5 Appointment of Approved Officers and Authorised Officers	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
2.1.5 Appointment of Approved Officers and Authorised Officers	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
2.1.5 Appointment of Approved Officers and Authorised Officers	14 Dec 2021	Amended delegation	Formatting changes.	20/252
2.1.6 Building Orders	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
2.1.6 Building Orders	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Permit Authority (Local Government)" - Minor change authorised by Manager Governance.	20/252
2.1.6 Building Orders	14 Dec 2021	Amended delegation	Formatting changes.	20/252
2.1.7 Inspection and Copies of Building Records	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
2.1.8 Referrals and Issuing Certificates	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
2.1.9 Private Pool Barrier - Alternative and Performance Solutions	2 Dec 2021	Amended delegation	Administrative error Version 1 - Subdelegate Condition and Statutory Framework	23.11.2021 OCM Resolution 21/233
2.1.9 Private Pool Barrier - Alternative and Performance Solutions	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
2.1.10 Smoke Alarms - Alternative Solutions	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
3.1.1 Make Request to FES Comissioner - Control of fire	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252

Delegation	Approved or adopted	Type	Amendment	References
3.1.1 Make Request to FES Commissioner - Control of fire	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.2 Prohibited burning times - Vary	9 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.2 Prohibited burning times - Vary	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.3 Prohibited burning times - Control activities	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.3 Prohibited burning times - Control activities	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.4 Restricted burning times - Vary and control activities	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.4 Restricted burning times - Vary and control activities	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.5 Control of operations likely to create bush fire danger	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.5 Control of operations likely to create bush fire danger	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.6 Burning garden refuse / Open air fires	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.6 Burning garden refuse / Open air fires	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.7 Firebreaks	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.7 Firebreaks	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer	14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	Approved or adopted	Type	Amendment	References
3.1.9 Control and extinguishment of bush fires	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.9 Control and extinguishment of bush fires	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.10 Recovery of expenses incurred through contraventions of this Act	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.10 Recovery of expenses incurred through contraventions of this Act	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.11 Prosecution of offences	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.11 Prosecution of offences	14 Dec 2021	Amended delegation	Formatting changes.	20/252
3.1.12 Withdrawal of infringement notices	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
3.1.12 Withdrawal of infringement notices	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.1.1 Cat Registrations	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
4.1.1 Cat Registrations	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.1.2 Cat control notices	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
4.1.2 Cat control notices	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.1.3 Approval to breed cats	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
4.1.3 Approval to breed cats	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.1.4 Appoint Authorised persons	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252

Delegation	Approved or adopted	Type	Amendment	References
4.1.4 Recovery of Costs - Destruction of cats	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
4.1.4 Recovery of Costs - Destruction of cats	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.1.5 Applications to keep additional cats	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
4.1.5 Applications to keep additional cats	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.1.6 Reduce or waiver Registration fee	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
4.1.6 Reduce or waiver Registration fee	14 Dec 2021	Amended delegation	Formatting changes.	20/252
4.2.1 Infringement Notices - Extensions and Withdrawals	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021
5.1.1 Refuse or cancel registration	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.1 Refuse or cancel registration	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.2 Appoint Authorised persons	10 Sep 2021	Amended delegation	Formatting changes Addition to Statutory framework	20/252
5.1.2 Appoint Authorised persons	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.3 Recovery of monies due under this Act	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.3 Recovery of monies due under this Act	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.4 Dispose of or sell dogs liable to be destroyed	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.4 Dispose of or sell dogs liable to be destroyed	14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	Approved or adopted	Type	Amendment	References
5.1.5 Declare a dangerous dog	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.5 Declare a dangerous dog	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.6 Dangerous dog declared or seized – Deal with objections and determine when to revoke	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.6 Dangerous dog declared or seized – Deal with objections and determine when to revoke	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.7 Deal with objection to notice to revoke dangerous dog declaration or destruction notice	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.7 Deal with objection to notice to revoke dangerous dog declaration or destruction notice	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.8 Determine recoverable expenses for dangerous dog declaration	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
5.1.8 Determine recoverable expenses for dangerous dog declaration	14 Dec 2021	Amended delegation	Formatting changes.	20/252
5.1.9 Kennel Establishments	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
5.1.10 More than the Prescribed Number of Dogs	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
6.1.1 Determine Compensation	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252

Delegation	Approved or adopted	Type	Amendment	References
6.1.1 Determine Compensation	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
6.1.1 Determine Compensation	14 Dec 2021	Amended delegation	Formatting changes.	20/252
6.1.2 Prohibition Orders	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
6.1.2 Prohibition Orders	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
6.1.2 Prohibition Orders	14 Dec 2021	Amended delegation	Formatting changes.	20/252
6.1.3 Food Business Registrations	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
6.1.3 Food Business Registrations	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
6.1.3 Food Business Registrations	14 Dec 2021	Amended delegation	Formatting changes.	20/252
6.1.4 Appoint Authorised Officers and Designated Officers	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
6.1.4 Appoint Authorised Officers and Designated Officers	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
6.1.4 Appoint Authorised Officers and Designated Officers	14 Dec 2021	Amended delegation	Formatting changes.	20/252
6.1.5 Abattoir Inspections and Fees	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
6.1.5 Abattoir Inspections and Fees	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252

Delegation	Approved or adopted	Type	Amendment	References
6.1.5 Abattoir Inspections and Fees	14 Dec 2021	Amended delegation	Formatting changes.	20/252
6.1.6 Food Businesses List – Public Access	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
6.1.6 Food Businesses List – Public Access	30 Nov 2021	Amended delegation	Change of Delegator from "Council" to "Local Government" - Minor change authorised by Manager Governance.	20/252
6.1.6 Food Businesses List – Public Access	14 Dec 2021	Amended delegation	Formatting changes.	20/252
6.1.7 Debt Recovery and Prosecutions	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
7.1.1 Give Notice Requiring Obliteration of Graffiti	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
7.1.1 Give Notice Requiring Obliteration of Graffiti	14 Dec 2021	Amended delegation	Formatting changes.	20/252
7.1.2 Notices - Deal with Objections and Give Effect to Notices	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
7.1.3 Obliterate Graffiti on Private Property	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
7.1.4 Powers of Entry	14 Dec 2021	Amended delegation	Formatting changes.	23.11.2021 OCM Resolution 21/233
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)	14 Dec 2021	Amended delegation	Formatting changes.	20/252
8.1.2 Enforcement Agency Reports to the Chief Health Officer	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252

Delegation	Approved or adopted	Type	Amendment	References
8.1.2 Enforcement Agency Reports to the Chief Health Officer	14 Dec 2021	Amended delegation	Formatting changes.	20/252
8.1.3 Designate Authorised Officers	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
8.1.3 Designate Authorised Officers	14 Dec 2021	Amended delegation	Formatting changes.	20/252
8.1.4 Determine Compensation for Seized Items	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
8.1.4 Determine Compensation for Seized Items	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.1 Advertising of applications	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.1 Advertising of applications	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.1 Advertising of applications	23 Nov 2021	Amended delegation	23.11.2021 OCM Resolution 21/233	20/252
9.1.1 Advertising of applications	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.2 Development Applications	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.2 Development Applications	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework Addition of Policy	20/252
9.1.2 Development Applications	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.3 Modify Development Standards	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252

Delegation	Approved or adopted	Type	Amendment	References
9.1.3 Modify Development Standards	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.3 Modify Development Standards	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.4 s214 Directions	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.4 s214 Directions	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.5 Building Envelope Modification	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.5 Building Envelope Modification	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.5 Building Envelope Modification	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.6 Existing Approvals	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.6 Existing Approvals	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.6 Existing Approvals	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.7 State of Emergency	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.7 State of Emergency	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.7 State of Emergency	14 Dec 2021	Amended delegation	Formatting changes.	20/252

Delegation	Approved or adopted	Type	Amendment	References
9.1.8 Local Development Plans	5 Aug 2021	Amended delegation	Senior Planning Officer is now sub delegate for the period that the Manager Planning Services is also looking after the Governance department.	20/252
9.1.8 Local Development Plans	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.8 Local Development Plans	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.9 Special Residential Area – Building Materials	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	20/252
9.1.9 Special Residential Area – Building Materials	14 Dec 2021	Amended delegation	Formatting changes.	20/252
9.1.10 Performance Based Solutions under Residential Design Codes	1 Jul 2021	Amended delegation	Adding of addition sub delegates	Adding of addition sub delegates
9.1.10 Performance Based Solutions under Residential Design Codes	10 Sep 2021	Amended delegation	Formatting changes Addition of Statutory framework	Adding of addition sub delegates
9.1.10 Performance Based Solutions under Residential Design Codes	14 Dec 2021	Amended delegation	Formatting changes.	Adding of addition sub delegates

Harley Dykstra
PLANNING & SURVEY SOLUTIONS

Our Ref: 22905 Ver B

21 November 2022

Shire of Harvey
PO Box 500, Harvey,
Western Australia 6220

Via email: shire@harvey.wa.gov.au

Dear Peter Kay,

RE: REQUEST FOR ROAD CLOSURE (PORTION OF VICTORIA ROAD)

I refer to the above and enclose:

- Proposed Road Closure Plan (**Appendix A**);
- Current Certificates of Title (**Appendix B**); and
- Proposed Amalgamation Plan (**Appendix C**).

1. Introduction

Harley Dykstra has been engaged by our client, Chris Waddingham, the landowner of Lot 101 (Diagram 96573) and 204 (on Plan 302289) South Western Highway, to initiate the closing of a portion of Victoria Road (1.3482ha) located immediately north of Lot 204 (demonstrated at **Appendix A** Road Closure Plan). Our client intends on amalgamating the portion of closed road into Lot 204, immediately south of the portion of road to be closed.

It is understood that in order to close this road, Council support is required. Preliminary advice from a Shire officer suggested that a plan demonstrating the portion of Victoria Road to be closed, and a letter would be required to initiate this process. In response to this advice, this letter has been prepared and a Road Closure Plan has been enclosed (refer **Appendix A)** for your information.

2. Subject Land

The subject land (Lot 204) comprises approximately 50.0833ha in area and is characterised as being agricultural use land. The site is located approximately two kilometres south of the town of Brunswick. Lot 204 is used for cropping, and is improved by farming infrastructure.

3. Proposal

This portion of Victoria Road, located immediately north of Lot 204 and immediately west of the South Western Highway, is currently unconstructed and unused. The road reserve connects with the South Western Highway to the east, and the Forrest Highway to the west. The alignment of the Bunbury Outer Ring Road (BORR) has recently been approved and intersects the western portion of Victoria Road reserve. No access to the BORR or Forrest Highway is planned from Victoria Road.

A track runs along the part of the western portion of the road reserve, however no track exists on the eastern portion and adjacent to lot 204 or neighbouring properties.

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bsi. ISO 9001 Quality Management
FS 536019

The portion of Victoria Road demonstrated at **Appendix A** does not serve as an access point for any lots, and both lots 101 and 204 to the north and south of this portion road reserve respectively have independent access to the South Western Highway.

Lot 2 on Diagram 2498 fronts an unconstructed portion of the Victoria Road reserve. The proposed closure will reduce this road frontage, however access to this lot will still be available from the west and the connections with Alma Road and Alverstoke Road.

The area of road to be closed is approximately 1.3482ha. This portion of road is not improved by any services. The outcome as a result of the road closure, as indicated on the attached Plan of Road Closure, is to amalgamate this area into current Lot 204 to create proposed Lot A. This amalgamation represents a logical land rationalisation, and is subject to separate approval processes.

4. Justification of Road Closure

The proposed road closure is a logical progression, and is justified on the following grounds:

- The road is not constructed as a public road and the land is managed entirely by the existing landowner;
- Making Victoria Road a through-road would require extensive construction works to create an intersection onto the South Western Highway; and,
- No surrounding lots utilise this portion of Victoria Road for access.

5. Conclusion

As identified above, the portion of Victoria Road in question does not provide legal frontage to any surrounding lots, nor is it improved by any services. The attached Road Closure plan demonstrates the portion of road to be closed, and thereby demonstrates a more logical use of this portion of land. The existing land used for this portion of Victoria Road would be better utilised as part of the adjoining freehold land.

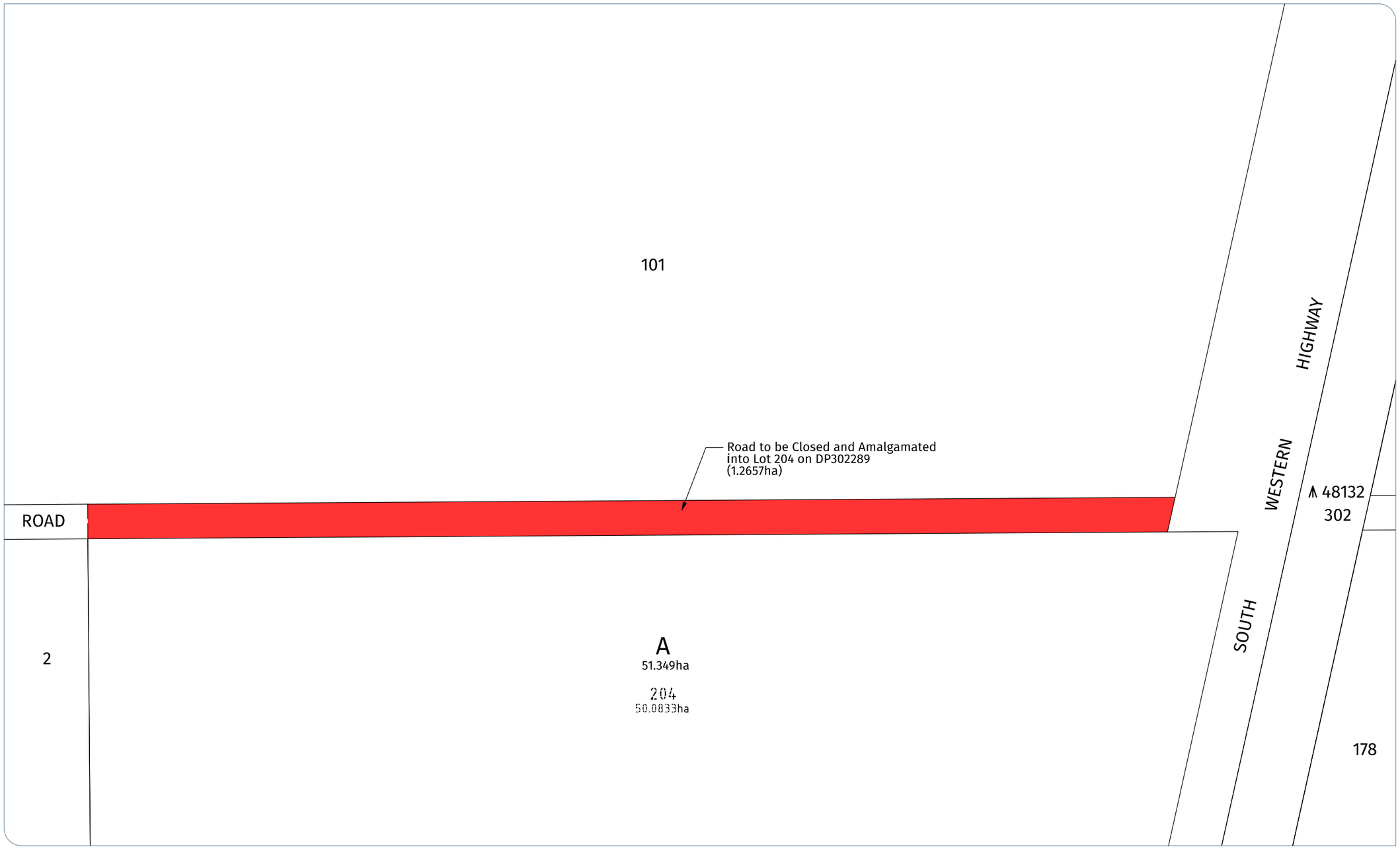
We respectfully request that the Shire of Harvey commence the process of closing the portion of Victoria Road as outlined above. Please do not hesitate to contact us should you have any queries in relation to the abovementioned proposal, or require any further information.

Yours sincerely,



Mikaela Kerwin
Planner
Harley Dykstra Pty Ltd

E-mail: MikaelaK@harleyDykstra.com.au



ROAD CLOSURE

Lot 204 on DP302289 South Western Highway, BRUNSWICK

Plan No. | 22905-02
Date | 22/11/22
Drawn | NP
Checked | MK
Revision | C

Scale | 1:2000@A3

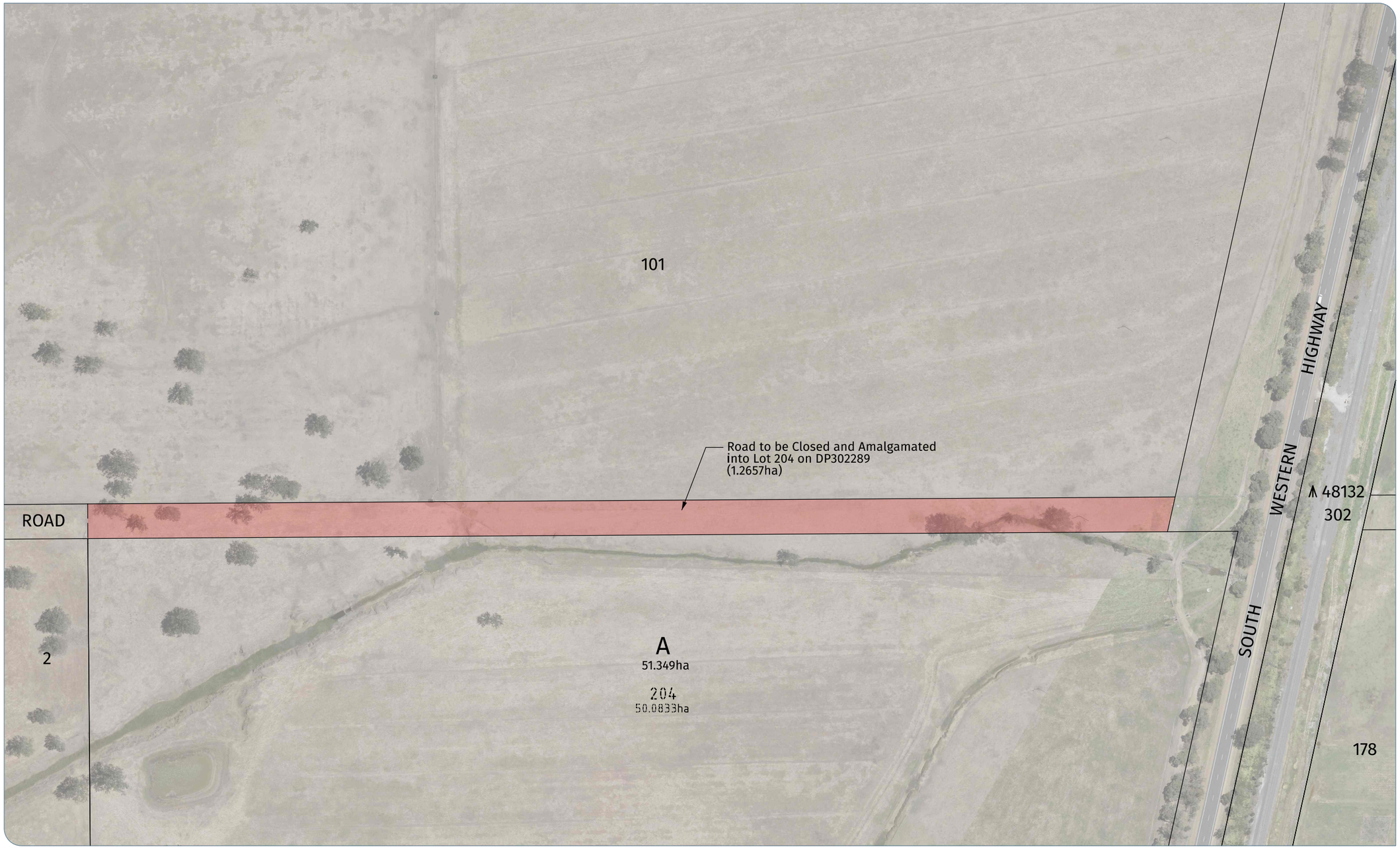
0 20m 40m 60m

NOTE: This plan has been prepared for planning purposes. Areas, Contours and Dimensions shown are subject to survey

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Harley Dykstra
PLANNING & SURVEY SOLUTIONS



ROAD CLOSURE

Lot 204 on DP302289 South Western Highway, BRUNSWICK

Plan No.	22905-02
Date	22/11/22
Drawn	NP
Checked	MK
Revision	C
Scale	1:2000@A3

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0 20m 40m 60m

NOTE: This plan has been prepared for planning purposes. Areas, Contours and Dimensions shown are subject to survey

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PLANNING & SURVEY SOLUTIONS

ROWE GROUP DESIGN

AMENDMENT NO. 1 TO THE SHIRE OF HARVEY LOCAL PLANNING STRATEGY

LOT 102 (NO. 160) TARANTO ROAD MYALUP

OUR REF: 8910 22/11/2022

DOCUMENT CONTROL

Printed 22 November 2022 8910_22apr01R_cr_v2

VERSION	FILE NAME	PREPARED BY	APPROVED BY	DATE
1	8910_22apr01R_cr	Claire Richards	Rod Dixon	20 September 2022
2	8910_22apr01R_cr_v2	Claire Richards	Rod Dixon	22 November 2022

This report has been authorised by;



Rod Dixon
Director



Claire Richards
Principal Town Planner



Jamie Baxter
Quality Control

CONTACT PERTH OFFICE

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EXECUTIVE SUMMARY

Lot 102 (No. 160) Taranto Road, Myalup (the 'subject site') is located along the coastline between the townsites of Myalup and Binningup, in the Shire of Harvey. The subject site is designated as 'General Agriculture' under the Shire of Harvey's existing Local Planning Strategy ('Strategy') and is zoned 'General Farming' under the provisions of the Shire of Harvey's current District Planning Scheme No. 1 ('DPS1'). The site also forms part of a coastal corridor referred to as a 'Place of Landscape Value' under DPS1.

Historically, the site has been identified as having potential to support land uses of an urban and/or tourist nature. This potential was recognised within the region's strategic planning framework during the 1990s through documents such as the Bunbury-Wellington Region Plan (1993) which identified the site as a 'Rural-Urban Transition and Amenity Area' and the Greater Bunbury Structure Plan (1995) and the Coastal and Lakelands Planning Study (1999), which identified the site as 'Future Urban'. Notwithstanding the strategic direction at the time, the subject site's urban potential was not realised.

Despite this, it is widely recognised that the use of the site for farming and agricultural purposes is not viable or sustainable in the long-term. This is primarily due to the subject site's environmental characteristics which make extensive clearing to support such activities unsustainable; the lack of available water for irrigation; as well as the site's proximity to the coast and potential landscape value.

The subject site is well-suited to support land uses of a low-scale and low-impact urban and/or tourist nature, given its coastal location and proximity to the Myalup townsite and the Forrest Highway. Such development would provide an opportunity for a significantly improved environmental outcome on the site that takes into account key environmental considerations such as coastal processes, setbacks to wetlands, vegetation retention, bushfire management and access.

Recognising this potential but also noting the history of circular discussions that have occurred in relation to the zoning of this site, the landowners met with the Chairman of the Western Australian Planning Commission ('WAPC') and senior staff from the Department of Planning, Lands and Heritage ('DPLH') in 2020 to seek a clearer direction forward. These discussions led to a recommendation that an amendment to the Shire's Strategy ought to be progressed in advance of any formal amendment to the Shire's DPS1, to identify the site's potential for intensification of land uses at a strategic level subject to the investigation of key environmental and other considerations.

This Amendment request reflects those discussions. It proposes an 'Urban Investigation Area' designation under the Shire's Strategy which identifies the subject site as having potential to support an intensification of land use and sets out the investigations that are required to be undertaken as part of an amendment to DPS1 being considered in the future. This designation will enable the landowners to explore the subject site's development potential more freely, ensuring the use and development of the site appropriately reflects its locational attributes and responds to its environmental characteristics.

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ATTACHMENTS

1. CERTIFICATES OF TITLE AND DP 70153
2. SUMMARY OF ENVIRONMENTAL CONSIDERATIONS
3. SUMMARY OF SERVICING CONSIDERATIONS
4. INDICATIVE MASTERPLAN CONCEPT

1. INTRODUCTION

Rowe Group acts on behalf of Qube Property Group, being the project managers representing the owners of Lot 102 (No. 160) Taranto Road, Myalup (the 'subject site').

This report has been prepared in support of a request to amend the Shire of Harvey's current Local Planning Strategy ('Strategy Amendment') by introducing an 'Urban Investigation Area' designation over the subject site which recognises the site's potential to support an intensification of land use subject to the investigation of a number of key considerations. It provides background information relating to the subject site; contains a description of the proposed Strategy Amendment; addresses various town planning, environmental and servicing considerations relevant to the site; and provides justification in support of the proposed Strategy Amendment.

This report demonstrates that the subject site has considerable merit in accommodating low-scale and low-impact urban/tourist development and should be identified within the strategic planning framework as an area of further investigation. It acknowledges that the site contains a number of environmental constraints that need to be investigated as part of a formal amendment to the Shire's District Planning Scheme No. 1 ('DPS1') and identifies key studies that need to be undertaken to demonstrate the site's suitability to accommodate the intensification of land use in the future.

Subject to this proposed Strategy Amendment being supported, the landowners hope to proceed with the formal engagement of suitably qualified environmental, surveying, transport and engineering consultants to undertake the future investigations required. The findings of these investigations will be used to assess the site's potential for intensification of land use and ultimately, support the preparation and lodgement of a formal amendment to DPS1.

2. DESCRIPTION OF SITE

2.1 REGIONAL CONTEXT

The subject site is located within the municipality of the Shire of Harvey, in the locality of Myalup, approximately 140km south of the Perth Metropolitan Area and approximately 22km north-east of the Bunbury Regional Centre.

Refer **Figure 1 – Regional Context**

2.2 LOCAL CONTEXT

Positioned on the coast, west of the Forrest Highway, the subject site is located appropriately 1km south of the Myalup townsite and approximately 2.5km north of the Binningup townsite. It is bound by the Harvey River Diversion Drain to the north, agricultural land and sand extraction quarries to the east, and the Water Corporation's Wastewater Treatment Plan ('WTP') and Southern Seawater Desalination Plant ('SSDP') to the south (south of Taranto Road).

Access to the site is provided from Taranto Road to the south which connects to Forrest Highway, approximately 1.6km to the east. The land at the intersection of Taranto Road and Forrest Highway has been developed for a range of highway conveniences (food and fuel).

Refer **Figure 2 – Local Context**

2.3 LEGAL DESCRIPTION AND OWNERSHIP

The subject site is legally described as Lot 102 on Deposited Plan 70153 and is held within a 'Multi-Lot Title', details of which are set out below:

- Certificate of Title Volume 2798 Folio 999.
- Certificate of Title Volume 2798 Folio 1000.

A right of carriageway easement to the benefit of the Water Corporation exists along part of the southern lot boundary near Taranto Road. No other encumbrances are registered on the Certificates of Title.

The site measures approximately 190.7ha in area. It is held in freehold ownership and extends to the coastal high water mark. There is no foreshore reserve currently in place.

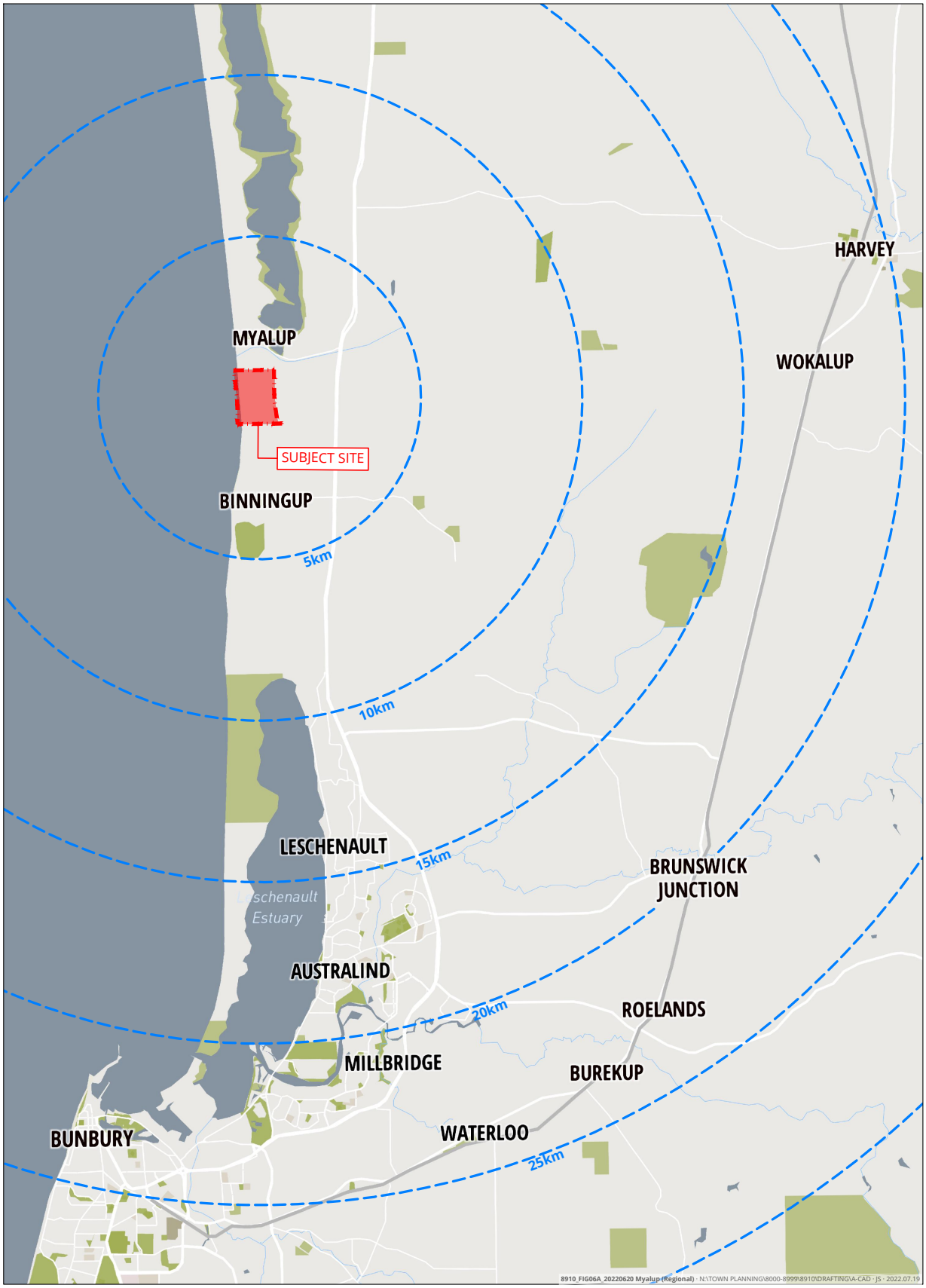
Refer **Attachment 1 – Certificates of Title and DP 70153**

2.4 EXISTING IMPROVEMENTS

There are no existing buildings or other improvements located on the subject site. Historically, the site was used for grazing of livestock but has not been used for this purpose for many years.

The site contains remnant native vegetation but suffers ongoing difficulty with illegal camping and 4-wheel driving. This has resulted in dunal landform and vegetation damage.

Refer **Figure 3 – Site Plan**



0 3500 m
SCALE @ A4: 1:150,000

FIGURE 1
REGIONAL CONTEXT



FIGURE 2
LOCAL CONTEXT



0 250 m
SCALE @ A4: 1:10,000

FIGURE 3
SITE PLAN

3. PROPOSED STRATEGY AMENDMENT

3.1 OVERVIEW

The purpose of this proposed Strategy Amendment is to recognise the subject site's potential to support land uses of a low-scale and low-impact urban/tourist nature at a strategic level by designating the site as an 'Urban Investigation Area' under the Strategy. The site's potential to support an intensification of land use and development will be subject to a number of key environmental and other considerations being investigated. These investigations will determine whether any change to the site's current zoning under DPS1 (or future local planning scheme) is appropriate and will need to be addressed prior to an amendment to DPS1 being supported. Specifically, the proposed Strategy Amendment seeks to modify the Strategy as follows:

- Inserting a new provision under Section 3.7 – Tourism, which reads as follows:

3.7.3 Myalup, Lot 102 (No. 160) Taranto Road (Map 6a)

Lot 102 (No. 160) Taranto Road, Myalup ('site') is located along the coastline between the townsites of Myalup and Binningup. It is zoned 'General Farming' under the provisions of DPS No. 1. The site also forms part of a coastal corridor referred to as a 'Place of Landscape Value'. While the site was historically used for grazing of livestock, it has not been used in this manner for many years.

Historically, the site has been identified as having potential to support land uses of an urban and/or tourist nature and this potential was recognised within the region's strategic planning framework during the 1990s. Notwithstanding the strategic direction at the time, the site's urban potential was not realised. Despite this, it is widely recognised that the use of the site for farming and agricultural purposes is not viable or sustainable in the long-term given the site's environmental constraints, the lack of available water for irrigation, proximity to the coast, and potential landscape value.

Preliminary investigations undertaken by the landowners indicate that the site is well-suited to support land uses of a low-scale and low-impact urban and/or tourist nature, given its coastal location and proximity to the Myalup townsite and the Forrest Highway. Thes11 and e investigations suggest that low-scale development on the site provides an opportunity for a significantly improved environmental outcome that takes into account key environmental considerations such as coastal processes, setbacks to wetlands, vegetation retention, bushfire management and access.

Recognising this potential, the site is identified within the Strategy as an 'Urban Investigation Area'. This designation recognises the site's potential to support an intensification of land use and development subject to the investigation of a number of key environmental (and other) considerations. It acknowledges that the site contains a number of environmental constraints that need to be investigated prior to a formal amendment to DPS No. 1 being progressed and identifies key studies that need to be undertaken to demonstrate the site's suitability to accommodate the intensification of land use in the future.

This designation will enable the landowners to explore the site's development potential more freely, ensuring the use and development of the site appropriately reflects its locational attributes and responds to its environmental characteristics.

Strategy	***Implementation***
Refer to Tourism Precinct (Table 32, page 69)	
Investigate opportunities for low-scale and low-impact urban/tourist land uses and development on Lot 102 (No. 160) Taranto Road, Myalup	*Identify this land in LPS No. 2 as being within a "Special Control Area" as an "Urban Investigation Area"*

- Inserting a new Table (Table 32) after section 3.7.3 and before section 3.8, as follows:

Tourism Precincts

TD – Table 32: Myalup

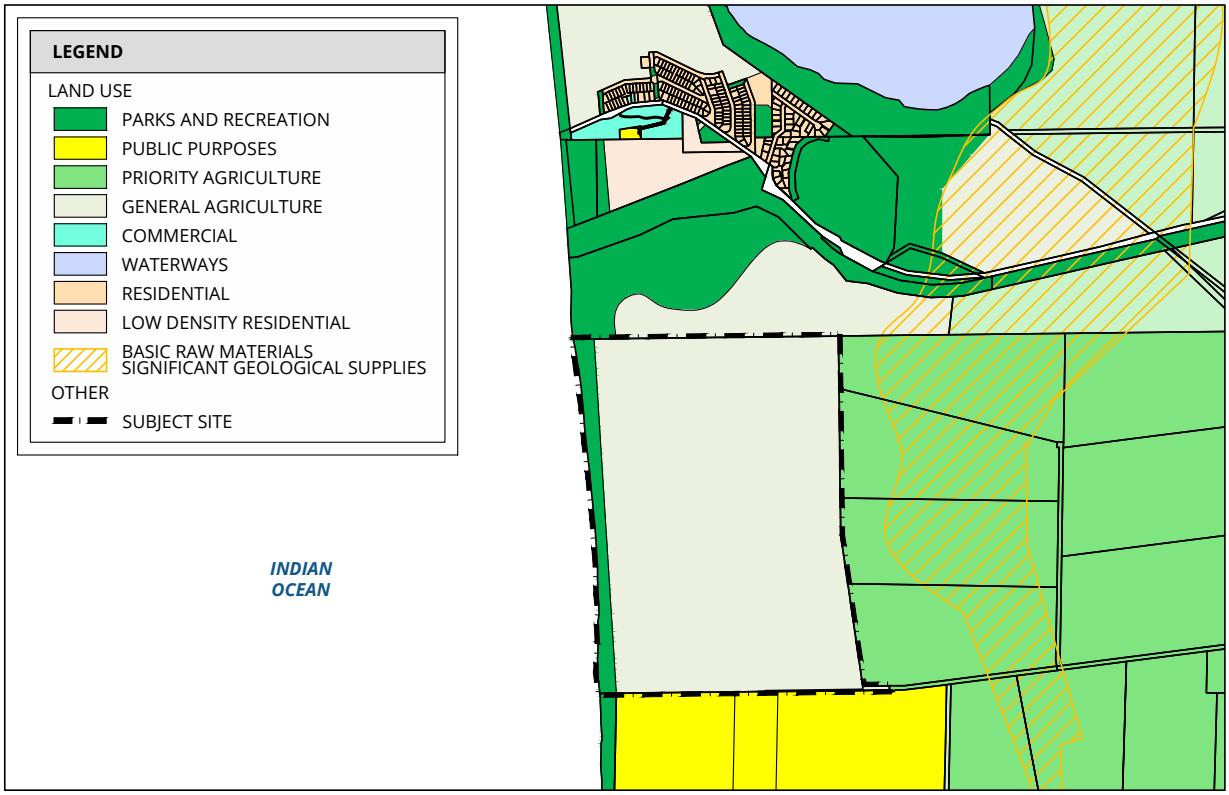
Planning Precinct:	***Strategy Implementation:***
Myalup Urban Investigation Area ***Location:*** *Lot 102 (No. 160) Taranto Road, Myalup* ***Land Area:*** *Approx. 190 ha* ***Developable Area:*** *To be determined* ***Plan/Map Schedule:*** *Strategy Plan Map 6a* ***Strategy Reference:*** *Clause 3.7.3*	***Proposed Land Use:*** *Low-scale and low-impact urban/tourist land uses* ***Current GRBS Zoning****: "Rural"* ***Current TPS Zoning:*** *"General Farming"* ***Required GBRS Zoning Change:*** *To be determined* ***Required TPS Zoning Change:*** *Special Control Area to be identified in LPS No. 2 to guide and protect future land use* ***Lot Size/Density:*** *To be determined upon further investigation* ***Structure Planning Required:*** *Yes* ***Planning Matters to be Addressed:*** • *Environmental considerations (Vegetation; Flora and Fauna; Wetlands; Coastal Processes including primary dune rehabilitation; Bushfire; Landscape)* • *Movement and Access (including the potential for connection to a southern emergency exit from the Myalup townsite)*

	Envisaged Development Controls: *To be determined upon further investigation*

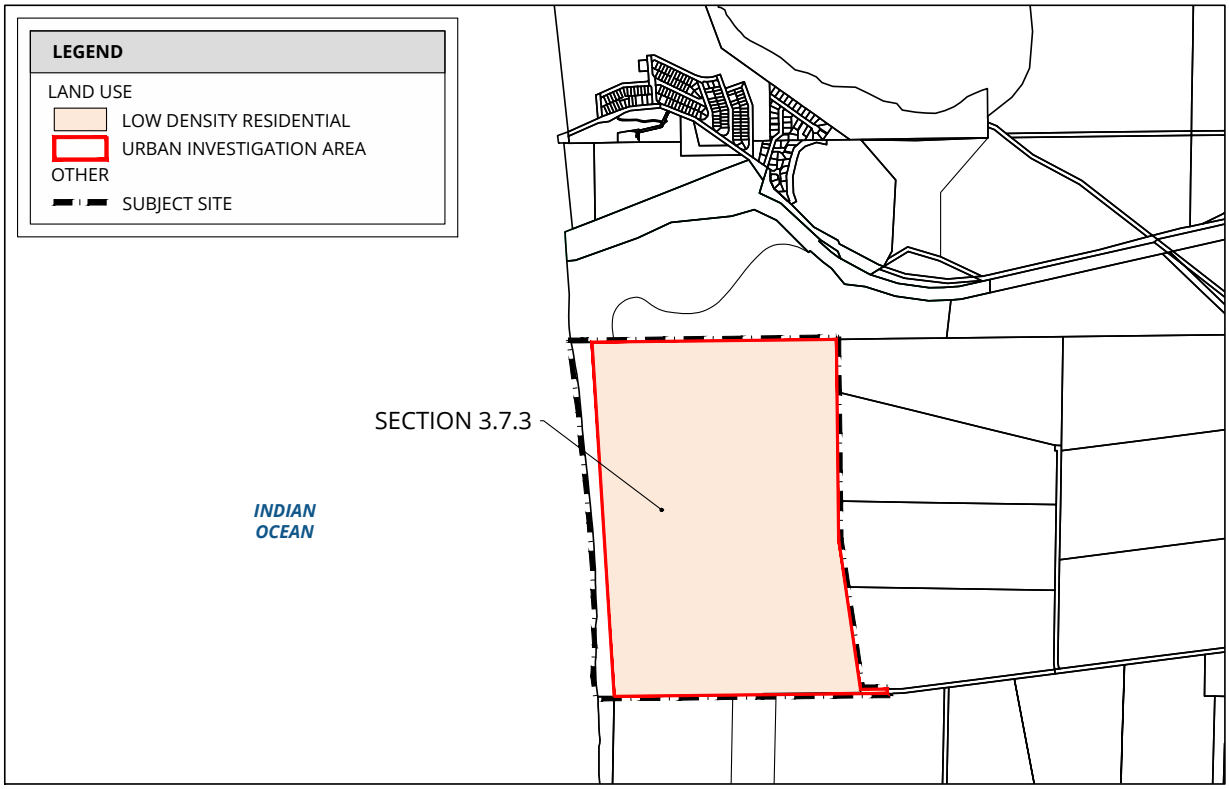
and;

- Inserting a new Strategy Map (Map 6a) identifying Lot 102 (No. 160) Taranto Road, Myalup as an 'Urban Investigation Area'.

Refer **Figure 4 – Proposed Strategy Amendment Map**



EXISTING STRATEGY DESIGNATION



PROPOSED STRATEGY DESIGNATION

8910_FIG18B_20221121 Myalup (Re-Zoning Map) · N:\TOWN PLANNING\8000-8999\8910\DRAFTING\A-CAD · JK · 2022.11.22

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FIGURE 4
PROPOSED STRATEGY AMENDMENT MAP

4. TOWN PLANNING FRAMEWORK

This section of the report provides an overview of the town planning framework relevant to the subject site. It recognises the historic consideration of urban land uses on the site and demonstrates that the site's proposed designation as an 'Urban Investigation Area' under the Strategy is an appropriate and justified proposal.

4.1 ZONING

4.1.1 GREATER BUNBURY REGION SCHEME

The subject site is currently zoned 'Rural' under the provisions of the *Greater Bunbury Region Scheme* ('GBRS') and contains a linear portion along the coast which is reserved for 'Regional Open Space'. The land to the north and east of the site is similarly zoned 'Rural' under the GBRS and the land to the south is reserved for 'Public Purposes – Public Utilities', containing the Water Corporation's WTP and SSDP.

The purpose of the 'Rural' Zone is:

> *"...to provide for the sustainable use of land for agriculture, assist in the conservation and wise use of natural resources including water, flora, fauna and minerals, provide a distinctive rural landscape setting for the urban areas and accommodate carefully planned rural living developments".*

The site's proposed designation as an 'Urban Investigation Area' under the Strategy does not necessitate an amendment to the GBRS. The proposed designation simply identifies the site as an area that is subject to further investigation.

In any event, we note that the form of land use and development ultimately envisaged for the site and for which an amendment to the local planning scheme would first be required, is of a 'rural living' nature being low-scale and low-impact and would therefore be consistent with the site's zoning under the GBRS.

Refer **Figure 5 – GBRS Zoning**

4.1.2 SHIRE OF HARVEY DISTRICT PLANNING SCHEME NO. 1

The subject site is currently zoned 'General Farming' under the provisions of the Shire of Harvey DPS1 and contains a linear portion along the coast which is reserved for 'Regional Open Space'. The site is also identified under DPS1 as forming part of a coastal corridor referred to as a 'Place of Landscape Value' (L2 - Coastal Lakelands).

The policy statement for 'General Farming' under DPS1 reads as follows:

> *"Local government intends to encourage these areas to continue to be used for viable large scale farming activity. Local government will encourage and promote good farming, animal husbandry and soil conservation. Some limited tourist and recreational activity may be permitted where no adverse effect to the primary agricultural purpose of the zone will result."*

A zoning focused on primary agriculture is not an appropriate mechanism for managing land use and coastal protection into the future. It allows for a range of land uses that are not ideal and would, in our view, conflict with the 'landscape value' concept.

The site has little agricultural potential and clearing of vegetation to support such activities would result in the loss of the 'Landscape Value'. Under the existing zoning, resource extraction activities have been approved on Lots 25 and Lot 30 Tredrea Place, immediately east of the subject site.

The proposed Strategy Amendment, if supported, would ultimately pave the way for a formal amendment to DPS1 (or the operative local planning scheme at the time) to be prepared. Any amendment to DPS1 would only be considered once the key environmental, traffic and servicing investigations have been completed.

The 'L2 - Coastal Lakelands' Area of Landscape Value broadly comprises the area between Old Coast Road and the Indian Ocean. Schedule 2 of DPS1 sets out the Shire's policies for Places of Landscape Value. In relation to 'L2 – Coastal Lakelands', the following policy provisions are noted:

> *"2.1.1 The Local government at the appropriate time will undertake a detailed survey of all or part of the area to determine areas where recreation and holiday settlements might be established.*
>
> *2.1.2 The Local government, at the appropriate time, will prepare design criteria for the recreation and holiday development forms it considers suitable for the area and will make the criteria available to intending developers."*

These provisions indicate a desire to transition away from land uses of an agricultural nature along the coast and towards land uses of a recreational and/or tourist nature.

The subject site is also located within Precinct Area 7 (Binningup Rural) under the provisions of DPS1. This Precinct is described in Schedule 12 of DPS1 as an area that:

> *"...provides the only window to the coast from the inland areas of the Shire and as such is a valuable resource. Over time there will be pressure for development and subdivision which should be towards the highest and best use namely tourism and such uses that will preserve public access".*

Pursuant to Clause 10.4.2 of DPS1, the Shire is to take into account the Policy Statements contained within Schedule 12 when considering any amendment, structure plan, subdivision, development or other planning applications.

The Policy Area Statements for Precinct Area 7 are as follows:

> *"(jj) Local government controls beach access which should be restricted to more stable areas and be subject to management and policing in consultation with the Department of Conservation and Land Management.*
>
> *(kk) Although the western part of this Precinct Area between Myalup and Binningup may be regarded as high quality land for special rural zones, especially those parts that have significant stands of remnant vegetation closer to the coast, no change of zoning or subdivision for rural residential purposes should be permitted. This coastal strip of land is on the Quindalup soil association and has*

only marginal suitability for agriculture. It should be held in reserve as rural land pending the growth in demand for tourist and similar developments.

(ll) All proposals for development of this coastal strip should be subject to detailed environmental impact assessments and management plans.

(mm) No subdivision or development should be permitted on the fragile fore dunes.

(nn) Ground water resources in this area are generally fully committed and there is no potential for further horticultural special rural zones for the foreseeable future. Close to the coast the ground water is too saline for domestic purposes.

(oo) The remainder of the Precinct Area further east should be retained as a landscape protection area. No further subdivision not related to a rationalisation of broadacre agricultural holdings should be permitted.

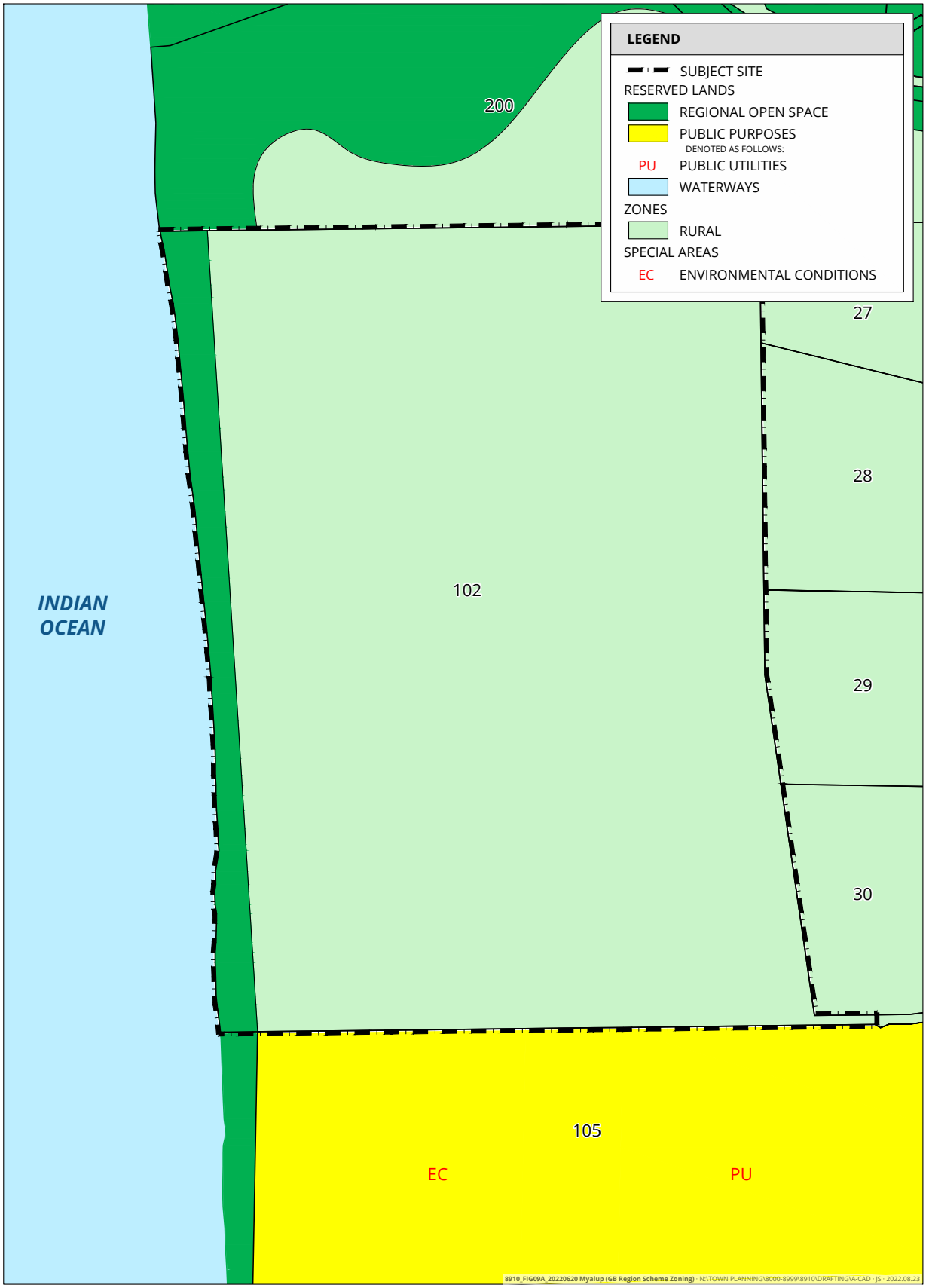
(pp) The revegetation and reinstatement of the Myalup swamp should be encouraged.

(qq) Development of Lot 698 Lake Preston Road, Myalup, shall only be permitted on the existing 40 purple title lots. Development shall be restricted to one dwelling per lot, and subject to an application For Development Approval being approved by Local government.

(rr) Apart from the areas of expansion of Binningup contemplated in Planning Scheme No. 12, there should be no further urban expansion in the Precinct Area."

Policy Area Statement (kk) is of specific relevance to the proposed Strategy Amendment as it identifies tourism as the most suitable long-term use for the area. Given our Clients interest in developing the site for low-scale residential and low-intensity tourist uses, this Strategy Amendment is entirely consistent.

Refer **Figure 6 – DPS1 Zoning**



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FIGURE 5
GREATER BUNBURY REGION SCHEME ZONING

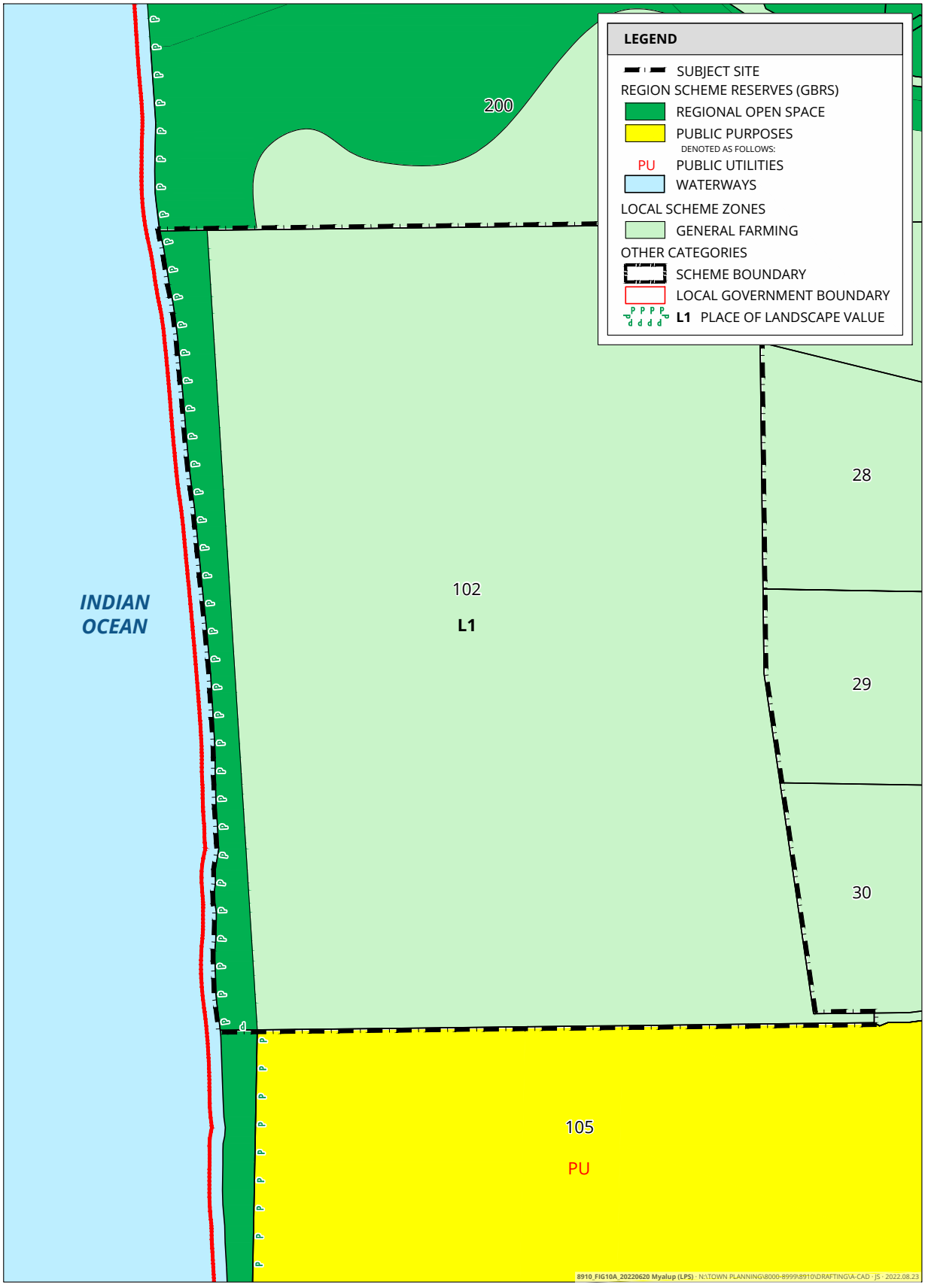


FIGURE 6
SHIRE OF HARVEY DISTRICT PLANNING SCHEME No.1ZONING

4.2 STATE PLANNING POLICIES

State Planning Policies ('SPPs') are prepared under Part 3 of the *Planning and Development Act 2005* and provide the highest level of planning policy control and guidance in Western Australia. A number of SPPs are considered relevant to the subject site and/or to the proposed Strategy Amendment and are briefly discussed below.

4.2.1 SPP 2.0 – ENVIRONMENT AND NATURAL RESOURCES POLICY

State Planning Policy No. 2.0 – Environment and Natural Resources Policy ('SPP 2.0') defines the principles and considerations that represent good and responsible planning in terms of environment and natural resource issues. The subject site has a number of environmental attributes given its existing vegetation and coastal location. Any future amendment to DPS1 will require the completion of a number of environmental investigations. In this regard, the proposed Strategy Amendment ensures that the provisions of SPP 2.0 will be addressed.

One of the key 'Policy Measures' under SPP 2.0 is to:

> *"(ii) Actively seek opportunities for improved environmental outcomes including support for development which provides for environmental restoration or enhancement."*

The site's existing zoning facilitates agricultural and basic raw material extraction activities which provide no opportunity for environmental improvement or protection. The proposal to identify the site as an 'Urban Investigation Area' under the Strategy wherein opportunities for more intense but environmentally sustainable land uses can be investigated, meets this key 'Policy Measure'.

4.2.2 SPP 2.5 – RURAL PLANNING

State Planning Policy No. 2.5 – Rural Planning ('SPP 2.5') applies to proposals affecting the rezoning, subdivision and/or development of rural land. Its purpose is to protect and preserve rural land assets. Given the subject site is currently zoned 'Rural' under the GBRS and 'General Farming' under DPS1, the provisions of SPP 2.5 are relevant to the proposed Strategy Amendment.

Despite the site's rural zoning and its historical use for grazing, its potential to accommodate farming and agricultural activities in the long-term is neither viable nor sustainable. The future proposed rezoning of the site will need to be considered against the objectives and provisions of SPP 2.5. This is expected to include consideration of rural interface requirements to ongoing surrounding rural land uses.

The proposed 'Urban Investigation Area' designation under the Strategy will require the preparation of a local structure plan to ensure that these matters are addressed and the objectives and provisions of SPP 2.5 are considered.

4.2.3 SPP 2.6 – STATE COASTAL PLANNING

State Planning Policy 2.6 - Coastal Planning ('SPP 2.6') provides the framework to consider land use planning proposals in the context of coastal processes. The site's coastal location means that the provisions of SPP 2.6 should be considered.

The subject site is currently held in freehold ownership and extends to the coastal high water mark. Whilst a portion of the site abutting the coastline is reserved for 'Regional Open Space' under the GBRS and DPS1, there is no 'formal' foreshore reserve in place and, to our knowledge, no proposal to acquire land for the purposes of a foreshore reserve at this location. To the contrary, early dialogue with the DPLH and the WAPC has suggested retention of the foreshore under private management with appropriate condition setting may be of merit. As such, activities along the site's coastline are largely uncontrolled.

This proposed Strategy Amendment requires the investigation of coastal considerations as part of a local planning scheme amendment being considered. The investigations are expected to build upon the Shire of Harvey's Coastal Hazard Risk Management and Adaption Plan ('CHRMAP').

The CHRMAP recommends the site be partially identified as a 'coastal protection zone' to ensure appropriate management of coastal risk, however, no specific recommendations regarding setbacks have been made. Ultimately, this Strategy Amendment and subsequent DPS1 Amendment and Structure Plan requirement will further consider the requirements of SPP 2.6.

4.2.4 SPP 2.9 – WATER RESOURCES

The subject site is partially located within 1km of a wetland and accordingly the provisions of *State Planning Policy No. 2.9 – Water Resources* ('SPP 2.9') and *draft State Planning Policy 2.9 – Planning for Water* ('draft SPP 2.9') require consideration. Any future proposal to develop or intensify land use on the site will require the investigation of potential impacts on nearby water resources.

Preliminary investigations undertaken by the landowners indicate that the site is adequately setback from wetland resources. The proposed Strategy Amendment has been drafted to require consideration of wetlands and waterways as part of any future amendment to DPS1 being considered.

4.2.5 SPP 3.0 – URBAN GROWTH AND SETTLEMENT

State Planning Policy No. 3.0 - Urban Growth and Settlement ('SPP 3.0') sets out the principles and considerations which apply to planning for urban growth and settlement. It recognises that new development areas need to be carefully planned to ensure the protection of land and water resources and the provision of adequate services and infrastructure.

This proposed Strategy Amendment acknowledges the need to properly plan for new urban areas by proposing an 'Urban Investigation Area' designation over the site under the Strategy. This designation recognises the site's potential to accommodate more intense land use and development at the strategic level, subject to further investigation and planning occurring.

SPP 3.0 recognises that local planning strategies should reflect and build on the urban growth and settlement policies set out in regional strategies. The subject site has previously been identified as having potential to support land uses of an urban and/or tourist nature. This potential was recognised within the region's strategic planning framework during the 1990s through documents such as the Bunbury-Wellington Region Plan (1995), the Greater Bunbury Structure Plan (1995) and the Coastal and Lakelands Planning Study (1999). In this regard, the proposed Strategy Amendment is not a 'new' proposal but one that seeks to build upon the strategic planning work previously undertaken, as promoted by SPP 3.0.

4.2.6 SPP 3.7 – PLANNING IN BUSHFIRE PRONE AREAS

The subject site is mapped by the Department of Fire and Emergency Services ('DFES') as being within a bushfire prone area. Accordingly, consideration of *State Planning Policy No. 3.7 - Planning in Bushfire Prone Areas* ('SPP 3.7') and the accompanying *Guidelines for Planning in Bushfire Prone Areas* ('Guidelines') is required.

SPP 3.7 and the Guidelines require demonstration, by way of a Bushfire Hazard Level Assessment ('BHLA') and Bushfire Management Plan ('BMP'), that a development site has, or can be made to have, a low to moderate bushfire hazard level. This proposed Strategy Amendment includes a requirement to consider SPP 3.7 as part of any future amendment to DPS1 and subsequent Structure Plan, before any intensification of land use is considered.

4.2.7 SPP 4.1 – INDUSTRIAL INTERFACE

The Water Corporation's WTP and SSDP are located to the south of the subject site (south of Taranto Road). Accordingly, the provisions of *State Planning Policy 4.1 – Industrial Interface* ('SPP 4.1') are relevant to the proposed Strategy Amendment. The purpose of SPP 4.1 is to seek to prevent conflict and encroachment between industrial and sensitive land uses by ensures that planning decisions consider the locational constraints of land uses, the significant investments represented, and the current and future benefits and costs to communities when assessing proposals where land use conflict may exist or result.

Discussions with the Development Services division of the Water Corporation confirms that a 500m odour buffer applies to the WTP and that a 235m odour buffer applies to the chlorine storage facility, located within the SSDP. No specific buffer applies to the remainder of the SSDP. The buffer to the chlorine storage facility is contained on-site however the buffer associated with the WTP partially extends into the subject site.

Consistent with the objectives and provisions of SPP 4.1, any future development on the subject site will need to observe the Water Corporation's buffer requirements and ensure a suitable interface is provided. Although subject to more detailed investigation, it is expected that the buffer area will be set aside as an area of landscape protection and void of any development, except for access purposes as required.

4.3 STATE POSITION STATEMENTS AND GUIDELINES

4.3.1 PLANNING FOR TOURISM (DRAFT)

The WAPC released a draft Position Statement entitled 'Planning for Tourism' in December 2021, with the purpose of guiding the location and management of tourism land uses through the planning framework. Advertising of the draft Position Statement concluded earlier this year and the DPLH are currently reviewing the submissions received before releasing a final version. Once finalised and adopted, the Position Statement will apply to all tourism proposals in Western Australia, replacing a number of existing WAPC Planning Bulletins and Guidelines. Given this proposed Strategy Amendment aims to facilitate a tourism/residential outcome, the draft Position Statement is a relevant consideration.

One of the Objectives of the draft Position Statement is to:

> *"Provide a strategic approach to the sustainable development and management of tourism land uses by ensuring decision-making is guided by a local planning strategy which reflects the demand for local and regional tourism."*

Consistent with this Objective, the proposed Strategy Amendment seeks to recognise the site's potential to accommodate low-scale and low-intensity residential and tourism uses through the Shire's existing Strategy.

The draft Position Statement also contains a number of 'Policy Measures'. The following measures are noted for their specific relevance to the proposed Strategy Amendment:

- *"Promote the location of tourist accommodation in areas with the highest tourism amenity (for example beach access, views, facilities, availability of services) and adequate separation from, or management of, any interface with residential land uses.*
- *Ensure areas used exclusively for tourism sites and precincts are zoned as Tourism or Special Use."*

Whilst it is appreciated that the draft Position Statement is yet to be finalised, the form and scope of the proposed Strategy Amendment is clearly consistent with its Objective and Policy Measures.

4.3.2 PLANNING FOR TOURISM GUIDELINES (DRAFT)

Draft 'Planning for Tourism' Guidelines were released by the WAPC for advertising concurrently with the draft 'Planning for Tourism' Position Statement in December 2021. They provide guidance on implementation of the Position Statement and include a broad set of criteria to support the siting of new tourist developments. The criteria are summarised in Table 1 of the draft Guidelines as follows:

Criteria	Considerations
Accessibility	Adequate existing or proposed transport links
Uniqueness	A prominent and/or unique landmark of significance
Setting	The site's views, or outlook that encourages recreational tourism activities and/or tourism character
Tourism activities and amenities	The site has or is within easy access of attractions and amenities that promote tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops etc. or is capable of development for activities
Supply of land	The site represents a limited amount of land suitable for a significant tourism use

The subject site, by virtue of its coastal location and proximity to Forrest Highway, fulfills the above criteria. Whilst it is appreciated that the draft Guidelines (and Position Statement) are yet to be finalised, a key theme of both documents is that planning for tourist related land uses ought to occur at the local strategic level through local planning strategies. An amendment to the Strategy, as proposed, would therefore be consistent with the draft Guidelines and Position Statement.

4.4 REGIONAL PLANS AND STRATEGIES

4.4.1 BUNBURY-GEOGRAPHE SUB-REGIONAL PLANNING STRATEGY

The *Bunbury-Geographe Sub-Regional Planning Strategy* ('Sub-Regional Strategy') was adopted by the WAPC in January 2022 and replaces the Greater Bunbury Strategy which was released in 2013 (see below). The Sub-Regional Strategy addresses high level strategic land supply and settlement within the sub-region, including the Shire of Harvey.

The subject site is not specifically mentioned or identified for any specific purpose under the Sub-Regional Strategy, however, the townsite of Myalup, to the north of the site, is identified as a 'Village'. The 'Strategic Direction' for 'Villages' under the Sub-Regional Strategy (Direction No. 8) is to:

> *"Foster sustainable change in Villages to support resilient communities".*

The Sub-Regional Strategy states that this 'Strategic Direction' is to be implemented through coordination with infrastructure and services providers, amendments to the GBRS and updates to the local planning framework. Whilst the 'Strategic Direction' is broad in its description, it does indicate a desire, at the strategic level, to support changes that may assist in enabling Villages to remain resilient. The proposed Strategy Amendment would enable the consideration of development potential south of Myalup which, if ultimately justified from an environmental perspective, would assist the Village in becoming more self-sufficient and resilient.

'Strategy Direction' No. 25 under the Sub-Regional Strategy is also relevant to the proposed Strategy Amendment. This 'Strategic Direction' is to:

> *"Facilitate the expansion and diversification of the tourism industry and promote the flexibility of rural zones to accommodate rural-based tourism uses".*

The Sub-Regional Strategy identifies amendments to the local planning framework as the appropriate mechanism for implementing this, and other, 'Strategic Directions'. The site's proposed designation as an 'Urban Investigation Area' under the Strategy is consistent with this Strategic Direction insofar as it proposes a low-scale and low-impact urban/tourist outcome under a GBRS rural zoning.

Refer **Figure 7 - Bunbury-Geographe Sub-Regional Planning Strategy Map**

4.4.2 SW REGIONAL PLANNING AND INFRASTRUCTURE FRAMEWORK

The *South West Regional Planning and Infrastructure Framework* ('SWRPIF') was adopted in 2015 to assist in guiding future development in the South West region to 2035. It addresses matters such as the scale and distribution of future population growth and identifies strategies for dealing with economic growth, environmental issues, transport, water resources, agriculture and tourism.

The SWRPIF identifies tourism as a key industry contributing to the region's economic growth and states that the WAPC will support strategies and proposals that:

1. *"Broaden opportunities for the tourism sector to provide experiences derived from the region's natural, cultural and economic resources and attractions, where this can be achieved in cultural and environmental constraints;*

2. *Promote development of nature-based tourism that complements the environment without causing harm to natural ecosystems; and*

3. *Ensure adequate planning and infrastructure is in place to support this sector."*

The site's proposed designation as an 'Urban Investigation Area' under the Strategy is consistent with the WAPC's Strategic Direction in relation to tourism under the SWRPIF. This proposed Strategy Amendment will facilitate the investigation of the site's potential to accommodate low-scale and low-impact 'nature based' urban/tourist opportunities.

4.5 REGIONAL PLANNING POLICIES

4.5.1 STRATEGIC MINERALS AND BASIC RAW MATERIALS RESOURCE POLICY

A portion of the subject site, along its eastern boundary, is identified as being within 500m of a Limestone Resource Area and is therefore subject to the provisions of the GBRS Strategic Minerals and Basic Raw Materials Resource Policy ('Resource Policy'). The principal purpose of the Resource Policy is to ensure long-term security of access for minerals and basic raw materials through appropriate land use planning and control of development.

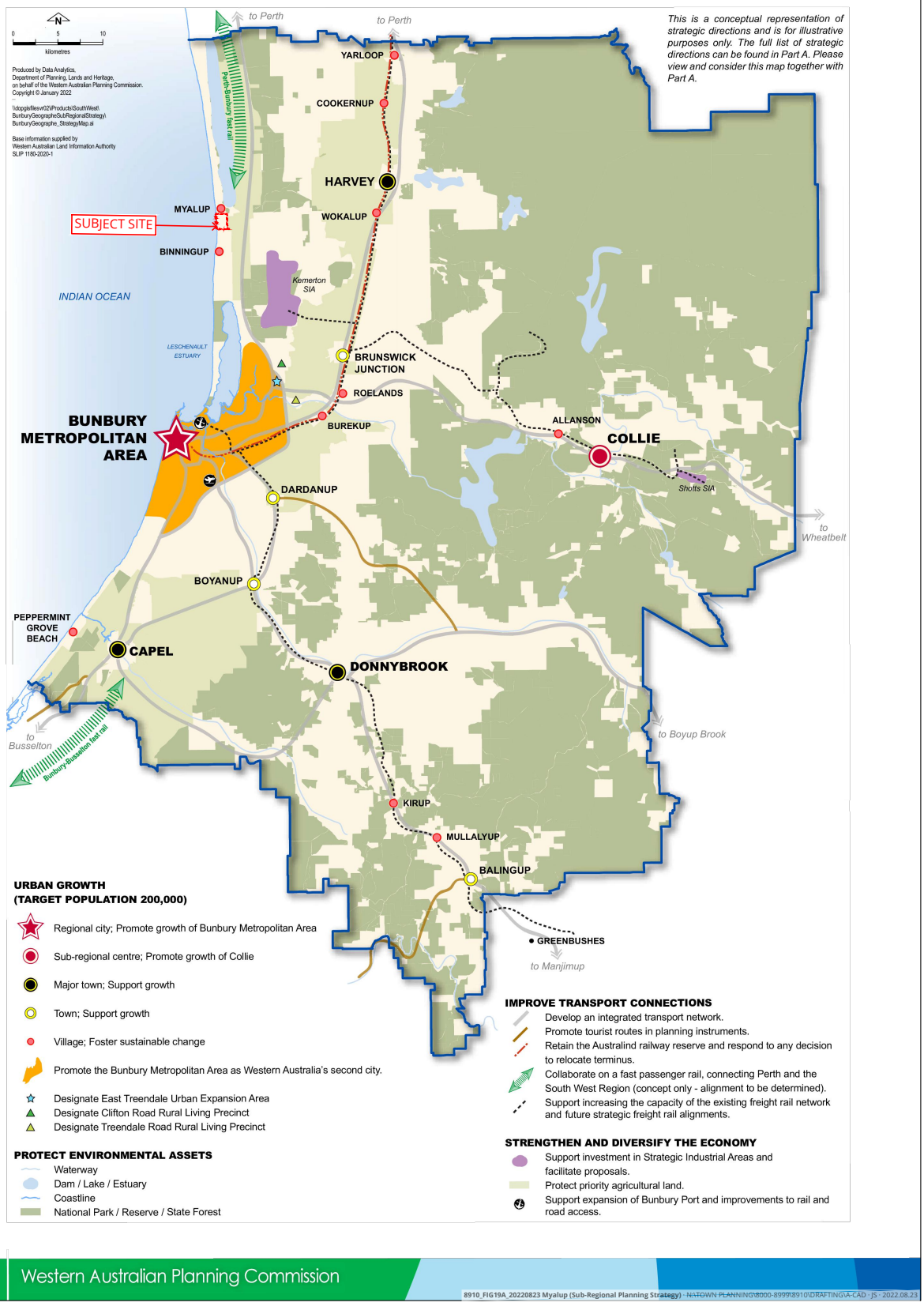
The site's proposed designation as an 'Urban Investigation Area' under the Strategy does not compromise the purpose or objectives of the Resource Policy insofar as any future land use or development proposal on the site will need to demonstrate, amongst other matters, that any sensitive land uses constructed on the site must maintain an appropriate buffer to any Limestone (or other) Resource Area. The consideration of off-site buffers will form part of the suite of investigations required to be undertaken as part of an amendment to DPS1.

4.5.2 PRIORITY AGRICULTURAL LAND POLICY

The eastern 'half' of the subject site is identified as being within 500m of Priority Agricultural Land and is therefore subject to the provisions of the GBRS Priority Agricultural Land Policy ('Agricultural Land Policy'). The objectives of the Agricultural Land Policy are to identify and protect priority agricultural areas, reduce the potential impacts of agricultural activities on the environment and minimise land use conflicts between agricultural activities and other land uses.

The site's proposed designation as an 'Urban Investigation Area' under the Strategy does not compromise the achievement of these objectives insofar as any future land use or development proposal on the site will need to demonstrate, amongst other matters, that it does not prejudice current or potential agricultural activities and production.

Strategy map



8910_FIG19A_20220823 Myalup (Sub-Regional Planning Strategy) - N:\TOWN PLANNING\8000-8999\8910\DRAFTING\A-CAD - JS - 2022.08.23

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FIGURE 7
BUNBURY-GEOGRAPHE SUB-REGIONAL PLANNING STRATEGY

4.6 LOCAL PLANNING FRAMEWORK

4.6.1 LOCAL PLANNING STRATEGY

The subject site is currently designated as 'General Agriculture' under the existing Strategy. Previously however, the site was identified as a 'Coastal – Investigation' Zone. This designation was reflected in the 2005 draft version of the Strategy.

The 'Coastal – Investigation' Zone recognised the site's environmental qualities and required site-specific investigation and the preparation of a Structure Plan before opportunities for urban settlement could be considered. Potential land uses for the Zone included Single Dwellings, Tourist Activities and Urban Development. The Zone was ultimately removed from the draft Strategy and the site returned to an agricultural designation, as reflected in the current Strategy. It is not clear why this occurred.

During advertising of the current Strategy in 2018, Rowe Group prepared a submission on behalf of the landowners. The submission objected to the site's designation as agricultural land and requested that it be included as an area of further investigation, recognising its potential for more intense land use and development. The submission received support from planning staff at the Shire who noted the following in the response to the submission:

> *"Rural Conservation' could be considered as an alternate zoning. Although not spatially defined within the LPS it is referred to and now being reviewed for use in the draft new Town Planning Scheme. Discussions still need to be held with the DPLH staff in regard to the preferred zoning of coastal land. A Special Control Area for this and other coastal land (ie. north of Myalup) is being considered within the draft TPS. As is the need for consideration to the width and management of likely coastal reserved land likely to be acquired by the WAPC."*

On the basis of these comments, the landowners met with senior planning staff from the DPLH to discuss the prospect of including the site as an investigation area in the final Strategy. Whilst the DPLH acknowledged that the approach was logical, staff were reluctant to support the request on the basis that the approach was not specifically provided for in a broader WAPC policy context. The request was subsequently rejected by the DPLH and the Strategy was finalised with an agricultural designation over the site.

In our view this decision reflects an ongoing approach which favours leaving land in a generic rural or similar zone more suited to general farming in preference to a considered zoning which reflects the coastal and environmental attributes of the site. It is acknowledged that the planning framework has shifted over time to place proportionately greater emphasis on environmental, coastal and other considerations - resulting in the removal of historically identified 'Future Urban' land. Notwithstanding, it is also clear the 'General Farming' zone is ill-suited to the site. The site has little agricultural potential and clearing of vegetation would result in the loss of the landscape value. The proposed Strategy Amendment seeks to balance the concerns regarding coastal and other environmental issues with the site's physical and locational attributes that warrant the consideration of more intense land use.

4.6.2 DRAFT LOCAL PLANNING SCHEME NO. 2

The Shire of Harvey is currently preparing a new local planning scheme which, once gazetted, would replace DPS1. Whilst the draft local planning scheme is not publically available, we understand the inclusion of a 'Special Control Area' designation is being considered for coastal land in the vicinity of Myalup. The proposed Strategy Amendment, if supported, would form the strategic basis upon which an amendment to the new local planning scheme would be prepared.

4.6.3 ECONOMIC DEVELOPMENT STRATEGY

In 2020, the Shire released its *Economic Development Strategy 2020 – 2025* ('EDS'). The EDS contains a series of guiding principles, focus areas and actions that form a framework for the consideration of economic impacts throughout the Shire. In relation to tourism, the EDS acknowledges that:

> *"The Shire's tourism industry is currently underperforming, indicating there is an opportunity to capitalise on the natural attractions of the Shire pending strong tourism attraction strategies."*

Tourism is subsequently identified under the EDS as one of four key 'Focus Areas'.

One of the 'Actions' identified under the EDS is the following:

> *3.21 "Support eco-tourism development opportunities north of Myalup."*

Whilst the subject site is located *south* of the Myalup townsite, the proposed Strategy Amendment would provide the opportunity to achieve a tourism outcome in the area, consistent with the EDS.

4.6.4 TOURISM DEVELOPMENT STRATEGY

In January 2021, the Shire of Harvey engaged a consultant to develop a five-year *Tourism Development Strategy* ('Tourism Strategy') for the Shire. The Tourism Strategy is intended to identify target projects and initiatives that can maximise the region's assets.

Later that year, the *Harvey Region Tourism Strategic Report* ('Tourism Strategic Report') was released as an 'informing document' for Council as part of the development of the Tourism Strategy. The Tourism Strategic Report identifies the coastal area between Myalup and Australind as a potential 'Accommodation Corridor' and reinforces eco-tourism opportunities in Myalup.

In December 2021, Council endorsed the *Harvey Region Tourism Road Map 2031 Implementation Plan* ('Implementation Plan'), based on the findings and recommendations contained within the Tourism Strategy Report. The Implementation Plan outlines the Shire's strategic direction and operational activities to achieve its tourism goals.

In relation to Myalup, the Implementation Plan aims to:

> *"Establish Myalup as a leading WA eco and nature-based tourism destination."*

It seeks to do this by upgrading tourist facilities in the area, raising awareness of the area's natural attractions through improved signage and greater investment in the development of walking trails, rehabilitating the foreshore, and encouraging existing businesses to update and further develop tourism accommodation. The Implementation Plan also identifies a possible eco-resort at Myalup

Beach, north of the townsite, on land owned by the Shire, though the Strategy's intent is to facilitate this outcome generally at Myalup rather than for a specific property.

This proposed Strategy Amendment provides a significant opportunity to achieve the tourism outcomes envisaged for the region generally, and for the Myalup townsite specifically.

4.6.5 SHIRE OF HARVEY POLICY 3.2.1 – TOURISM

The Shire has an adopted Tourism Policy ('Policy 3.2.1') which outlines its objectives and guidelines in relation to the development of tourism in the region. Policy objectives include:

- To recognise tourism as a social and economic force and as a major or potential major employer within the Council area; and
- To ensure that Council will guide and influence the development of tourism in the Council area.

The Tourism Policy states that Council will guide and direct the development of tourism throughout the Council area and ensure a consistent approach to this development by:

- Having regard to the requirements of tourism development in the formulating and reviewing its planning regulations; and
- Encouraging tourism product development and investment throughout the area and facilitating the development application process.

5. ENVIRONMENTAL AND SERVICING CONSIDERATIONS

It is acknowledged that the subject site contains a number of environmental characteristics and servicing requirements that need to be investigated before more intense land use and development can be considered. These investigations will address a range of environmental matters such as vegetation and flora, fauna, wetlands and waterways, hydrology, bushfire planning and coastal processes, and consider requirements to secure essential services and infrastructure to the site.

A number of environmental investigations have previously been undertaken in relation to the site. The findings of these investigations are briefly summarised in **Attachment 2** of this report.

A desk-top review of existing servicing infrastructure located on, and in proximity to, the subject site has also been undertaken. The findings of this desk-top review are summarised in **Attachment 3** of this report.

6. JUSTIFICATION FOR PROPOSED STRATEGY AMENDMENT

This section of the report summarises the basis and rationale for the proposed Strategy Amendment and demonstrates that the proposal is justified from a town planning and environmental perspective.

6.1 SUITABILITY OF AGRICULTURAL ZONING

The subject site is designated as 'General Agriculture' under the existing Strategy and is zoned 'General Farming' under DPS1. The site also forms part of a coastal corridor referred to as a 'Place of Landscape Value'.

Despite its zoning, the site is ill-suited to accommodate agricultural land use activities. The site has little agricultural potential and clearing of vegetation would result in the loss of environmental and landscape values. The existing zoning also allows for the approval of resource extraction activities with activities approved and underway to the immediate east of the subject site. Put simply, general farming and extraction activities are not conducive to environmental or landscape protection.

A zoning focused on primary agriculture is not an appropriate mechanism for managing land use and coastal protection into the future. It allows for a range of land uses that are not ideal and would, in our view, conflict with the site's landscape value. The continued use of the site for agricultural activities or resource extraction also provides no opportunity for environmental improvement or protection.

The proposed Strategy Amendment seeks to balance the concerns regarding coastal and other environmental issues with the site's physical and locational attributes that warrant the consideration of more intense land use. The site's proposed designation as an 'Urban Investigation Area' under the Local Planning Scheme is far more conducive to environmental and landscape protection than 'General Farming' insofar as the designation requires the site-specific consideration of environmental and landscape values and the protection of these values in any future development on the site.

6.2 HISTORICAL SUPPORT FOR MORE INTENSE LAND USE

Historically, the site has been identified as having potential to support land uses of an urban and/or tourist nature. This potential was recognised within the region's strategic planning framework during the 1990s through documents such as the Bunbury-Wellington Region Plan (1993) which identified the site as a 'Rural-Urban Transition and Amenity Area' and the Greater Bunbury Structure Plan (1995) and the Coastal and Lakelands Planning Study (1999), which identified the site as 'Future Urban'. Notwithstanding the strategic direction at the time, the site's urban potential was not realised and broader concerns regarding the area's environmental characteristics ultimately led to the site being returned to an agricultural designation.

Whilst it is appreciated that these strategic documents are now over 20 years old and may be viewed as representing an 'old' position with regard to land use and development in the region, the fact that the site was identified as having potential for more intense development in the past is still

a relevant and valid consideration. It is acknowledged that the planning framework has shifted over time to place proportionately greater emphasis on environmental, coastal and other considerations - resulting in the removal of historically identified 'Future Urban' land.

The proposed Strategy Amendment seeks to provide a mechanism through which the site's previously recognised development potential can be further investigated. It does not rezone the site but rather, identifies the site as having potential subject to the completion of a number of key environment, traffic and servicing investigations. In our view, this represents a reasonable and responsible approach towards long-term planning in the area.

The following provides a summary of historical planning instruments relevant to the proposed Amendment.

6.2.1 GREATER BUNBURY STRATEGY

The *Greater Bunbury Strategy* ('GBS') was adopted in 2013 to guide land use planning and infrastructure delivery in the Greater Bunbury Sub-Region to 2031. It was recently replaced by the Bunbury-Geographe Sub-Regional Planning Strategy.

The GBS contains the *Greater Bunbury Sub-Regional Structure Plan* ('GBS Structure Plan'). The subject site is predominantly identified as 'Rural' under the GBS Structure Plan with a small portion of its southern boundary affected by a 'Water Infrastructure Buffer'. The buffer relates to the Water Corporation's WTP which is located to the south of the site (south of Taranto Road) on the coast side of the SSDP. The WTP has a 500m odour buffer which partially extends into the subject site. The SSDP has a 235m buffer from the chlorine storage facility located on site however this buffer is wholly contained within Water Corporation's landholding.

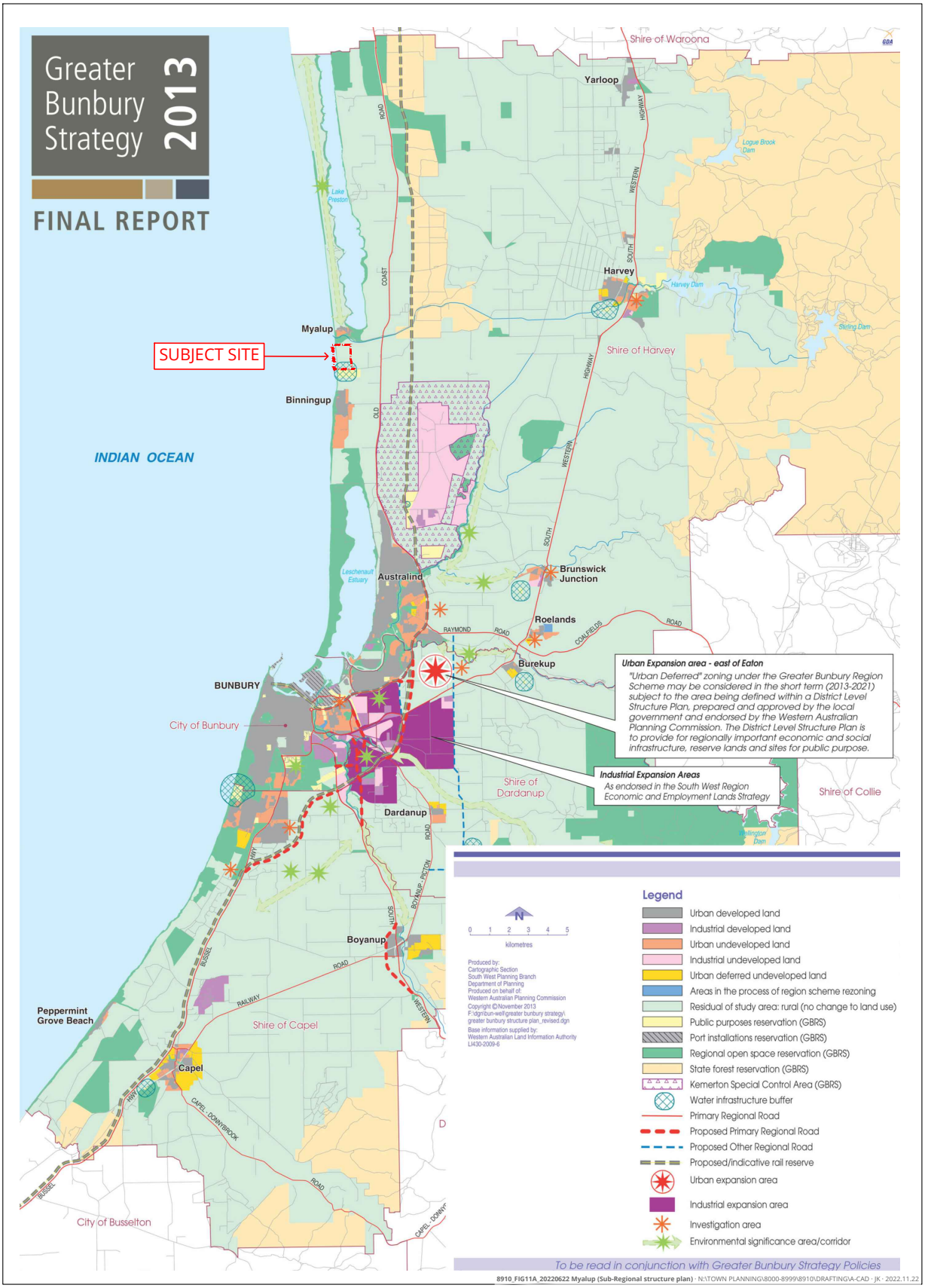
Under the GBS, 'Rural' land is to be retained for primary production, natural resource management or landscape characteristics. As previous discussed, use of the subject site for farming and agricultural purposes is not viable or sustainable in the long-term.

The GBS identifies a number of 'Challenges' for the region and outlines the (then) Department of Planning 'Responses' in relation to those 'Challenges'. The provision of a broader range of tourism and accommodation facilities that build on existing regional assets and infrastructure is identified as a 'Challenge' under the GBS. The Department of Planning 'Response' to this 'Challenge' is to:

1. *"Provide and support tourism opportunities; and*
2. *Identify and safeguard primary tourist attractions and accommodation."*

The site's proposed designation as an 'Urban Investigation Area' under the Strategy will enable the site to be further investigated as an opportunity for low-scale and low-impact 'nature based' tourist accommodation and in this regard, reflects a proposal for which support should be given in accordance with the GBS.

Refer **Figure 8 - Greater Bunbury Sub-Regional Structure Plan**



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FIGURE 8
GREATER BUNBURY SUB-REGIONAL STRUCTURE PLAN

6.2.2 COASTAL AND LAKELANDS PLANNING STRATEGY

The *Coastal and Lakelands Planning Strategy* ('CLPS') was released in 1999. It was prepared by the WAPC as a result of recommendations made by the 1994 *Peel Regional Strategy*. The CLPS covers the area along the coast between the Dawesville Channel and Binningup, including the subject site.

The CLPS includes a Structure Plan which predominantly identifies the subject site as an 'Area with Longer Term Potential for Low-Density Recreation and Tourist Development (subject to further study)'. The 'Future Urban' designation is based on the recommendations contained within the *Bunbury-Wellington Region Plan* ('BWRP').

The general recommendation for development within the CLPS is as follows:

> *"Subdivision or development should be based on an appropriately detailed assessment of the natural resource conditions and the potential environmental impacts of any particular proposal. Management strategies should then be developed which focus, where relevant, on:*
>
> - *minimising export of nutrients and other pollutants to groundwater and surface runoff;*
> - *protecting and/or supplementing the existing cover of native vegetation;*
> - *protection and/or enhancement of landscape values;*
> - *provision of adequate setbacks to allow for possible coastal erosion and shoreline movement;*
> - *provision of associated community facilities and safe access to public recreation areas; and*
> - *fire management and public safety."*

The matters listed above are consistent with those identified in this proposed Strategy Amendment as forming part of investigations required to be undertaken.

The proposed Strategy Amendment is also consistent with the CLPS in that it recognises the site's potential to accommodate more intense land use and development. Whilst it is appreciated that the CLSP is now over 20 years old and may be seen as having been superseded by other strategic documents, the fact that it identified the site as having potential for more intense development is a relevant and valid consideration.

Refer **Figure 9 - Coastal and Lakelands Planning Strategy Structure Plan**

6.2.3 BUNBURY-WELLINGTON REGION PLAN

The *Bunbury-Wellington Region Plan* ('BWRP') was released in 1995. It provided the strategic framework for development with the region over a period of 20 years, setting out the planning objectives for the region and identifying the actions required to achieve those objectives.

The BWRP identifies the subject site as a 'Rural-Urban Transition and Amenity Area' with an area of 'Scenic Protection and Reservation' surrounding. The 'Transition Area' designation sought to balance natural attributes and land use opportunity to achieve protection outcomes.

The site's proposed designation as an 'Urban Investigation Area' under the Strategy will enable the site to be further investigated. This proposed Strategy Amendment is consistent with the site's

designation as a 'Rural-Urban Transition and Amenity Area' and an area of 'Scenic Protection and Reservation' under the BWRP.

6.2.4 GREATER BUNBURY STRUCTURE PLAN

The *Greater Bunbury Structure Plan* ('GBSP') was released in 1995 as part of the BWRP. It replaced the Bunbury Region Plan (1987) and considered future directions for long-term urban development in the region, establishing objectives and actions to implement these future directions.

The subject site was identified under the GBSP as an area of 'Future Urban (Category B)', with its coastal foreshore being identified as an 'Area Under Consideration for Conservation, Scenic Protection and Reservation'. The site's proposed designation as an 'Urban Investigation Area' under the Strategy will enable the site to be further investigated as an opportunity for low-scale and low-impact urban/tourist development.

This proposed Strategy Amendment is consistent with the GBSP in that it recognises the site's potential to accommodate more intense land use and development. Whilst it is appreciated that the GBSP is now over 25 years old and may be seen as having been superseded by other strategic documents, the fact that it identified the site as having potential for more intense development is a relevant and valid consideration.

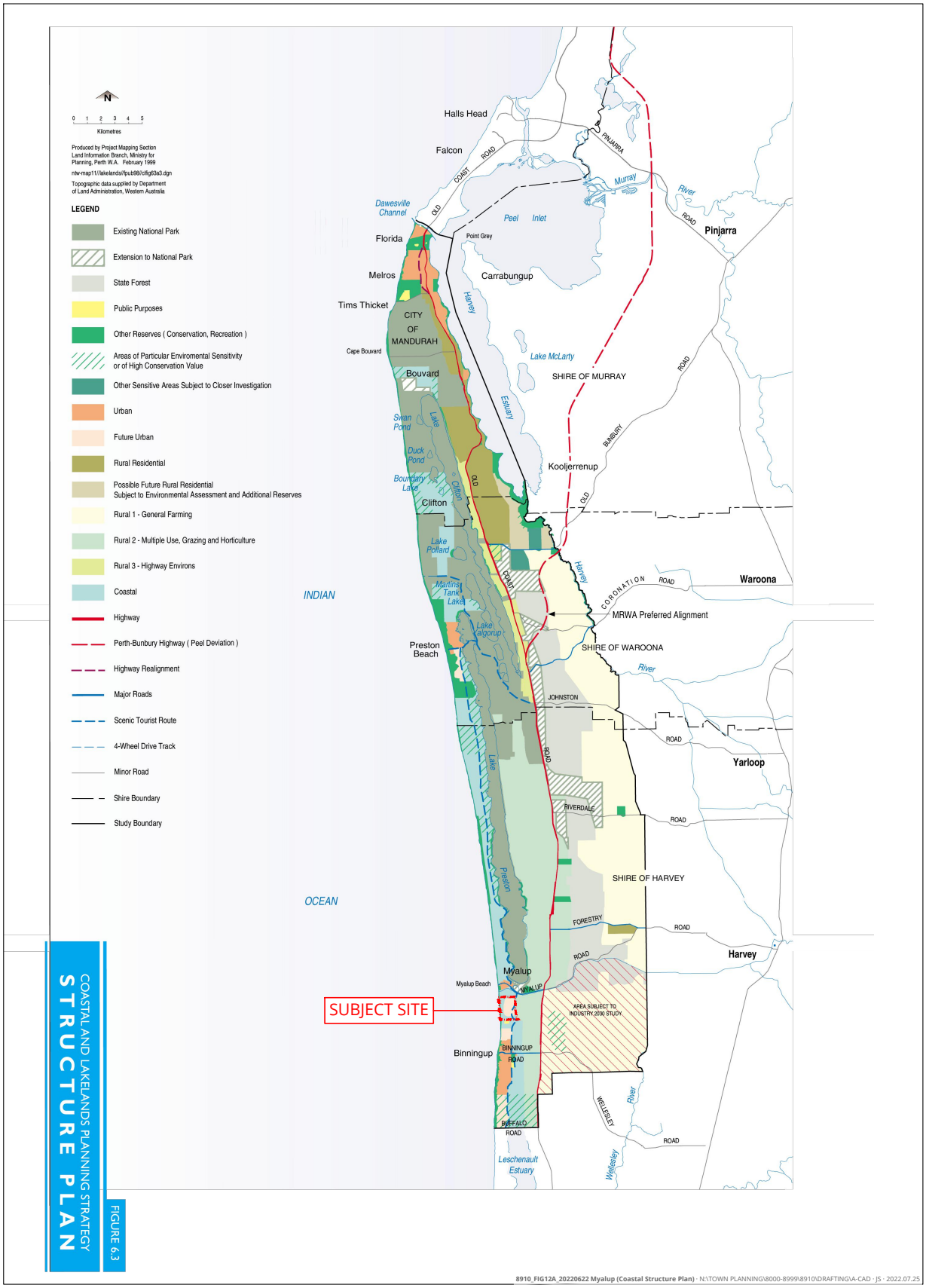
Refer **Figure 10 – Greater Bunbury Structure Plan**

6.2.5 EPA STRATEGIC ENVIRONMENTAL ADVICE

In 2010, the Environmental Protection Authority ('EPA') released its *Strategic Environmental Advice on the Dawesville to Binningup Area* ('EPA Review'). The EPA Review investigated areas of conservation significance and development potential in proximity to the Peel/Yalgorup Lakes System. The subject site formed part of the EPA Review Area.

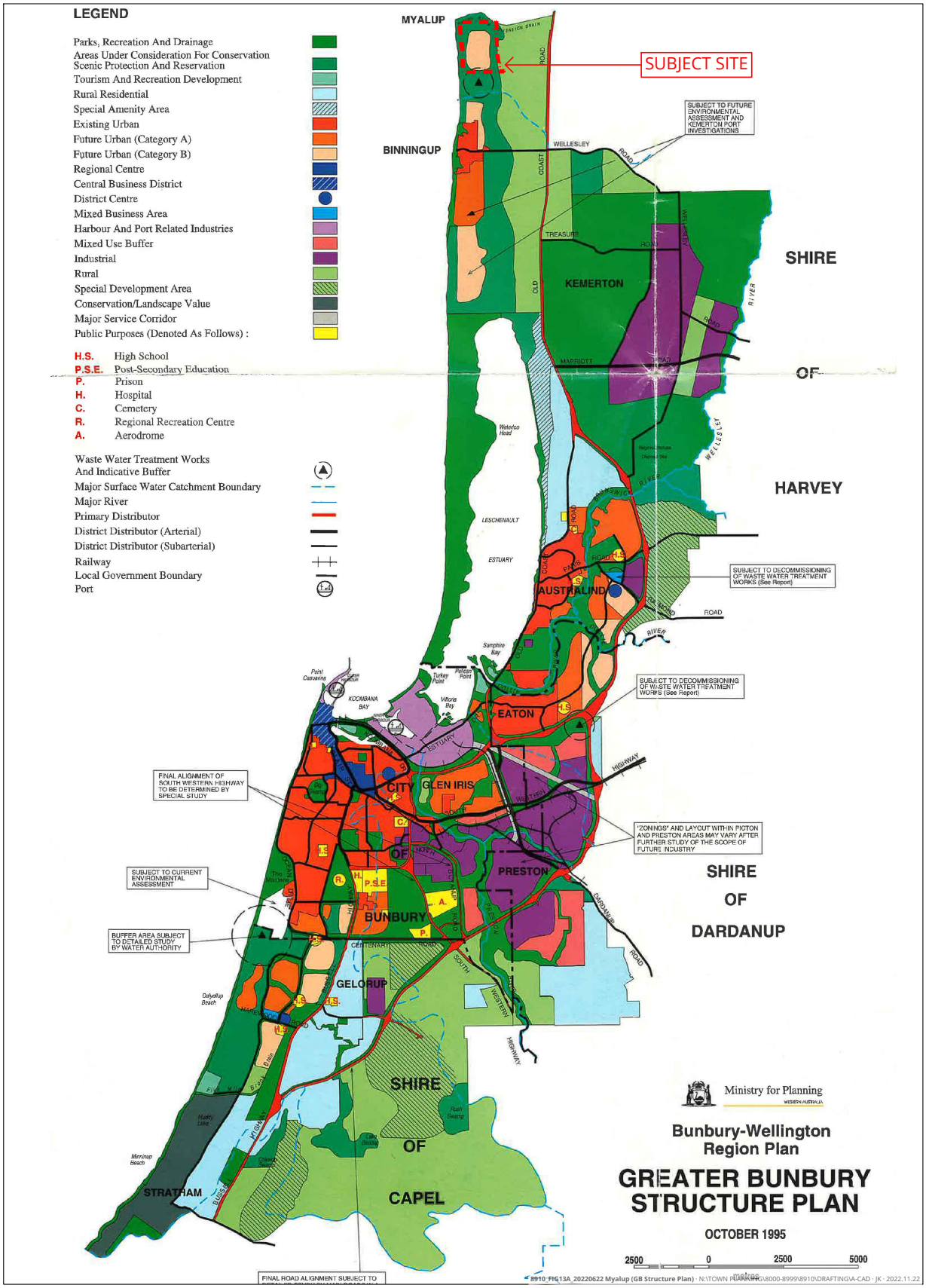
The EPA Review found that the protection and preservation of the Peel/Yalgorup Lakes System, particularly Lake Clifton and Lake Preston, was of high importance. The subject site is situated a considerable distance to the south of the Peel/Yalgorup Lakes system, which the EPA Review identified as the 'least environmentally constrained' noting that these areas may have development potential.

The EPA Review did not indicate any specific values or attributes within or immediately adjacent to the subject site that would preclude the consideration of development or intensification of land uses. Notwithstanding this, this proposed Strategy Amendment, if supported, will require a number of environmental investigations to be undertaken over the site to determine the site's suitability to accommodate future development.



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FIGURE 9
COASTAL AND LAKELANDS PLANNING STRATEGY STRUCTURE PLAN



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FIGURE 10
GREATER BUNBURY STRUCTURE PLAN

6.2.6 BINNINGUP-MYALUP DISTRICT STRUCTURE PLAN

The WAPC's *Country Land Development Program (South West Region) Annual Report 2006* identified that a district structure planning process was being undertaken for the Binningup-Myalup area. The Report noted that:

> *"The Shire of Harvey and the WAPC have commenced a district structure planning process that includes the coastal strip between the Leschenault Estuary and Myalup. The district structure plan will review existing regional planning and determine a land use framework for the area, that may include additional urban development areas. The study will address environmental, coastal and landscape issues, agricultural land, resource extraction areas, future urban areas and associated community, tourism and commercial facilities, future infrastructure needs and transport links.*
>
> *A scoping study for the district structure plan in the area is being finalised (June 2007) and includes:*
>
> - *Land suitability assessment;*
> - *Assessment of the proposed tourism route linking Preston Beach and Binningup;*
> - *Assessment of internal road linkages; and*
> - *Outline of structure planning process and future studies required."*

It appears that the Myalup-Binningup District Structure Planning ('DSP') Scoping Report was finalised in September 2007 and was followed by the Myalup-Binningup DSP Land Use Strategy in October 2008. Copies of both documents were requested from the Shire and the DPLH however neither agency was able to locate the documents and accordingly they have not been reviewed in the context of this Strategy Amendment.

We understand the DSP may have been overtaken by the EPA Review process which was finalised in 2010 (refer to Section 6.2.5 above).

6.3 BENEFICIAL ENVIRONMENTAL OUTCOMES

The subject site is held in freehold ownership and extends to the coastal high-water mark. There is no foreshore reserve in place and, to our knowledge, no intention from the State Government to acquire and reserve any coastal land in this vicinity. This proposed Strategy Amendment provides an opportunity for more formal protection of the foreshore.

The absence of a beneficial use of the land and therefore, a responsible presence on the site, means that indiscriminate use of the site by people seeking recreation opportunities is frequent. This use, mostly in the form of 4-wheel drive access and trail bike riding but including illegal camping, occurs regularly causing environmental damage. Improved access resulting from the construction of the SSDP and upgrading of Taranto Road appear to have reportedly increased the frequency of such activities. Redevelopment of the site will facilitate the formalisation of roads and reserves that will provide an opportunity for policing indiscriminate access and create an environment where the foreshore is overseen by unofficial 'wardens'.

Having regard to the above, the proposed Strategy Amendment has the potential to generate a number of site-specific and broader beneficial environmental outcomes. These include the following:

- Removal of unsustainable and environmentally damaging agricultural practices;
- Protection of the coastal environment through development setbacks, revegetation activities and the creation (and ceding) of a coastal foreshore reserve;
- Protection of wetland environments through development setbacks and revegetation activities;
- Protection of off-site buffers to nearby agricultural activities and management of land use interface; and
- Protection of flora and vegetation on site, including the protection of potential fauna habitat.

The continued use of the site for agricultural activities or resource extraction provides no opportunity for environmental improvement or protection and, in our view, reflects an ongoing approach which favours leaving land in a generic rural or similar zone more suited to general farming in preference to a considered zoning which reflects the coastal and environmental attributes of the site. The proposal to identify the site as an 'Urban Investigation Area' under the Strategy wherein opportunities for more intense but environmentally sustainable land uses can be investigated, represents a positive and more sustainable long-term environmental outcome.

6.4 TOURISM AND ECONOMIC DEVELOPMENT

The proposed Strategy Amendment will facilitate economic development outcomes for the Shire by generating both short-term and long-term employment opportunities through construction and facility management. It will also produce a tourism outcome, which in itself promotes local economic development.

Promoting economic development and tourism within the Shire and increasing local employment opportunities are a key objective of DPS1 (Refer Clause 1.6.1(c) of DPS1). The subject site is located within Precinct Area 7 (Binningup Rural) under the provisions of DPS1 which is identified as an area that has long-term potential for accommodating tourism and other uses that will preserve public access to the coast. Given our Clients interest in developing the site for low-scale and low-intensity tourist uses, combined with the recent acquisition of coastal land in Binningup by Fiveight, it is clear that there is now a level of demand for tourist and similar development in this Precinct, as envisaged and promoted under DPS1.

The tourism potential generated by the proposed Strategy Amendment is also consistent with key objectives and actions outlined in the Shire's Tourism Strategic Report (2021) and Tourism Road Map 2031 Implementation Plan. These documents acknowledge the potential for low-scale and low-impact tourist accommodation along the coast between Myalup and Australind and advocate for an eco-retreat in the Myalup area.

The role of tourism as an economic generator is also in acknowledged in the Shire's Economic Development Strategy (2020) which observes that the Shire's tourism industry is underperforming and specifically identifies tourism as one of four key economic focus areas within the Shire.

These documents demonstrate a desire at the local level to capitalise on the area's natural attributes by promoting tourism as a key economic generator and recognise that the; coastal areas as providing an opportunity to achieve these outcomes.

7. INDICATIVE MASTERPLAN CONCEPT

A preliminary concept plan (masterplan) has been prepared to illustrate the form of development ultimately envisaged on the subject site. Whilst it is appreciated that the precise form and nature of any future development will be informed by the various environmental, traffic and servicing investigations to be undertaken, the concept plan is included to illustrate the low-scale and low-impact form of development that could potentially be accommodated.

The plan is provided for illustrative purposes only and is not intended to form part of the formal Strategy Amendment documentation. It is acknowledged that a local structure plan is to be prepared following rezoning (and as a condition of) under DPS1.

Refer **Attachment 4 – Indicative Masterplan Concept**

8. CONCLUSION

This report demonstrates that the site has considerable merit in accommodating low-scale and low-impact urban/tourist development and should be identified within the strategic planning framework as an area of further investigation.

The site is well-suited to support land uses other than farming given its coastal location and proximity to the Myalup townsite and the Forrest Highway. Such development would provide an opportunity for a significantly improved environmental outcome on the site that takes into account key environmental considerations such as coastal processes, setbacks to wetlands, vegetation retention, bushfire management and access.

The proposed Strategy Amendment reflects the outcome of discussions between our Office, the Shire of Harvey, the DPLH and the Chairman of the WAPC which recognise the site's potential for intensification of land uses at a strategic level subject to the investigation of key environmental considerations. The 'Urban Investigation Area' designation will enable the landowners to explore the site's development potential more freely, ensuring the use and development of the site appropriately reflects its locational attributes and responds to its environmental characteristics.

On this basis, it is requested that the Shire initiates an amendment to its Strategy to identify the subject site as an 'Urban Investigation Area' as outlined in this report.

ATTACHMENT 1

CERTIFICATES OF TITLE AND DP 70153

ROWE GROUP DESIGN

WESTERN AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	22/10/2012

VOLUME 2798 FOLIO 999

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

THIS IS A SHARE TITLE

LAND DESCRIPTION:

478/1186 UNDIVIDED SHARES OF
LOT 102 ON DEPOSITED PLAN 70153

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

DSV (A) PTY LTD OF UNIT 4, 2 CENTRO AVENUE, SUBIACO
AS SOLE PROPRIETOR OF THE SHARE SHOWN IN THE LAND DESCRIPTION
(XA M075492) REGISTERED 16/10/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. D782187 EASEMENT BURDEN RIGHT OF CARRIAGEWAY PURPOSES SEE INSTRUMENT D782187 AND SKETCH ON DEPOSITED PLAN 70153 REGISTERED 14/6/1988.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	DP70153
PREVIOUS TITLE:	2798-998
PROPERTY STREET ADDRESS:	160 TARANTO RD, MYALUP.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF HARVEY

LANDGATE COPY OF ORIGINAL NOT TO SCALE 05/05/2022 01:52 PM Request number: 63551596
Landgate
www.landgate.wa.gov.au

WESTERN AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
2	8/7/2014

VOLUME 2798 FOLIO 1000

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

REGISTRAR OF TITLES WESTERN AUSTRALIA

THIS IS A SHARE TITLE

LAND DESCRIPTION:

708/1186 UNDIVIDED SHARES OF
LOT 102 ON DEPOSITED PLAN 70153

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

KINGSWOOD PARK PTY LTD OF 13 BOWMAN STREET, SOUTH PERTH
IN 608/708 SHARE
LESLIE MICHAEL TENGER OF 41 CARR STREET, SOUTH PERTH
IN 50/708 SHARE
RNS PTY LTD OF 18 BUXTON ROAD, WEMBLEY DOWNS
IN 50/708 SHARE
AS TENANTS IN COMMON
OF THE SHARE SHOWN IN THE LAND DESCRIPTION

(T M616247) REGISTERED 24/4/2014

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. D782187 EASEMENT BURDEN RIGHT OF CARRIAGEWAY PURPOSES SEE INSTRUMENT D782187 AND SKETCH ON DEPOSITED PLAN 70153 REGISTERED 14/6/1988.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP70153
PREVIOUS TITLE: 2798-998
PROPERTY STREET ADDRESS: 160 TARANTO RD, MYALUP.

END OF PAGE 1 - CONTINUED OVER

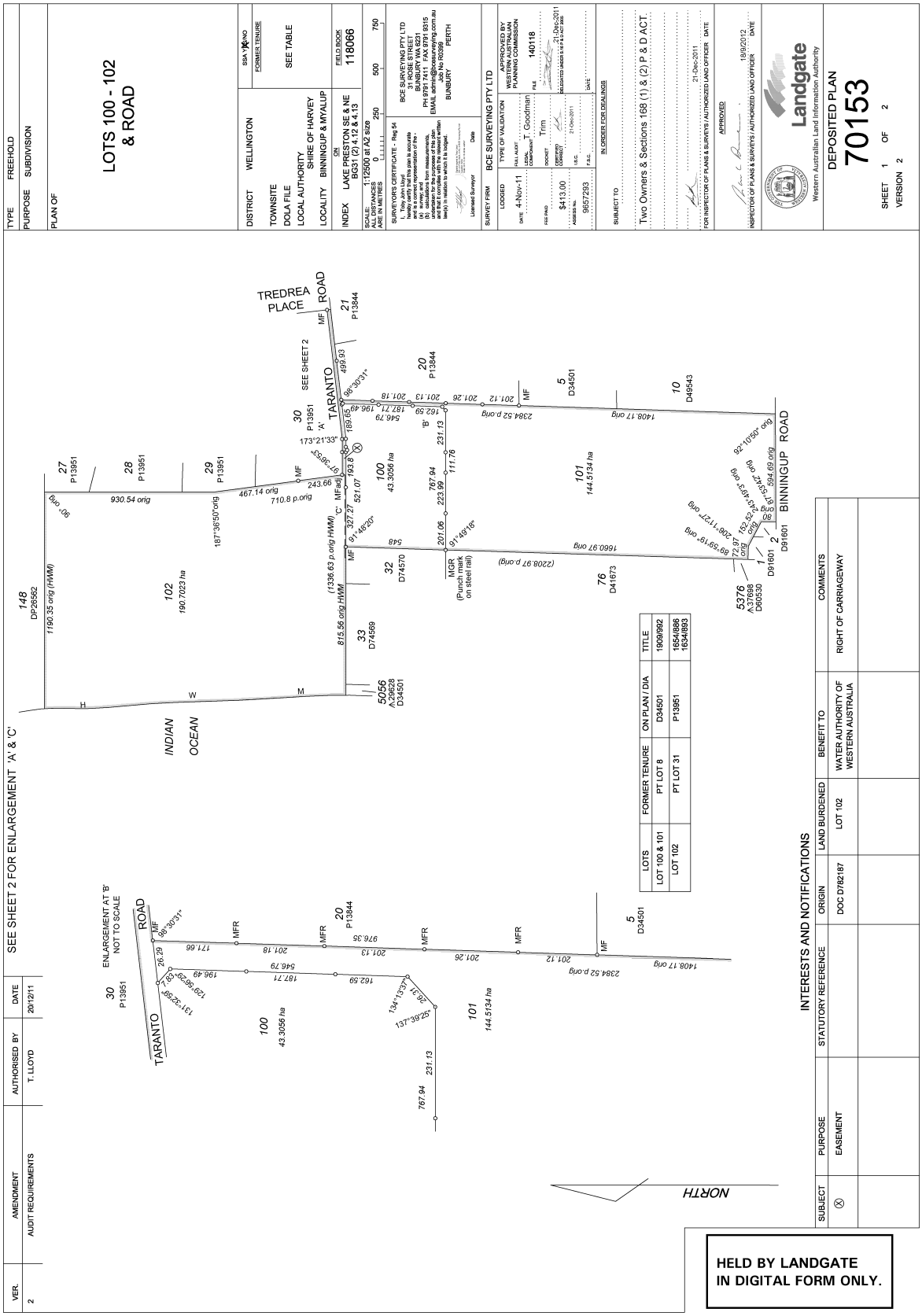
LANDGATE COPY OF ORIGINAL NOT TO SCALE 05/05/2022 01:52 PM Request number: 63551596
Landgate
www.landgate.wa.gov.au

RECORD OF CERTIFICATE OF TITLE

REGISTER NUMBER: N/A VOLUME/FOLIO: 2798-1000 PAGE 2

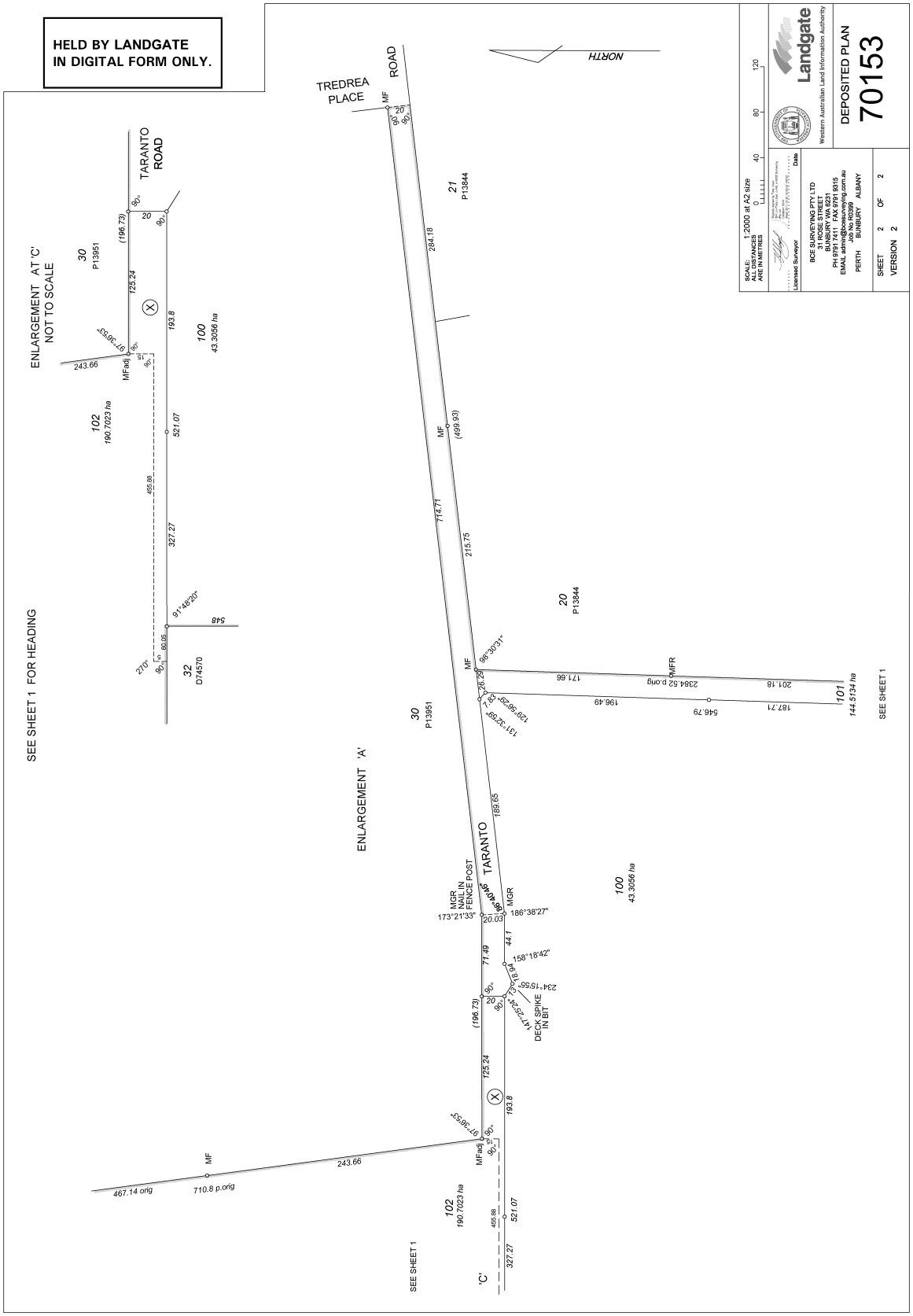
LOCAL GOVERNMENT AUTHORITY: SHIRE OF HARVEY

LANDGATE COPY OF ORIGINAL NOT TO SCALE 05/05/2022 01:52 PM Request number: 63551596
Landgate
www.landgate.wa.gov.au



LANDGATE COPY OF ORIGINAL NOT TO SCALE 05/05/2022 01:14 PM Request number: 63551183

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HELD BY LANDGATE
IN DIGITAL FORM ONLY.
DEPOSITED PLAN
70153
Landgate
Western Australian Land Information Authority
NORTH
TREDREA PLACE
ROAD
TARANTO ROAD
ENLARGEMENT 'A'
ENLARGEMENT AT 'C'
NOT TO SCALE
SEE SHEET 1 FOR HEADING
SEE SHEET 1
'C'
21 P13844
20 P13844
30 P13951
32 D74570
100 43.3056 ha
101 144.5134 ha
102 190.7023 ha
MF
MFR
MFad
MGR
NAIL IN FENCE POST
DECK SPIKE IN BIT
SCALE: 1:2000 at A2 size
ALL DISTANCES ARE IN METRES
BCE SURVEYING PTY LTD
31 ROSE STREET
WILLIAMS WA 6391
PH 9791 7411 FAX 9791 9315
EMAIL admin@bcesurveying.com.au
Job No 12039
PERTH BUNBURY ALBANY
SHEET 2 OF 2
VERSION 2

ATTACHMENT 2

SUMMARY OF ENVIRONMENTAL CONSIDERATIONS

ROWE GROUP DESIGN

ENVIRONMENTAL CONSIDERATIONS (SUMMARY)

VEGETATION, FLORA AND FAUNA

Whilst the subject site was historically used for grazing of livestock, it does contain some remnant vegetation. Several flora, vegetation and fauna surveys have been undertaken over the site to date, including the following:

- Flora and vegetation survey and fauna habitat (level one) assessment (Davies Consulting 2009); and
- Western ringtail possum and black cockatoo habitat assessment (Harewood 2010).

Key findings from the surveys are summarised below:

- The site contains a total of 104 species from 72 genera and 40 families (71 native flora and 33 introduced species).
- No Endangered or Vulnerable species, or plant taxa gazetted as Declared Rare were located.
- No Priority Flora species were located.
- No Threatened Ecological Communities were recorded.
- The site has a history of grazing throughout most of the property and as a consequence, a high incidence of weed invasion was recorded (refer **Photographs 1 and 2**).
- The field assessment revealed that the site supports six habitat types. These habitat types are expected to support 14 species of reptile, 11 species of mammal, five amphibian species and 17 species of birds. The site contains potential Western Ringtail Possum habitat.

These surveys are in addition to a number of state government environmental investigations that were completed to support the EPA's Strategic Review of the Dawesville to Binningup Area in 2010. While these surveys are useful in terms of determining, generally, the flora, vegetation and fauna values within the site, it is expected that additional surveys may be required to demonstrate the site's suitability for more intense land use and development. These surveys are likely to include the following:

- Updated spring survey and targeted flora and vegetation surveys;
- Basic fauna and targeted fauna surveys; and
- Environmental Assessment Report ('EAR').

The proposed Strategy Amendment recognises the future need for additional flora, vegetation and fauna surveys prior to the intensification of land use being supported.



Photograph 1: *Source: Flora & vegetation survey & fauna habitat (level one) assessment (Davies Consulting 2009)*



Photograph 2: *Source: Flora & vegetation survey & fauna habitat (level one) assessment (Davies Consulting 2009)*

WETLANDS AND WATERWAYS

A search of the Department of Biodiversity, Conservation and Attraction's ('DBCA') Geomorphic Wetlands Swan Coastal Plain Dataset reveals that two wetlands are located to the eastern boundary of the subject site. These wetlands are categorised as Conservation Category Wetland (sumpland; UFI 1211); and Multiple Use Wetland (sumpland; UFI 1214).

Conservation Category Wetlands ('CCW') are classified by the DBCA as the highest priority wetlands. The management objective for CCWs is to preserve and protect the existing conservation values of the wetlands through mechanisms such as reservation, policy protection and covenants. Clearing and/or development within CCWs is not considered appropriate.

Multiple Use Wetlands ('MUW') are classified by the DBCA as wetlands with few remaining important attributes and functions. The use, development and management of MUWs should be considered in the context of ecologically sustainable development and best management practice catchment planning through landcare.

Any future proposal for the intensification of land use and development on the site will require an assessment of these wetland characteristics to determine an appropriate development setback and inform any ongoing management requirements.

HYDROLOGY

There are no gazetted or potential public drinking water sources within, or in proximity to, the subject site.

The Harvey Diversion Drain is located to the immediate north of the subject site and conveys water from the Harvey River to the coast. It is used predominantly for agricultural purposes including irrigation for horticulture and grazing.

Preliminary investigations indicate that groundwater levels on the site are located quite a distance below the surface on the western margin of the site and extend closer to the surface towards the eastern part of the site in the vicinity of the adjoining wetlands. The hydrology of the site and surrounds would be considered as part of a future Structure Plan.

COASTAL PROCESSES

Considerable work has been undertaken by the Shire in documenting the area's coastal attributes and establishing a program for managing potential coastal hazards such as erosion, inundation and coastal landform mobility. This work includes a Coastal Hazard Assessment completed in 2007 and a Coastal Hazard Risk Management and Adaption Plan ('CHRMAP') completed in 2009,

The CHRMDP describes the coastline adjoining the subject site as a sandy near shore, with active and vegetated sand blowouts. The blowouts are described as predominantly stable in the central and southern portions and most likely prograding seaward in the north, whilst the foredune is generally eroding. The impact of coastal processes will be further considered as part of future Scheme Amendment and Structure Plan requirements.

BUSHFIRE

The subject site is mapped by the Department of Fire and Emergency Serviced ('DFES') as being within a bushfire prone area. Accordingly, consideration of bushfire hazard and protection measures will be required to support any proposal to intensify land use on the site. This will involve an assessment to determine bushfire hazard levels across the site and will require the preparation of a Bushfire Management Plan ('BMP').

Key issues for consideration within the BMP are expected to include the provision of emergency vehicle access and balancing building setbacks with the protection of environmental values within the site. The bushfire considerations of the site and surrounds will be further considered as part of future Scheme Amendment and local structure plan requirements.

LANDFORM VALUES AND VISUAL AMENITY

Historic planning and recent discussions with the Shire have highlighted the landform values of the site, which may extend to considerations around landform significance and also, potentially, visual amenity. On this basis, there may be a requirement to better qualify the site's landscape and visual amenity considerations, which is also likely to be a factor in determining the extent of the foreshore reserve in accordance with SPP 2.6.

The consideration of landform values and visual amenity can be addressed as part of the local planning scheme amendment process and subsequent local structure plan.

HERITAGE

A search of the Heritage Council of Western Australia's State Register of Heritage Places and the Shire of Harvey's Municipal Heritage Inventory did not identify any places of cultural heritage significance on, or in proximity to, the site.

A search of the Department of Indigenous Affair's Heritage Inquiry System revealed that there are no registered sites of Aboriginal heritage significance within, or immediately adjacent to, the site. The nearest sites of Aboriginal heritage significance are located to the south-east of the site in the vicinity of Myalup Swamp.

ATTACHMENT 3

SUMMARY OF SERVICING CONSIDERATIONS

ROWE GROUP DESIGN

SERVICING CONSIDERATIONS (SUMMARY)

WATER

The subject site is not currently connected to reticulated water with the nearest connections located approximately 400m to the north-east of the site (Myalup Beach Road) and 1.6km to the east (Forrest Highway). A Servicing Strategy will need to be prepared at the local scheme amendment stage to demonstrate that any future development on the site can be suitably serviced with a potable water supply.

SEWER

Reticulated sewerage is not currently available in this locality and accordingly, any future development on the site will be guided by the *Government Sewerage Policy*. Preliminary investigations indicate that the site is capable of accommodating on-site efficient disposal however further investigations are required, including the preparation of a Site And Soil Evaluation ('SSE'), to determine the most appropriate type of on-site disposal system for the site.

POWER AND TELECOMMUNICATIONS

Preliminary investigations indicate that underground electricity services would be supplied to the subject site from the existing high voltage feeds along Forrest Highway. The subject site is serviced by telecommunications infrastructure, being connected to the National Broadband Network ('NBN').

Further investigations are required to confirm power and telecommunications requirements for the site and will be addressed in the Servicing Strategy prepared at the local scheme amendment stage.

ACCESS

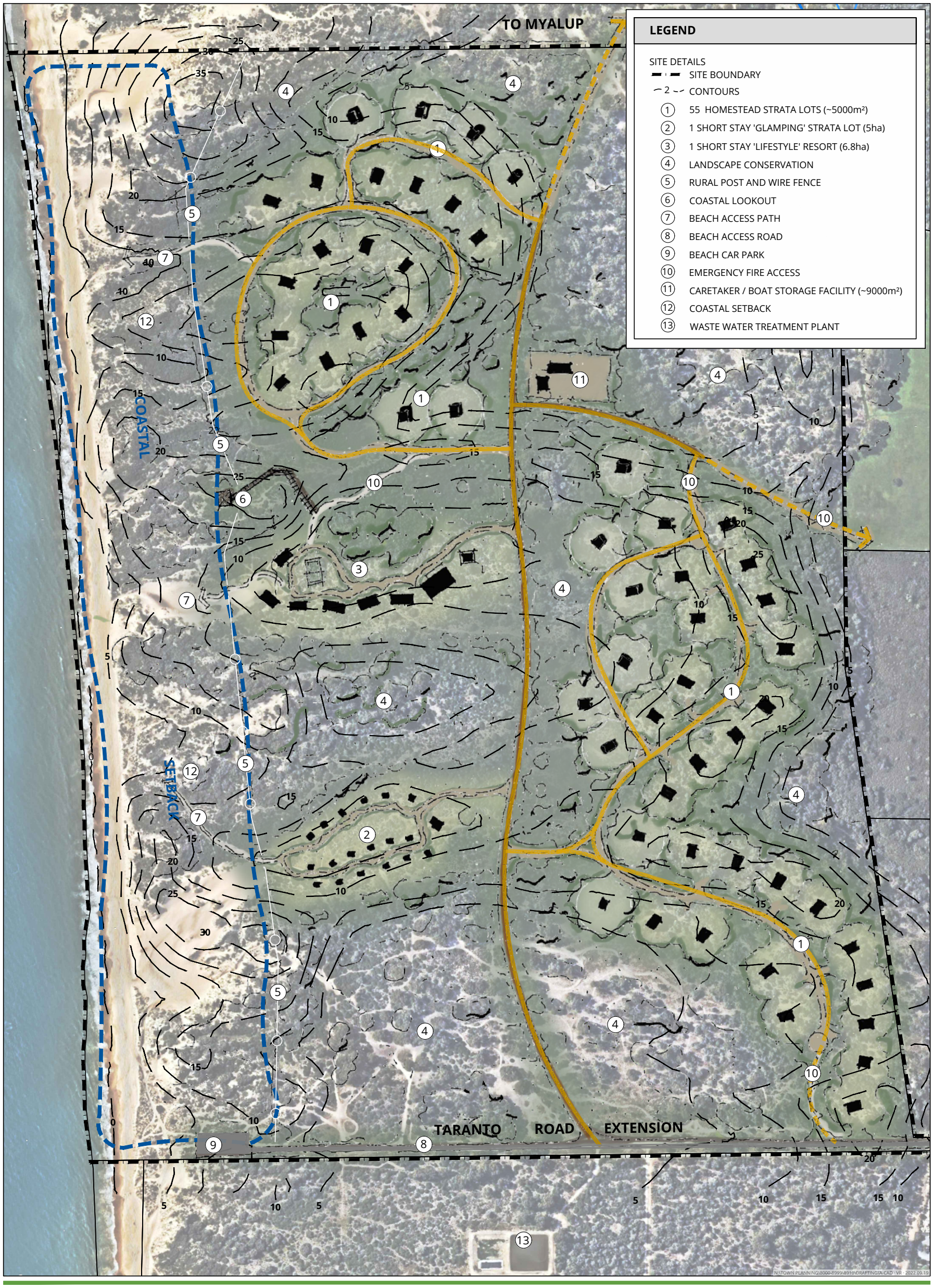
The subject site is well connected to the regional road network. Vehicle access to the site is currently provided by Taranto Road which runs along the southern boundary of the site and connects to the Forrest Highway which is located approximately 1.6km to the east. Taranto Road, between the Water Corporation's Southern Seawater Desalination Plant ('SSDP') and the Forrest Highway, was upgraded as part of the construction of the SSDP. The intersection of Taranto Road and the Forrest Highway has also been upgraded in recent years and provides controlled access for northbound and southbound traffic into and out of Taranto Road.

It is expected that a small section of Taranto Road between the SSDP and the subject site will need to be upgraded to support any future development on the site. A Traffic Impact Assessment will therefore be required at the local planning scheme amendment stage to calculate the predicted volume of daily vehicle movements into and out of the site and to determine the extent of any road upgrades required.

ATTACHMENT 4

INDICATIVE MASTERPLAN CONCEPT

ROWE GROUP DESIGN



INDICATIVE MASTERPLAN CONCEPT
LOT 102 (No. 160) TARANTO ROAD
MYALUP

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N

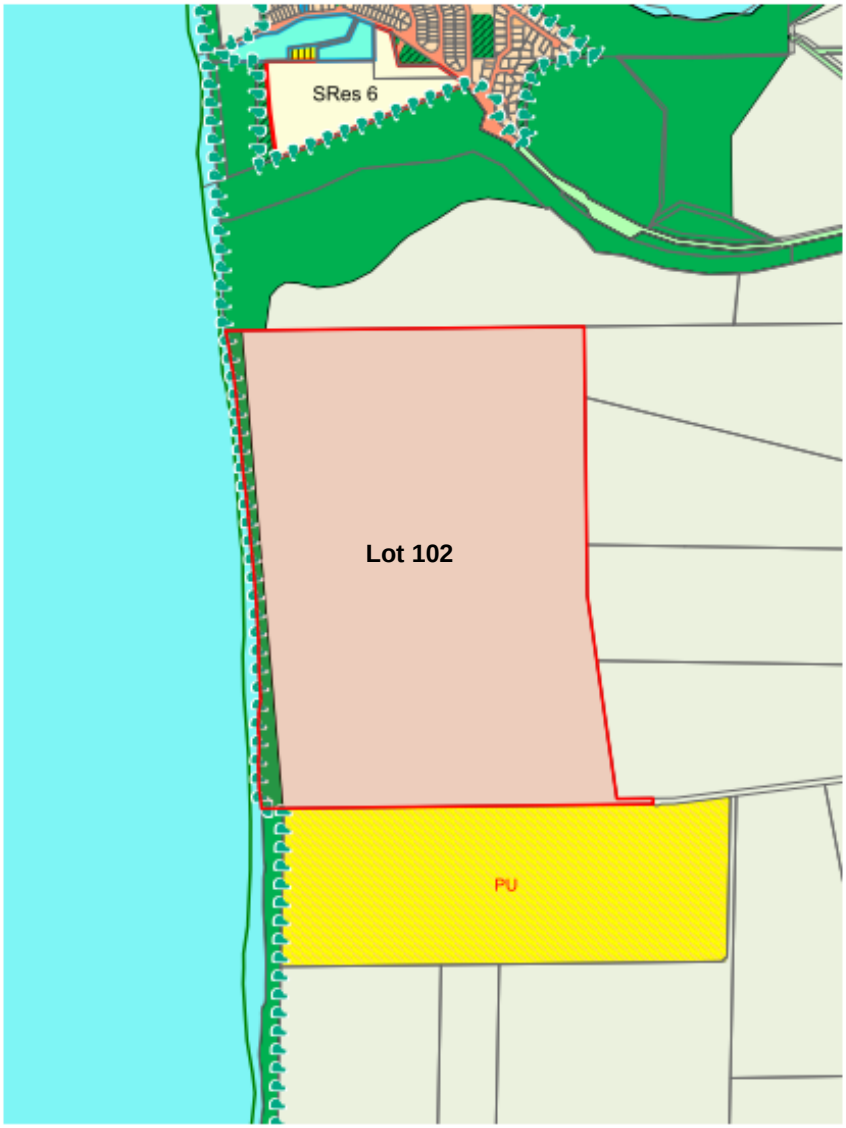
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DRAWN: VR
DATE CREATED: 2022.09.19
PROJECTION: MGA50 GDA94
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ROWE GROUP DESIGN



SHIRE OF HARVEY	**Lot 102 Taranto Rd, Myalup**	28/11/2022 Location Plan	N



Local Planning Policy 4.~~2.6~~1.18 ~~– Variation to R-Codes -~~ Outbuildings

1. Introduction

Clause 5.4.3 of ~~the~~ *State Planning Policy 7.3 Residential Design Codes Volume 1 (the R-Codes)* contains provisions in relation to outbuildings to ensure they do not detract from the streetscape or the visual amenity of residents or neighbouring properties. Such provisions include matters relating to aggregate floor area, wall and ridge height, siting and open space requirements. This Policy is a ~~regional~~ local variation to Clause 5.4.3 of the R-~~-~~Codes pursuant to clause 7.3.1(a) which allows the local government to amend the deemed-to-comply provisions relevant to the specific needs relating to a locality or region. ~~as approved by the Western Australian Planning Commission on 18 May 2007.~~

2. Policy objective

To limit the footprint of outbuildings to reduce their impact on the streetscape or the visual amenity of residents or neighbouring properties whilst recognising the domestic~~-~~ use and storage aspirations of the community.

3. Policy Scope

This Policy applies to the areas identified within the Policy.

4. Policy

The following provides the Policy requirements pertaining to Outbuildings within the Policy area and relate to the following:

- "Residential" Zone and "Residential Development" Zone~~;~~
- "Special Residential" Zone~~;~~
- "Special Rural" and "Special Rural and Landscape Protection" Zone~~;~~
- ~~Warawarrup;~~
- ~~Clifton Park;~~
- ~~Siting.~~

DRAFT

P: 08 9729 0300 | F: 08 9729 2053 | E: shire@harvey.wa.gov.au | harvey.wa.gov.au
102 Uduc Road, Harvey. PO Box 500, Harvey Western Australia 6220

Part 1 "Residential" Zone and "Residential Development" Zone

1. Outbuildings may be permitted where:

   a) The aggregate floor area of all outbuildings not attached to the dwelling does not exceed the maximum site cover stipulated in the Residential Design Codes;.

   b) The aggregate floor area of all outbuildings not attached to the dwelling does not exceed a maximum floor space area of 120m^2.;

   b)c) The ridge height does not exceed a maximum of 4.5m.

   c)d) The wall height does not exceed a maximum of 3m.

2. Notwithstanding Policy provisions 1.1(c) and 1.1(d), an outbuilding may be permitted with a maximum ridge height of 5.1m and/or a maximum wall height of 3.6m where the applicant can demonstrate, to the satisfaction of Councilthe local government, that:

   a) tThe increase in height is warranted on the basis of a specific and reasonable need being demonstrated that is related to the domestic (i.e. related to hobbies, personal storage or household duties) use of the property;., and

   b) tThe increase in height will not impact on thenot create an adverse impact on the amenity of adjoining properties as per clause 5.1.6. residential amenity of adjacent properties, or cause undue overshadowing as per clause 5.4.2 of the R-Codes; and.; and

   c) The applicant has consulted with the adjoining landowners and no reasonable (in the opinion of Council) objections has been received.

   c) where the local government has determined that adjoining land may be impacted, the proposal has been advertised* to those owners. Upon receipt of any comments the local government shall consider and balance those comments with its technical opinion in the exercise of judgement.

3. Outbuildings will only be considered for approval when appurtenant to a dwelling or when a dwelling has been substantially commenced.

3. * If advertising to adjoining landowners is required to be carried out by the local government, a letter shall be sent to the landowners and/or occupants, giving notice of the variation to the policy requirements that comments are sought on, and specifying a period to respond being 14 days from the day the notice is given.

Part 2 "Special Residential" Zone

1. Outbuildings may be permitted where:

   a) The aggregate floor area of all outbuildings not attached to the dwelling does not exceed a maximum floor space area of 10% of the total site area.120m^2.

   b) The ridge height does not exceed a maximum of 4.5m.

DRAFT

c) The wall height does not exceed a maximum of 3m.

2. Notwithstanding Policy provisions 2.1(b) and 2.1(c), an outbuilding may be permitted with a maximum ridge height of 5.1m and/or a maximum wall height of 3.6m where the applicant can demonstrate, to the satisfaction of ~~Council~~the local government, that:

a) The increase in height is warranted on the basis of a reasonable ~~demonstrated~~ need being demonstrated that is related to the domestic use of the property.~~; an~~

~~d) d~~

b) ~~The increase in height will not impact on the residential amenity of adjacent properties, or cause undue overshadowing.; and~~The increase in height will not create an adverse impact on the amenity of adjoining properties as per clause 5.1.6, or cause undue overshadowing as per clause 5.4.2 of the R-Codes.

~~e)~~c) The ~~applicant~~ local government has consulted with the adjoining landowners and no reasonable ~~(in the opinion of Council)~~ objections ha~~ves~~ been received (in the opinion of the local government).

~~2. All framed construction outbuildings with a floor area exceeding 10m^2 are to have the wall cladding coloured in a factory applied earthy tone. Factory coloured metal surfaces of burnt copper, bronze, olive, doeskin and brown are considered acceptable.~~

3. Outbuildings will only be considered for approval when appurtenant to a dwelling or when a dwelling has been substantially commenced.

Part 3 "Special Rural" and "Special Rural and Landscape Protection" Zone

1. Outbuildings may be permitted where:

a) The aggregate floor area of all outbuildings not attached to the dwelling does not exceed a maximum floor space of 10% of the total site area.~~150m^2~~.

b) The ridge height does not exceed a maximum of 4.5m.

c) The wall height does not exceed a maximum of 3m; and.

2. Notwithstanding Policy provisions 1.1(b) and 1.1(c), an outbuilding may be permitted with a maximum ridge height of 5.1m and/or a maximum wall height of 3.6m where the applicant can demonstrate, to the satisfaction of the local government, that:

a) the increase in height is warranted on the basis of a reasonable need being demonstrated that is related to the domestic use of the property;

b) the increase in height will not create an adverse impact on the amenity of adjoining properties; and

c) where the local government has determined that adjoining land may be impacted, the proposal has been advertised to those owners. Upon receipt of any comments the local government shall consider and balance those

comments with its technical opinion in the exercise of judgement.

3. Outbuildings on lots within "Special Rural and Landscape Protection" zones the following criteria shall also be applied:

   a) does not detract from the scenic character of the area;

   b) does not have an adverse impact on the estuary environment and its associated flora and fauna;

   c) is not located where it would result in the clearing of native vegetation; and

   ~~c)~~d) is not located within the flood plain.

~~2. Outbuildings not attached to the dwelling with an aggregate floor area of between 151m² and 190m² will:~~

~~a) Require advertising pursuant to Section 64 of the Planning and Development (Local Planning Schemes) Regulations 2015.;~~
~~and~~

~~b) Be determined by Council.~~

~~Part 4 "Warawarrup" Locality~~

~~1. Outbuildings will only be considered for approval when appurtenant to a dwelling or when a dwelling has been substantially commenced.~~

~~2. Colorbond metal is acceptable as a "suitable material" for the construction of outbuildings.~~

~~Part 5 "Clifton Park" Area~~

~~1. Outbuildings constructed of Colorbond cladding may be permitted where:~~

~~a) The floor area of the outbuilding not attached to the dwelling does not exceed a maximum of 39m².~~

~~b) The ridge height does not exceed a maximum of 4.5m.~~

~~c) The wall height does not exceed a maximum of 3m.~~

~~**Part 6 Siting of Outbuildings**~~

~~1. An outbuilding may be located with a wall (or walls) on the common boundary between two properties if:~~

~~a) The building being located 1.8m to the rear of the dwelling.~~

~~b) The wall on the common boundary has a maximum height of 3m, (which includes the height of the Parapet).~~

~~c) The wall on the common boundary has a maximum length of 9m.~~

~~d) The wall on the common boundary has a fire resistant level (FRL) of 60.60.60.~~

~~e) The wall on the common boundary is constructed of masonry compatible with the existing dwelling.~~

4. Strategic objective

Commented [FS1]: Change to new SCP's

The policy aligns to the following strategic objective:

Environment	We have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit.
Civic leadership	Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.

5. Definitions

The following definitions from the *Residential Design Codes* apply to this Policy:

Enclosed – refers to an area bound on 3 or more sides by a permanent wall and covered in a water impermeable materials;
Outbuilding – refers to an enclosed non-habitable structure that is detached from any dwelling.

6. Legislation

- *Planning and Development Act 2005*;
- Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions (Part 2).
- State Planning Policy No. 3.1 – Residential Design Codes – Volume 1.
- Shire of Harvey's District Planning Scheme No. 1.

7. Related documents

- Former Council Policy Numbers 19.2.1, 9.2.2, 9.2.3, 9.2.4, 9.2.5, 9.2.6, ~~and~~ 9.2.7 & 4.2.6.

Local Planning Policy 4.~~2.6~~1.18 - ~~Variation to R Codes -~~ Outbuildings - Version ~~9~~8 at ~~17.12.2019~~4.11.2022

DRAFT

Responsible officer	Director Sustainability		
Responsible team	~~Building~~Planning		
Responsible area	~~Building~~ Planning ~~Services~~Business Unit		
Version control	Date	Resolution	Number
Version 1	24.03.1997	Resolution	
Version 2	03.06.1997	Resolution	
Version 3	25.11.1997	Resolution	
Version 4	11.12.2007	Resolution	21902
Version 5	23.09.2008	Resolution	08/416
Version 6	12.11.2013	Resolution	13/363
Version 7	12.12.2017	Resolution	17/347
Version 8	17.12.2019	Resolution	19/313
Version 9	4.11.2022	Draft	-

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Principal Building Surveyor

Monagle/Manning

"1. That Council amends its Policy Statements No. 19.2.2 and 19.2.3 by deleting the reference to 90m² and 100m² respectively and substituting it with 120m².

2. That Council amends Policy Statement No. 19.2 by adding clause 19.2.7 which reads:

19.2.7

Clifton Park

Outbuildings up to 39m² in floor area and for which the maximum height does not exceed 4.5m with a wall height of 3m may be constructed using Colorbond cladding.

Outbuildings in excess of 39m² shall be constructed in masonry compatible with the existing residence."

CARRIED BY ABSOLUTE MAJORITY

2. **PROPOSED OVERSIZED OUTBUILDING - LOT 81 (63) ELINOR BELL ROAD, LESCHENAULT - R.A. & V.D. BOTT** (File 2504/2)

Background:

Lot 81 is zoned "Special Residential" under the provisions of Council's Town Planning Scheme and consist of 4209m² .

An application has been received requesting approval for a 9,000mm x 7,200mm Colorbond shed framed/clad outbuilding on the abovementioned lot.

This outbuilding is in addition to an existing 6,100mm x 6,100mm which will create a floor area of 102m².

The applicant advises that the outbuilding is required to secure private vehicles, boat and caravan as the existing garage is utilised for storage.

SIGNED _____ DATED 10th June, 1997.

Principal Environmental Health Officer

16678/2. **HARVEY SHIRE HOUSEHOLD RECYCLING SCHEME** (File 2404/3/1)

16679/3. **TEMPORARY ACCOMMODATION - H. & P. HAILE - LOT 74 IETTO WAY, HARVEY** (File 2402/1)

16680/4. **ENVIRONMENTAL PROTECTION (NOISE) REGULATION 1997** (File 2402/4)

16681/5. **CATHEDRAL AVENUE TOILETS - NORTH** (File 1412/1/4)

Moran/Sabourne

"That the toilets be demolished immediately because of continual vandalism and health reasons."

CARRIED

Mr. Steel left the Chambers at 4.34 p.m.

Principal Building Surveyor

Mr. Stewart was in attendance.

16682/1. **PROPOSED RELOCATED RESIDENCE - LOT 29 CNR TEASDALE STREET & KENDALL STREET, YARLOOP - D.N. & H.J. ALEXANDER** (File 2504/2)

16683/2. **PROPOSED OVERSIZED OUTBUILDING - LOT 200 (1) CNR BRUNSWICK ROAD & KASTEN ROAD, BRUNSWICK JUNCTION - J.L., D.N. & G.M. MCCLEARY** (File 2504/2 & 1010)

Davis/Manning

"That Council amends Policy 19.2.1 to read:

"19.2.1 Residential Zone

Outbuildings which singly or in aggregate, do not exceed the site cover for the lot under the relevant residential planning codes in reference to floor area, but shall not exceed 120m² in floor area and for which the maximum height does not exceed 4.5m with a wall height of 3m."

CARRIED BY ABSOLUTE MAJORITY

16684/3. **STOP WORK NOTICE - LOT 203 (3) DRIFTWOOD WAY, BINNINGUP - B. & A. GARDINER** (File 2505)

16685/4. **ALLOCATED BUILDING ENVELOPE - LOT 18 (3) HOSIER COURT, AUSTRALIND - P. E. & S. M. COADY** (File 2514)

16686/5. **BUILDING APPLICATIONS RECEIVED - BUILDING LICENCES ISSUED** (File 2504/1)

SHIRE OF HARVEY

Shire of Harvey
District Planning Scheme No. 1
Application for Development Approval

Office Use only	
Registration No.:	
Assessment No.	
Synergy No.:	
Application Type:	

Owner/s Details and Consent			
Name/s	LEN LYON & SHONDELLE DORANT		
ABN (if applicable)			
Address	12 TALIA COURT		
Suburb	LESCHENAULT	Post Code	6233
Phone Home		Mobile	
Work		Fax	
Email			
Contact Person:	Len Lyon		
Signature:		Signature:	
Date:	5/10/22	Date:	5/10/22

Note: The signature of the owner/s is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).

Applicant's Details (if different from owner)			
Name/s	SOUTHERN CITY BUILDING GROUP.		
Address	9. RICHTER ROAD.		
Suburb	BUNBURY	Post Code	6230.
Phone Home		Mobile	
Work		Fax	
Email			
Contact Person for Correspondence:	Deanne Macri (Admin)		

The information and plans provided with this application may be made available by the Shire for public viewing in connection with the application. ☐ Yes ☒ No

Signature:		Date:	5/10/22

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Property Details					
Lot No:	94	House/Street No:	12	Location No:	
Diagram or Plan No.		Certificate of title Vol. No:	2028	Folio:	913
Title encumbrances (e.g. easements, restrictive convenants):					
Street name	TALIA COURT		Suburb	LISCUENAULT	
Nearest Street Intersection	NICOLAM / TALIA				

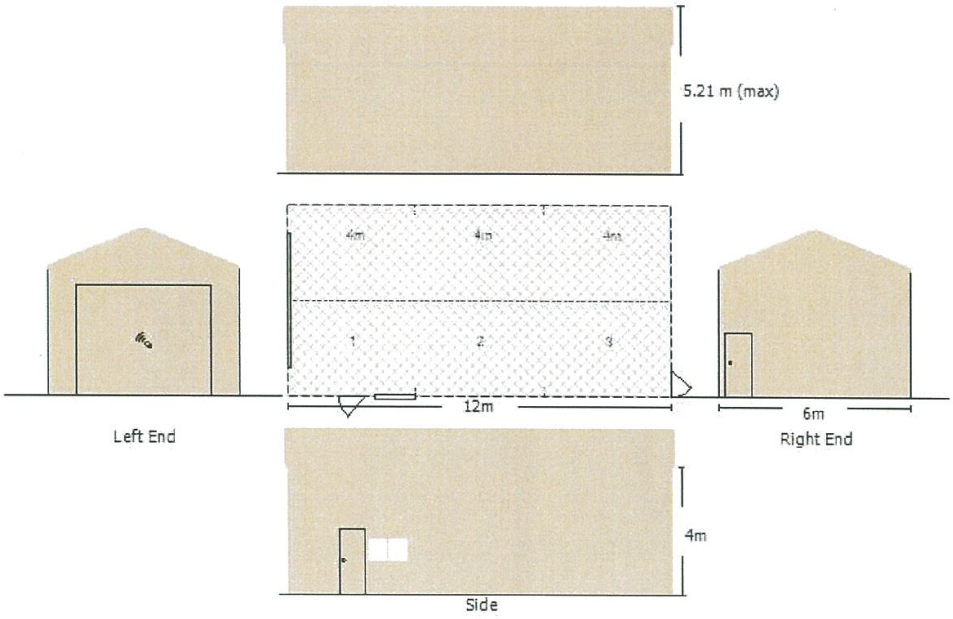
Proposed Development	
Nature of Development:	☒ Works ☐ Use ☐ Works and Use
Is an exemption from development claimed for part of the development? ☐ Yes If yes, is the exemption for: ☐ Works ☐ Use	☒ No
Detailed Description of proposed works and/or land use: To store and work on vintage cars. higher walls required to house hoist	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	main residence. + storage shed
Approximate cost of proposed development (excluding GST):	$37,200.00
Estimated time of completion:	A.S.A.P. prob Jan/23

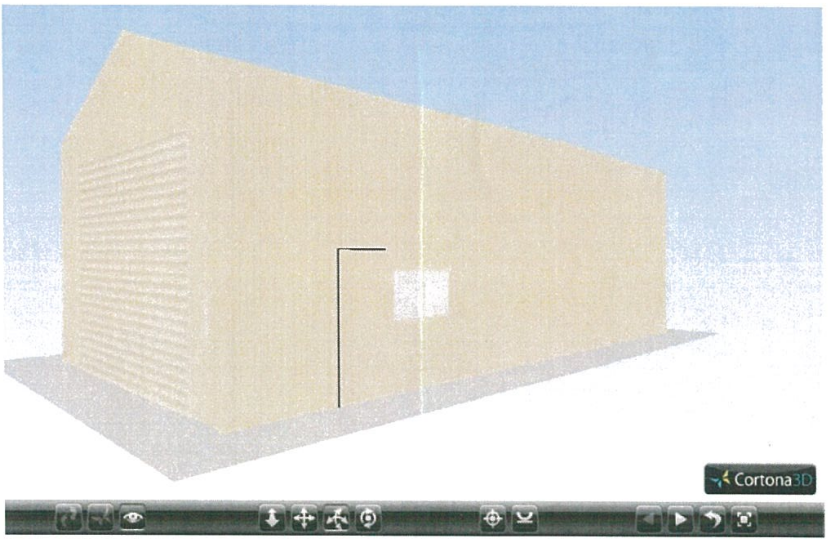
Bushfire Prone Area
Is the property wholly or partly located within a designated Bushfire Prone Area? ☐ Yes ☐ No If yes, have you attached a: ☐ BAL Assessment or ☐ BAL Contour Map ☐ Bushfire Management Plan or ☐ Bushfire Management Statement

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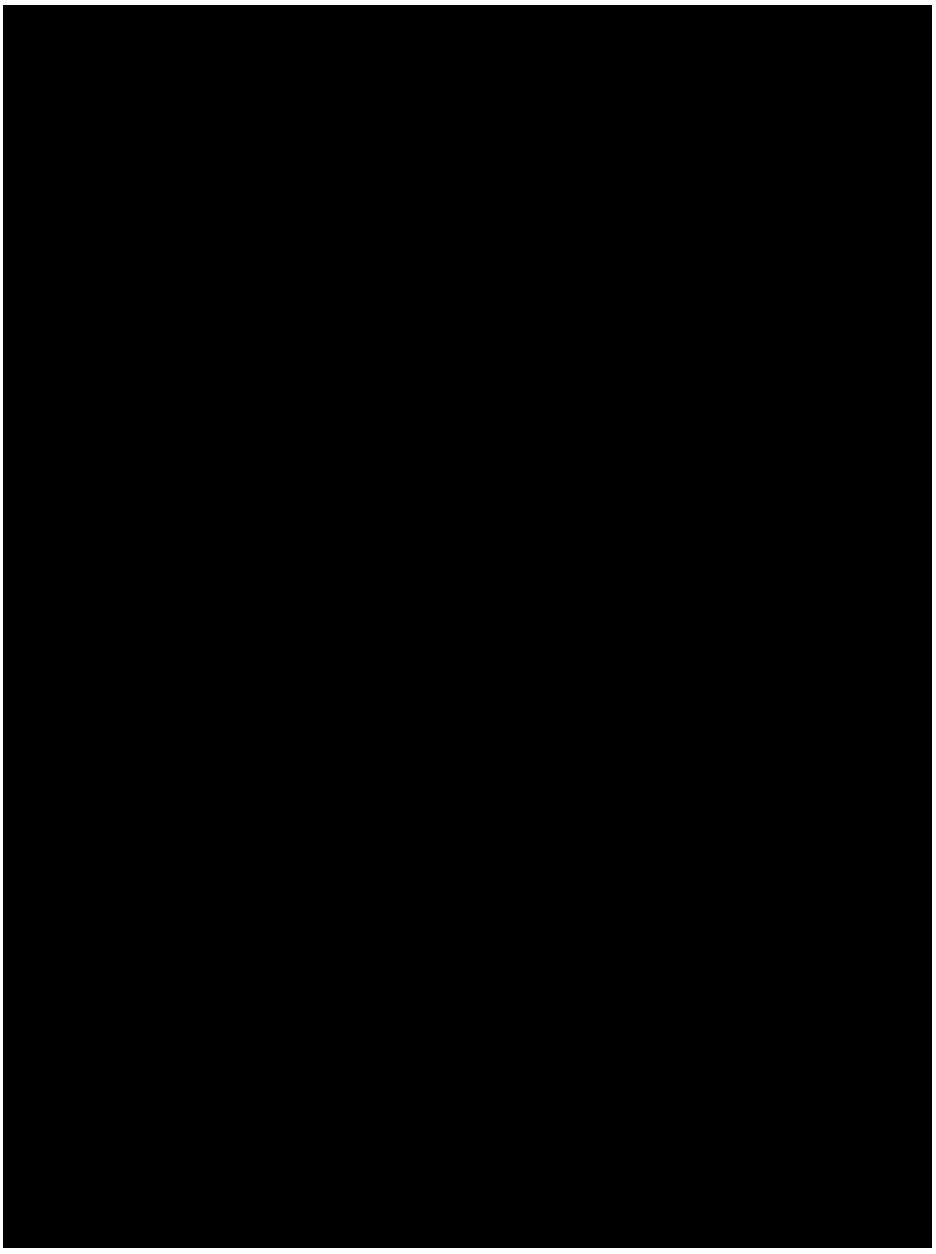
SOUTHERN CITY BUILDING GROUP

SOUTHERN CITY SHEDS fairdinkum SHEDS ircam Construction





Site Calculations
SITE AREA 4,113.98m²
EXISTING FLOOR AREA 355.51m²
PROPOSED AREA 72.00m²
Notes
1 CM 18/08/2022 7.34 am
Proposed Outbuilding 12x 6m
2 CM 18/08/2022 7.35 am
Existing Residence
3 CM 18/08/2022 7.35 am
Existing Structure
85.41 m
39.08 m
84.25 m
57.97 m
49.94 m
21.75 m
5.16 m
4.06 m
32.74 m
6.00m
24.00sqm
7.72m
Disrupted by Eanbuild.
Client Name Len Lyon
Client Email safeylen1@gmail.com
Client Phone 0424173460
Signature
Client Name
Client Email
Client Phone
Signature
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18/08/2022
Current version date:
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SHIRE OF HARVEY	Lot 94 (12) Talia Court, Leschenault	29/11/2022	N
		1:600	

ASBESTOS MATERIALS SURVEY

LIONS BURGER BAR, YOUNG STREET
HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

Site Environmental & Remediation Services Pty Ltd (SERS)
281 Newcastle St Northbridge WA 6003
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Client: Shire of Harvey

Project: Asbestos Materials Survey

Title: Lions Burger Bar

Reference: 166883_AS_MC_041222

Status: Rev

Report Date: 4th December 2022

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Checked By			
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Lions Burger Bar, Young Street , Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Lions Burger Bar, Young Street , Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 4th December 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Lions Burger Bar - External, Eaves
- Ground Floor - Lions Burger Bar - External, EMB

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Lions Burger Bar, Ground Floor - External - EMB

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Lions Burger Bar, Young Street , Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 4th December 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 4th December 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Lions Burger Bar - External, Eaves
- Ground Floor - Lions Burger Bar - External, EMB

During the site survey, no samples were collected and sampled to confirm the presence or absence of asbestos;

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Lions Burger Bar, Ground Floor - External - EMB

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Lions Burger Bar									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
47566	Ground Floor - External	Eaves - Fibre Cement Material - 1	Good	Presumed Asbestos	80m²	Non-Friable	Very Low - 4		No
47565	Ground Floor - External	EMB - Electrical Mounting Board - 1		Presumed Asbestos	1of		Very Low - 4		

4.2 Non-Asbestos Register

There were no non asbestos containing materials found during the course of this survey.

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

SERS
Site Environmental and Remediation Services

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
Site Environmental and Remediation Services

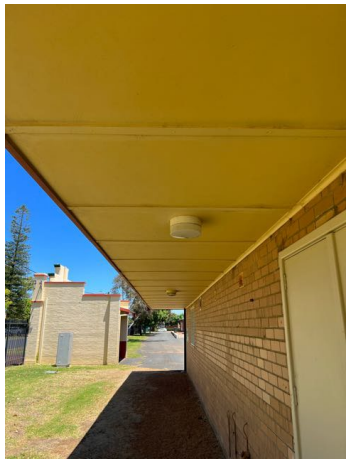
Item:	Location Details		Material Details		Management Details	
47565	**Building:**	Lions Burger Bar	**Friability:**		**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	EMB	**Surface Treatment:**	-
	Location:	External			**Condition:**	-
			Material:	Electrical Mounting Board	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	1of	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	The room could not be accessed because the door was locked



No Photo Available

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Item:	Location Details		Material Details		Management Details	
47566	**Building:**	Lions Burger Bar	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	External			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	80m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Lions Burger Bar Young Street Harvey WA 6220	Total Number Of Samples:	
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Matt Campbell
		aTracker Number:	M-01118	Date Received/Received By:	Matt Campbell /4/12/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
NO RECORDS FOUND											

END OF REPORT

DISCLAIMER

This report is prepared for a particular client objective and is formulated on this basis only. All limitations and conditions in the writing of this report are clearly agreed to by the client and SERS prior to its formulation and may not be suitable or applicable for any other use other than that of the original intended objective. No other parties other than the client and SERS should use this information without firstly conferring with SERS.

Whilst all due care is taken any information within this report that has relied on information from previous assessments made by others including visual inspections, laboratory testing and overall methodologies cannot be guaranteed for its accuracy or competency by SERS.

This report should be reproduced in full at all times when either reviewed or accessed. If the report is to be used by a third party for whatever means the scope and limitations of the report should be clearly defined to the third party.

ASBESTOS MATERIALS SURVEY

RECREATION BAR, BRUNSWICK SHOWGROUNDS
RIDLEY STREET
BRUNSWICK 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Recreation Bar, Brunswick Showgrounds, Ridley Street , Brunswick 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Recreation Bar, Brunswick Showgrounds, Ridley Street , Brunswick 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 4th December 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

No asbestos containing materials were identified during the course of this survey.

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Recreation Bar, Brunswick Showgrounds, Ridley Street , Brunswick 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 4th December 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 4th December 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

No asbestos containing materials were identified during the course of this survey.

During the site survey, no samples were collected and sampled to confirm the presence or absence of asbestos;

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

No asbestos containing materials were identified during the course of this survey.

4.2 Non-Asbestos Register

There were no non asbestos containing materials found during the course of this survey.

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS


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Remediation Services

APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Recreation Bar Brunswick Showgrounds Ridley Street Brunswick 6224	Total Number Of Samples:	
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Matt Campbell
		aTracker Number:	M-01119	Date Received/Received By:	Matt Campbell /4/12/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
NO RECORDS FOUND											

END OF REPORT

DISCLAIMER

This report is prepared for a particular client objective and is formulated on this basis only. All limitations and conditions in the writing of this report are clearly agreed to by the client and SERS prior to its formulation and may not be suitable or applicable for any other use other than that of the original intended objective. No other parties other than the client and SERS should use this information without firstly conferring with SERS.

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SERS
Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

SES HEADQUARTERS, 15 HARPER ST, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

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Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	SES Headquarters, 15 Harper St, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at SES Headquarters, 15 Harper St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 24th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - SES Headquarters - Headquarters, external toilets, toilet block, all external walls, internal walls and ceiling linings.
- External - SES Headquarters - Headquarters, western external wall, cladding, fibre cement sheeting.

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- SES Headquarters, External - Power distribution box interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at SES Headquarters, 15 Harper St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 24th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 24th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - SES Headquarters - Headquarters, external toilets, toilet block, all external walls internal walls and ceiling linings.
- External - SES Headquarters - Headquarters, western external wall, cladding, fibre cement sheeting.

During the site survey, 9 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 9 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- SES Headquarters, External - Power distribution box interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

SES Headquarters									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46263	External - Headquarters, western external wall, cladding, fibre cement sheeting	External Wall - Fibre Cement Material - 1	Fair	Confirmed CHR	40m²	Non-Friable	Very Low - 4	001	No
46254	External - Headquarters, external toilets, toilet block, all external walls internal walls and ceiling linings	External Wall - Fibre Cement Material - 1	Poor	Confirmed AMO, CHR, CRO	50m²	Non-Friable	Medium - 7	009	No

4.2 Non-Asbestos Register

SES Headquarters			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46256	Ground Floor - Headquarters, SE office, western internal wall, fibre cement sheeting	Internal Wall - Fibre Cement Material	002
46259	Ground Floor - Headquarters, Hallway, northern wall, fibre cement sheeting	Fibre cement sheet - Fibre Cement Material	003
46255	Ground Floor - Headquarters, kitchen, eastern internal wall, fibre cement sheeting	Internal Wall - Fibre Cement Material	004
46261	Ground Floor - Headquarters, front board room, northern internal wall, fibre cement sheeting strips adjacent to infill panel	Fibre cement sheet - Fibre Cement Material	005
46257	Ground Floor - Headquarters, blue vinyl floor covering throughout building	Floor covering - Vinyl Product	006
46262	Ground Floor - Headquarters, north-western office, southern internal wall, fibre cement sheeting	Internal Wall - Fibre Cement Material	007
46258	External - Headquarters, northern external wall, infill panels below window	Fibre cement sheet - Fibre Cement Material	008

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46263	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	1 - Low
	Location:	Headquarters, western external wall, cladding, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	1 - Fair
					Asbestos Type:	1 - CHR
	Sample No:	001	**Extent:**	40m²	**Priority/Risk:**	Very Low - 4
	Control:	Seal, label & manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46254	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	1 - Low
	Location:	Headquarters, external toilets, toilet block, all external walls internal walls and ceiling linings	**Material:**	Fibre Cement Material	**Condition:**	2 - Poor
					Asbestos Type:	3 - AMO, CHR, CRO
	Sample No:	009	**Extent:**	50m²	**Priority/Risk:**	Medium - 7
	Control:	Seal, label & manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46256	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Headquarters, SE office, western internal wall, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	N/A
	Sample No:	002	**Extent:**	15m²	**Asbestos Type:**	No Asbestos Detected
					Priority/Risk:	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46259	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Headquarters, Hallway, northern wall, fibre cement sheeting			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	003	**Extent:**	m^2	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46255	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Headquarters, kitchen, eastern internal wall, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	N/A
	Sample No:	004	**Extent:**	m^2	**Asbestos Type:**	No Asbestos Detected
					Priority/Risk:	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46261	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Headquarters, front board room, northern internal wall, fibre cement sheeting strips adjacent to infill panel	**Material:**	Fibre Cement Material	**Condition:**	N/A
					Asbestos Type:	No Asbestos Detected
	Sample No:	005	**Extent:**	1m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





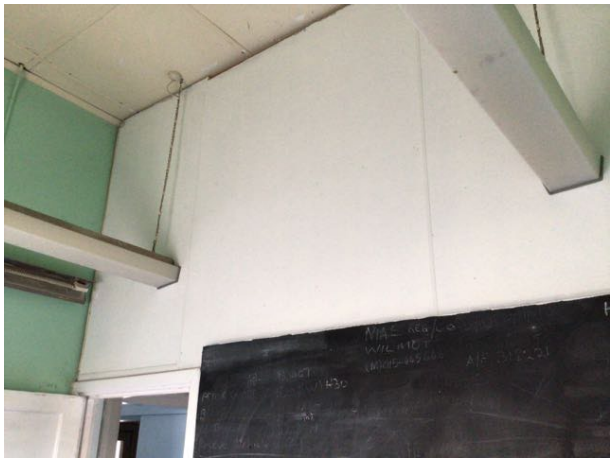
Item:	Location Details		Material Details		Management Details	
46257	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor covering	**Surface Treatment:**	N/A
	Location:	Headquarters, blue vinyl floor covering throughout building			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	150m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	

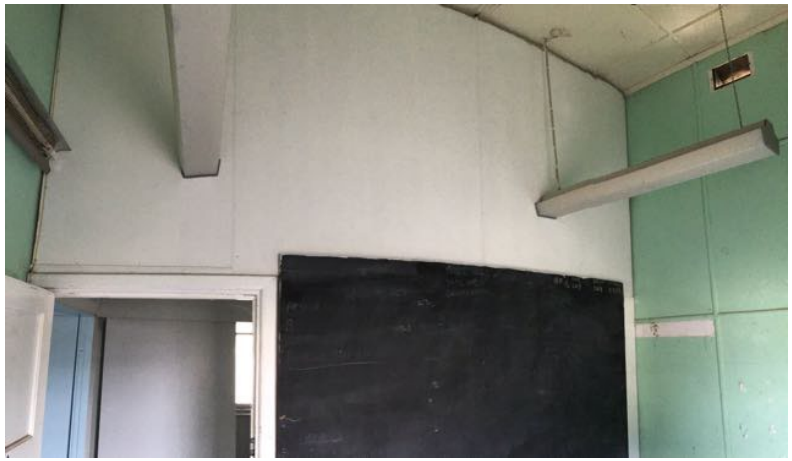




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Item:	Location Details		Material Details		Management Details	
46262	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Headquarters, northwestern office, southern internal wall, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	N/A
					Asbestos Type:	No Asbestos Detected
	Sample No:	007	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46258	**Building:**	SES Headquarters	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Headquarters, northern external wall, infill panels below window			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	008	**Extent:**	2m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	SES Headquarters 15 Harper St Harvey WA 6220	Total Number Of Samples:	9
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00689	Date Received/Received By:	Nicholas Percy /24/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		24/10/2022		Headquarters, western external wall, cladding, fibre cement sheeting - External Wall - Fibre Cement Material	B						
002		24/10/2022		Headquarters, SE office, western internal wall, fibre cement sheeting - Internal Wall - Fibre Cement Material	B						
003		24/10/2022		Headquarters, Hallway, northern wall, fibre cement sheeting - Fibre cement sheet - Fibre Cement Material	B						
004		24/10/2022		Headquarters, kitchen, eastern internal wall, fibre cement sheeting - Internal Wall - Fibre Cement Material	B						
005		24/10/2022		Headquarters, front board room, northern internal wall, fibre cement sheeting strips adjacent to infill panel - Fibre cement sheet - Fibre Cement Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
006		24/10/2022		Headquarters, blue vinyl floor covering throughout building - Floor covering - Vinyl Product	B						
007		24/10/2022		Headquarters, northwestern office, southern internal wall, fibre cement sheeting - Internal Wall - Fibre Cement Material	B						
008		24/10/2022		Headquarters, northern external wall, infill panels below window - Fibre cement sheet - Fibre Cement Material	B						
009		24/10/2022		Headquarters, external toilets, toilet block, all external walls internal walls and ceiling linings - External Wall - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	03 November 2022	**Date Sampled**	Not stated
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	SES Headquarters, 15 Harper St, Harvey WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road Harvey WA 6220	**Number Of Samples**	9
Contact	Mark Chadwick	**Date Received At Laboratory**	31 October 2022
Telephone	0484 119 851	**Date Analysed**	02 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Headquarters, western external wall, cladding, fibre cement sheeting - External Wall	25x15x5 mm	Fibre Cement Material	**CHR**	**N/A**
002		Headquarters, SE office, western internal wall, fibre cement sheeting - Internal Wall	20x15x4 mm	Fibre Board	**NAD, ORG**	**NAD**
003		Headquarters, Hallway, northern wall, fibre cement sheeting - Fibre cement sheet	20x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**
004		Headquarters, kitchen, eastern internal wall, fibre cement sheeting - Internal Wall	15x10x3 mm	Fibre Board	**NAD, ORG**	**NAD**
005		Headquarters, front board room, northern internal wall, fibre cement sheeting strips adjacent to infill panel - Fibre cement sheet	15x12x3 mm	Fibre Board	**NAD, ORG**	**NAD**
006		Headquarters, blue vinyl floor covering throughout building - Floor covering	30x15x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
007		Headquarters, north western office, southern internal wall, fibre cement sheeting - Internal Wall	15x8x5 mm	Fibre Board	**NAD, ORG**	**NAD**
008		Headquarters, northern external wall, infill panels below window - Fibre cement sheet	20x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**
009		Headquarters, external toilets, toilet block, all external walls internal walls and ceiling linings - External Wall	40x10x4 mm	Fibre Cement Material	**AMO, CHR, CRO**	**N/A**

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Job Number	166883	**Address Of Sampling Site**	SES Headquarters, 15 Harper St, Harvey WA 6220
Client	Shire of Harvey	**Date Sampled**	Not stated

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

DISCLAIMER

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

ROELANDS HALL, 100 GOVERNMENT RD, ROELANDS WA 6226



PREPARED FOR:

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102 Uduc Road Harvey WA 6220

PREPARED BY:

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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Roelands Hall, 100 Government Rd, Roelands WA 6226
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Roelands Hall, 100 Government Rd, Roelands WA 6226.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 24th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Roelands Hall - SE store room, ceiling lining, Ceiling
- Ground Floor - Roelands Hall - SE storage room, yellow internal walls and partitioning wall, fibre cement sheeting , Internal Wall

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Roelands Hall, Ground Floor - Canteen room

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Roelands Hall, 100 Government Rd, Roelands WA 6226.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 24th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 24th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Roelands Hall - SE store room, ceiling lining, Ceiling
- Ground Floor - Roelands Hall - SE storage room, yellow internal walls and partitioning wall, fibre cement sheeting , Internal Wall

During the site survey, 6 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 6 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Roelands Hall, Ground Floor - Canteen room

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Roelands Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46271	Ground Floor - SE storage room, yellow internal walls and partitioning wall, fibre cement sheeting	Internal Wall - Fibre Cement Material - 1	Good	Confirmed CHR, ORG	100m²	Non-Friable	Very Low - 3	002	No
46265	Ground Floor - SE store room, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	50m²	Non-Friable	Very Low - 3	As 002	No

4.2 Non-Asbestos Register

Roelands Hall			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46267	Ground Floor - Entry way, internal walls	Internal Wall - Fibre Cement Material	001
46273	Ground Floor - Entry way, ceiling lining	Ceiling - Fibre Cement Material	As 001
46266	Ground Floor - Kitchen, all internal walls	Internal Wall - Fibre Cement Material	003
46269	Ground Floor - Toilet block, all internal walls and partition walls	Internal Wall - Fibre Cement Material	004
46268	Ground Floor - Kitchen, ceiling lining	Ceiling - Fibre Cement Material	005
46272	External - Eastern boundary fence, fence sheeting	Fence - Fibre Cement Material	006

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

Item:	Location Details		Material Details		Management Details	
46271	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	1 - Low
	Location:	SE storage room, yellow internal walls and partitioning wall, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	0 - Good
					Asbestos Type:	1 - CHR, ORG
	Sample No:	002	**Extent:**	100m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46265	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	SE store room, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 002	**Extent:**	50m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			

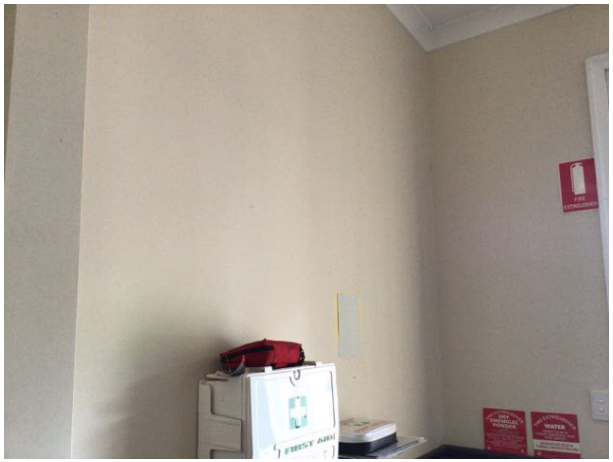




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Item:	Location Details		Material Details		Management Details	
46267	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Entry way, internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46266	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Kitchen, all internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	003	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46269	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Toilet block, all internal walls and partition walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	150m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	

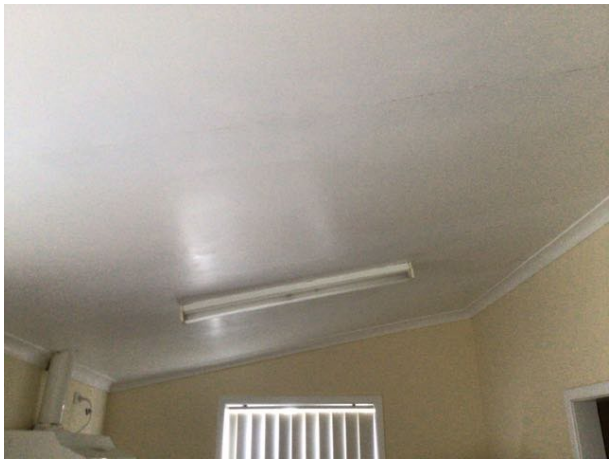




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Item:	Location Details		Material Details		Management Details	
46268	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Kitchen, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	005	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46272	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fence	**Surface Treatment:**	N/A
	Location:	Eastern boundary fence, fence sheeting			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	120m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46273	**Building:**	Roelands Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Entry way, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 001	**Extent:**	20m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Roelands Hall 100 Government Rd Roelands WA 6226	Total Number Of Samples:	6
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00690	Date Received/Received By:	Nicholas Percy /24/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		24/10/2022		Entry way, internal walls - Internal Wall - Fibre Cement Material	B						
002		24/10/2022		SE storage room, yellow internal walls and partitioning wall, fibre cement sheeting - Internal Wall - Fibre Cement Material	B						
003		24/10/2022		Kitchen, all internal walls - Internal Wall - Fibre Cement Material	B						
004		24/10/2022		Toilet block, all internal walls and partition walls - Internal Wall - Fibre Cement Material	B						
005		24/10/2022		Kitchen, ceiling lining - Ceiling - Fibre Cement Material	B						
006		24/10/2022		Eastern boundary fence, fence sheeting - Fence - Fibre Cement Material	B						

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	04 November 2022	**Date Sampled**	24 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Roelands Hall, 100 Government Rd, Roelands, WA 6226
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	6
Contact	Mark Chadwick	**Date Received At Laboratory**	31 October 2022
Telephone	0484 119 851	**Date Analysed**	01 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Entry way, internal walls - Internal Wall	15x8x4 mm	Fibre Board	**NAD, ORG**	**NAD**
002		SE storage room, yellow internal walls and partitioning wall, fibre cement sheeting - Internal Wall	20x7x4 mm	Fibre Board	**CHR, ORG**	**N/A**
003		Kitchen, all internal walls - Internal Wall	25x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**
004		Toilet block, all internal walls and partition walls - Internal Wall	20x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**
005		Kitchen, ceiling lining - Ceiling	20x12x4 mm	Fibre Board	**NAD, ORG**	**NAD**
006		Eastern boundary fence, fence sheeting - Fence	30x12x5 mm	Fibre Board	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Job Number	166883	**Address Of Sampling Site**	Roelands Hall, 100 Government Rd, Roelands, WA 6226
Client	Shire of Harvey	**Date Sampled**	24 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

HARVEY ART GALLERY, 2 BECHER ST, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Client: Shire of Harvey

Project: Asbestos Materials Survey

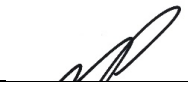
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Harvey Art Gallery, 2 Becher St, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Harvey Art Gallery, 2 Becher St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 27th October 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Harvey Art Gallery - Gallery, rear extension, kitchen, ceiling lining, Ceiling
- Ground Floor - Harvey Art Gallery - Gallery, rear extension, all internal walls , Internal Walls
- Ground Floor - Harvey Art Gallery - Gallery, front entry, ceiling lining, Ceiling
- Ground Floor - Harvey Art Gallery - Gallery, rear extension, class room, ceiling lining, Ceiling
- External - Harvey Art Gallery - Gallery, rear extension, all external walls, External walls
- External - Harvey Art Gallery - Gallery, rear extension, all eaves, Eaves

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may

expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Harvey Art Gallery, 2 Becher St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 27th October 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 27th October 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Harvey Art Gallery - Gallery, rear extension, kitchen, ceiling lining, Ceiling
- Ground Floor - Harvey Art Gallery - Gallery, rear extension, all internal walls , Internal Walls
- Ground Floor - Harvey Art Gallery - Gallery, front entry, ceiling lining, Ceiling
- Ground Floor - Harvey Art Gallery - Gallery, rear extension, class room, ceiling lining, Ceiling
- External - Harvey Art Gallery - Gallery, rear extension, all external walls, External walls
- External - Harvey Art Gallery - Gallery, rear extension, all eaves, Eaves

During the site survey, 5 samples were collected and sampled to confirm the presence or absence of asbestos; 4 of the 5 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Harvey Art Gallery									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46419	External - Gallery, rear extension, all external walls	External walls - Fibre Cement Material - 1	Fair	Confirmed CHR, CRO, ORG	200m²	Non-Friable	Low - 5	001	No
46421	External - Gallery, rear extension, all eaves	Eaves - Fibre Cement Material - 1	Fair	Confirmed CHR, CRO	100m²	Non-Friable	Low - 5	002	No
46416	Ground Floor - Gallery, rear extension, all internal walls	Internal Walls - Fibre Cement Material - 1	Good	Confirmed CHR, CRO	m²	Non-Friable	Very Low - 4	003	No
46414	Ground Floor - Gallery, rear extension, kitchen, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Confirmed CHR, ORG	m²	Non-Friable	Very Low - 2	005	No
46417	Ground Floor - Gallery, front entry, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	10m²	Non-Friable	Very Low - 2	As 005	No

Harvey Art Gallery									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46420	Ground Floor - Gallery, rear extension, class room, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	10m²	Non-Friable	Very Low - 2	As 005	No

4.2 Non-Asbestos Register

Harvey Art Gallery			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46415	Ground Floor - Gallery, rear extension, middle room, ceiling lining	Ceiling - Fibre Cement Material	004

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46419	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls	**Surface Treatment:**	0 - None
	Location:	Gallery, rear extension, all external walls			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO, ORG
	Sample No:	001	**Extent:**	200m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46421	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Gallery, rear extension, all eaves			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	002	**Extent:**	100m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46416	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Gallery, rear extension, all internal walls			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	003	**Extent:**	m^2	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46414	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Gallery, rear extension, kitchen, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	005	**Extent:**	m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46417	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Gallery, front entry, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 005	**Extent:**	10m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46420	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Gallery, rear extension, class room, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 005	**Extent:**	10m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46415	**Building:**	Harvey Art Gallery	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Gallery, rear extension, middle room, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Harvey Art Gallery 2 Becher St Harvey WA 6220	Total Number Of Samples:	5
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00692	Date Received/Received By:	Nicholas Percy /27/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		27/10/2022		Gallery, rear extension, all external walls - External walls - Fibre Cement Material	B						
002		27/10/2022		Gallery, rear extension, all eaves - Eaves - Fibre Cement Material	B						
003		27/10/2022		Gallery, rear extension, all internal walls - Internal Walls - Fibre Cement Material	B						
004		27/10/2022		Gallery, rear extension, middle room, ceiling lining - Ceiling - Fibre Cement Material	B						
005		27/10/2022		Gallery, rear extension, kitchen, ceiling lining - Ceiling - Fibre Cement Material	B						

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	10 November 2022	**Date Sampled**	27 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Harvey Art Gallery, 2 Becher St, Harvey WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	5
Contact	Mark Chadwick	**Date Received At Laboratory**	03 November 2022
Telephone	0484 119 851	**Date Analysed**	10 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Gallery, rear extension, all external walls - External walls	33x25x5 mm	Fibre Cement Material	**CHR, CRO, ORG**	**N/A**
002		Gallery, rear extension, all eaves - Eaves	15x10x3 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
003		Gallery, rear extension, all internal walls - Internal Walls	15x10x3 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
004		Gallery, rear extension, middle room, ceiling lining - Ceiling	23x15x2 mm	Fibre Cement Material	**NAD, ORG**	**NAD**
005		Gallery, rear extension, kitchen, ceiling lining - Ceiling	30x10x3 mm	Fibre Cement Material	**CHR, ORG**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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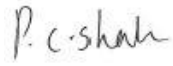
Job Number	166883	**Address Of Sampling Site**	Harvey Art Gallery, 2 Becher St, Harvey WA 6220
Client	Shire of Harvey	**Date Sampled**	27 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Priyanka Shah (Laboratory Analyst)



Approved Signatory:

Zoe Anderson (Laboratory Analyst)



END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

BINNINGUP CHRISTIAN YOUTH CAMP HALL, 9 VALENTINE RD, BINNINGUP WA 6233



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Title: Binningup Christian Youth Camp Hall

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Binningup Christian Youth Camp, 9 Valentine Rd, Binningup WA 6233
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Binningup Christian Youth Camp, 9 Valentine Rd, Binningup WA 6233.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 25th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, bedroom, internal walls, Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, all internal walls, Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, storage room, all internal walls , Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, power distribution box, interior, backing board , Back board
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, laundry, all internal walls , Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, laundry, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, storage room, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, bedroom, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, main room, all internal walls, upper section, Internal Walls
- External - Binningup Christian Youth Camp Hall - Camp hall, all eaves, Eaves
- External - Binningup Christian Youth Camp Hall - Camp hall, all gutters, Gutters
- External - Binningup Christian Youth Camp Hall - Camp hall, all external wall cladding, External walls
- External - Binningup Christian Youth Camp Hall - Camp hall, all down pipes, Pipe

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Binningup Christian Youth Camp, 9 Valentine Rd, Binningup WA 6233.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 25th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 25th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, bedroom, internal walls, Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, all internal walls, Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, storage room, all internal walls , Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, power distribution box, interior, backing board , Back board
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, laundry, all internal walls , Internal Walls
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, laundry, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, kitchen, storage room, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, bedroom, ceiling lining , Ceiling
- Ground Floor - Binningup Christian Youth Camp Hall - Camp hall, main room, all internal walls, upper section, Internal Walls
- External - Binningup Christian Youth Camp Hall - Camp hall, all eaves, Eaves
- External - Binningup Christian Youth Camp Hall - Camp hall, all gutters, Gutters
- External - Binningup Christian Youth Camp Hall - Camp hall, all external wall cladding, External walls
- External - Binningup Christian Youth Camp Hall - Camp hall, all down pipes, Pipe

During the site survey, 8 samples were collected and sampled to confirm the presence or absence of asbestos; 6 of the 8 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Binningup Christian Youth Camp Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46283	External - Camp hall, all external wall cladding	External walls - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	400m²	Non-Friable	Low - 5	001	No
46286	External - Camp hall, all down pipes	Pipe - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	30lin m	Non-Friable	Low - 5	002	No
46278	External - Camp hall, all gutters	Gutters - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	100lin m	Non-Friable	Low - 5	003	No
46291	Ground Floor - Camp hall, main room, all internal walls, upper section	Internal Walls - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	150m²	Non-Friable	Low - 5	005	No
46276	Ground Floor - Camp hall, kitchen, all internal walls	Internal Walls - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	100m²	Non-Friable	Low - 5	007	No

Binningup Christian Youth Camp Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46275	Ground Floor - Camp hall, bedroom, internal walls	Internal Walls - Fibre Cement Material - 1	Good	AMO, CHR	m²	Non-Friable	Very Low - 4	As 007	No
46280	Ground Floor - Camp hall, kitchen, storage room, all internal walls	Internal Walls - Fibre Cement Material - 1	Fair	AMO, CHR	60m²	Non-Friable	Low - 5	As 007	No
46282	Ground Floor - Camp hall, laundry, all internal walls	Internal Walls - Fibre Cement Material - 1	Fair	AMO, CHR	50m²	Non-Friable	Low - 5	As 007	No
46284	Ground Floor - Camp hall, kitchen, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	100	Non-Friable	Very Low - 4	As 007	No
46287	Ground Floor - Camp hall, laundry, ceiling lining	Ceiling - Fibre Cement Material - 1	Fair	AMO, CHR	30m²	Non-Friable	Low - 5	As 007	No
46288	Ground Floor - Camp hall, kitchen, storage room, ceiling lining	Ceiling - Fibre Cement Material - 1	Fair	AMO, CHR	40m²	Non-Friable	Low - 5	As 007	No

Binningup Christian Youth Camp Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46290	Ground Floor - Camp hall, bedroom, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	50m²	Non-Friable	Very Low - 4	As 007	No
46277	External - Camp hall, all eaves	Eaves - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	100lin m	Non-Friable	Low - 5	008	No
46281	Ground Floor - Camp hall, power distribution box, interior, backing board	Back board - Bituminous Product - 1	Fair	Presumed Asbestos	0.5m²	Non-Friable	Low - 5		No

4.2 Non-Asbestos Register

Binningup Christian Youth Camp Hall			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46279	External - Camp hall, entry awning, gable end	Gable - Fibre Cement Material	004
46285	Ground Floor - Camp hall, main room, all internal walls, lower section	Internal Walls - Fibre Cement Material	006

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

Item:	Location Details		Material Details		Management Details	
46283	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls	**Surface Treatment:**	1 - Low
	Location:	Camp hall, all external wall cladding			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	001	**Extent:**	400m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46286	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Pipe	**Surface Treatment:**	1 - Low
	Location:	Camp hall, all down pipes			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	002	**Extent:**	30lin m	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46278	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Gutters	**Surface Treatment:**	1 - Low
	Location:	Camp hall, all gutters			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	003	**Extent:**	100lin m	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46291	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	1 - Low
	Location:	Camp hall, main room, all internal walls, upper section			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	005	**Extent:**	150m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46276	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	1 - Low
	Location:	Camp hall, kitchen, all internal walls			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	007	**Extent:**	100m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			



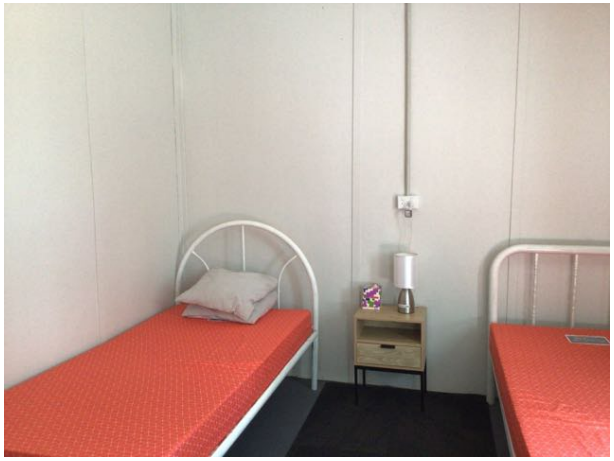


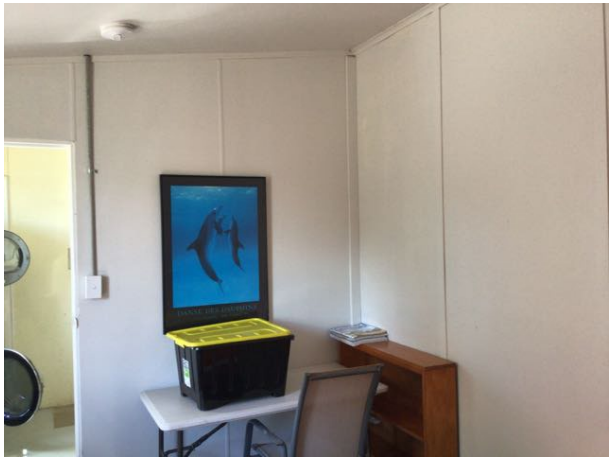
Item:	Location Details		Material Details		Management Details	
46277	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	1 - Low
	Location:	Camp hall, all eaves			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	008	**Extent:**	100lin m	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46275	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	1 - Low
	Location:	Camp hall, bedroom, internal walls			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





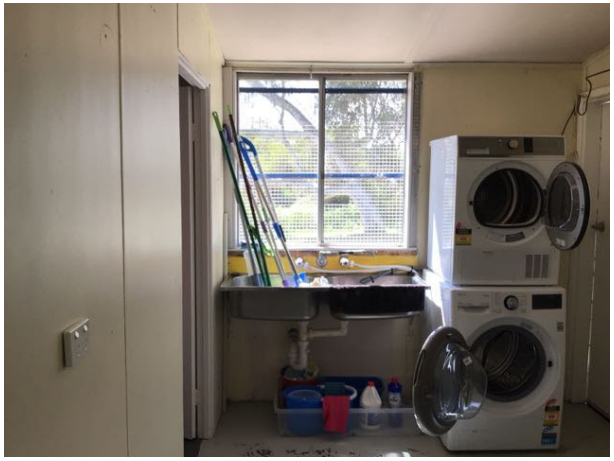
Item:	Location Details		Material Details		Management Details	
46280	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	1 - Low
	Location:	Camp hall, kitchen, storage room, all internal walls			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	60m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			

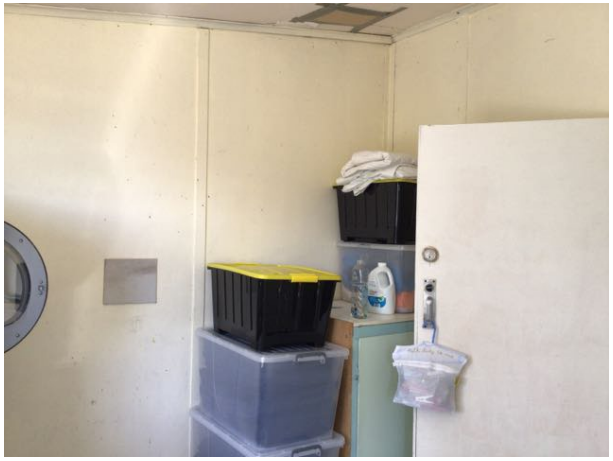




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Item:	Location Details		Material Details		Management Details	
46282	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	1 - Low
	Location:	Camp hall, laundry, all internal walls			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	50m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46284	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Camp hall, kitchen, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	100	**Priority/Risk:**	Very Low - 4
	Control:		**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46287	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Camp hall, laundry, ceiling lining			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	30m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46288	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Camp hall, kitchen, storage room, ceiling lining			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	40m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46290	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Camp hall, bedroom, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	50m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46281	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	Camp hall, power distribution box, interior, backing board			**Condition:**	1 - Fair
			Material:	Bituminous Product	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	0.5m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46279	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Gable	**Surface Treatment:**	N/A
	Location:	Camp hall, entry awning, gable end			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	1m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46285	**Building:**	Binningup Christian Youth Camp Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Camp hall, main room, all internal walls, lower section			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	100m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Binningup Christian Youth Camp 9 Valentine Rd Binningup WA 6233	Total Number Of Samples:	8
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00693	Date Received/Received By:	Nicholas Percy /25/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		25/10/2022		Camp hall, all external wall cladding - External walls - Fibre Cement Material	B						
002		25/10/2022		Camp hall, all down pipes - Pipe - Fibre Cement Material	B						
003		25/10/2022		Camp hall, all gutters - Gutters - Fibre Cement Material	B						
004		25/10/2022		Camp hall, entry awning, gable end - Gable - Fibre Cement Material	B						
005		25/10/2022		Camp hall, main room, all internal walls, upper section - Internal Walls - Fibre Cement Material	B						
006		25/10/2022		Camp hall, main room, all internal walls, lower section - Internal Walls - Fibre Cement Material	B						
007		25/10/2022		Camp hall, kitchen, all internal walls - Internal Walls - Fibre Cement Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
008		25/10/2022		Camp hall, all eaves - Eaves - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	03 November 2022	**Date Sampled**	Not stated
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Binningup Christian Youth Camp, 9 Valentine Rd, Binningup WA 6233
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road Harvey WA 6220	**Number Of Samples**	8
Contact	Mark Chadwick	**Date Received At Laboratory**	25 October 2022
Telephone	0484 119 851	**Date Analysed**	02 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Camp hall, all external wall cladding - External walls	60x20x6 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
002		Camp hall, all down pipes - Pipe	30x12x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
003		Camp hall, all gutters - Gutters	35x20x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
004		Camp hall, entry awning, gable end - Gable	12x8x5 mm	Fibre Board	**NAD, ORG**	**NAD**
005		Camp hall, main room, all internal walls, upper section - Internal Walls	15x10x3 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
006		Camp hall, main room, all internal walls, lower section - Internal Walls	18x8x3 mm	Fibre Board	**NAD, ORG**	**NAD**
007		Camp hall, kitchen, all internal walls - Internal Walls	18x8x3 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
008		Camp hall, all eaves - Eaves	25x10x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Job Number	166883	**Address Of Sampling Site**	Binningup Christian Youth Camp, 9 Valentine Rd, Binningup WA 6233
Client	Shire of Harvey	**Date Sampled**	Not stated

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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SERS
Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

BENGER COMMUNITY CENTRE, BENGER, SOUTH WESTERN HIGHWAY 6223



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

Title: Benger Community Centre

Reference: 166883_AS_NP_141122

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Checked By			
Approved By			

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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Benger Community Centre, Benger, South Western Highway 6223
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Benger Community Centre, Benger, South Western Highway 6223.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 25th October 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - Benger Community Centre - Hall, NW storage room, ceiling lining , Ceiling
- External - Benger Community Centre - Hall, western store area, panel covering fire place, Fibre cement sheet
- External - Benger Community Centre - Hall, NW storage room, horizontal strip joins adjacent to ceiling lining, Fibre cement sheet

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.
Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Benger Community Centre, Benger, South Western Highway 6223.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 25th October 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 25th October 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - Benger Community Centre - Hall, NW storage room, ceiling lining , Ceiling
- External - Benger Community Centre - Hall, western store area, panel covering fire place, Fibre cement sheet
- External - Benger Community Centre - Hall, NW storage room, horizontal strip joins adjacent to ceiling lining, Fibre cement sheet

During the site survey, 9 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 9 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Benger Community Centre									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46305	External - Hall, western store area, panel covering fire place	Fibre cement sheet - Fibre Cement Material - 1	Good	Confirmed CHR, ORG	2m²	Non-Friable	Very Low - 3	005	No
46308	External - Hall, NW storage room, horizontal strip joins adjacent to ceiling lining	Fibre cement sheet - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	20lin m	Non-Friable	Low - 5	008	No
46303	External - Hall, NW storage room, ceiling lining	Ceiling - Fibre Cement Material - 1	Fair	AMO, CHR	40m²	Non-Friable	Low - 5	As 008	No

4.2 Non-Asbestos Register

Benger Community Centre			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46306	External - Hall, awning ceiling linings	Ceiling - Fibre Cement Material	004
46300	External - Hall, NW storage room, eastern internal wall	Internal Wall - Fibre Cement Material	006
46304	External - Hall, NW storage room, vinyl floor covering	Floor - Vinyl Product	007
46302	Ground Floor - Hall, kitchen, vinyl floor covering	Floor - Vinyl Product	009

Toilet Block			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46307	External - Toilet block, external weather boards	External walls - Fibre Cement Material	001
46299	Ground Floor - Toilet block, girls, internal walls	Internal Walls - Fibre Cement Material	002

Toilet Block			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46301	Ground Floor - Toilet block, boys, internal walls	Internal Walls - Fibre Cement Material	003

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

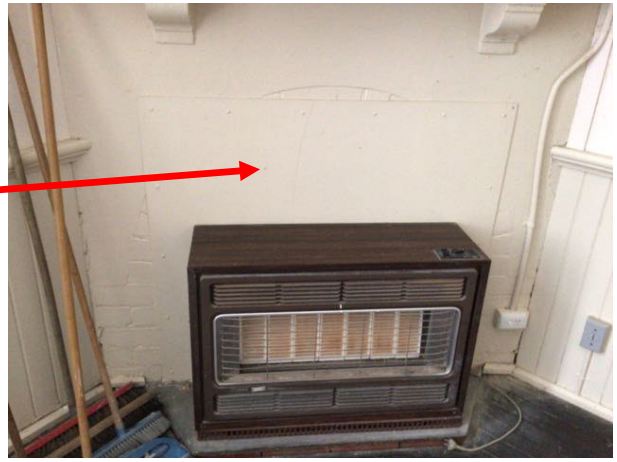
NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46305	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	1 - Low
	Location:	Hall, western store area, panel covering fire place			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	005	**Extent:**	2m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage			**Additional Comments:**	***Respective material is indicated by the red arrows***





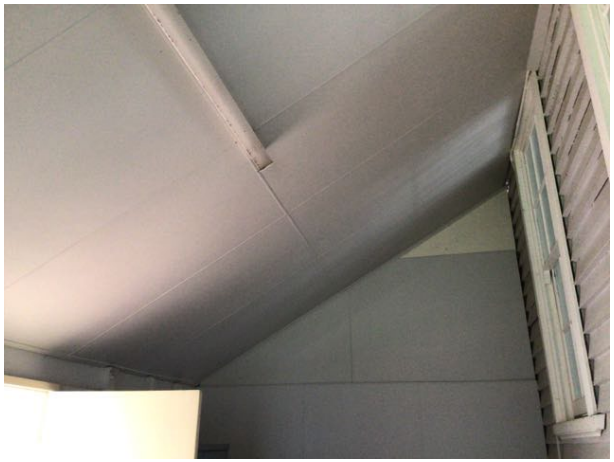
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Item:	Location Details		Material Details		Management Details	
46308	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	1 - Low
	Location:	Hall, NW storage room, horizontal strip joins adjacent to ceiling lining	**Material:**	Fibre Cement Material	**Condition:**	1 - Fair
					Asbestos Type:	2 - AMO, CHR
	Sample No:	008	**Extent:**	20lin m	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**	***Respective material is indicated by the red arrows***		





Item:	Location Details		Material Details		Management Details	
46303	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Hall, NW storage room, ceiling lining			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 008	**Extent:**	40m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46307	**Building:**	Toilet Block	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	External walls	**Surface Treatment:**	N/A
	Location:	Toilet block, external weather boards			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	

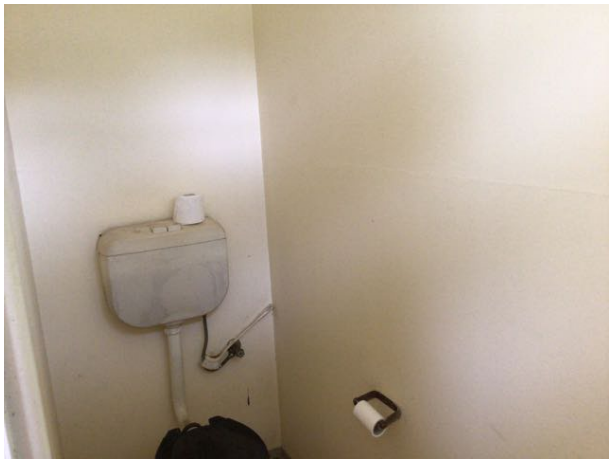




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Item:	Location Details		Material Details		Management Details	
46299	**Building:**	Toilet Block	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Toilet block, girls, internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	m^2	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46301	**Building:**	Toilet Block	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Toilet block, boys, internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	003	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46306	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Hall, awning ceiling linings			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46300	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Hall, NW storage room, eastern internal wall			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	20m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	



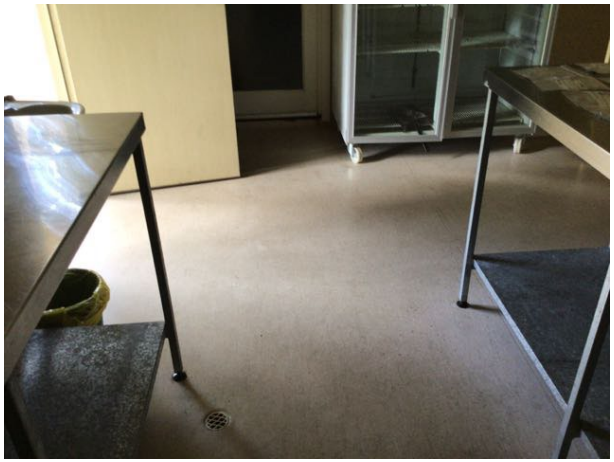


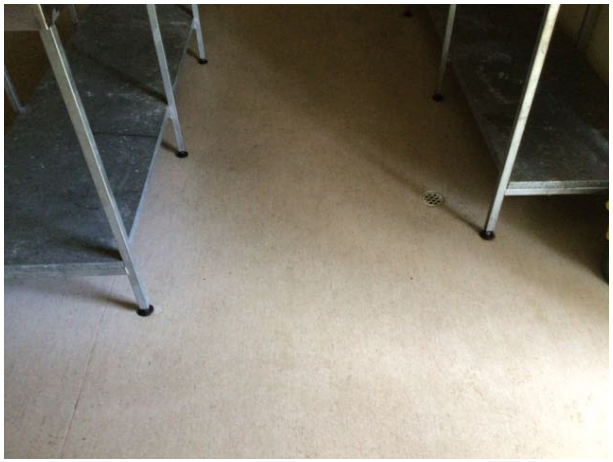
Item:	Location Details		Material Details		Management Details	
46304	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Floor	**Surface Treatment:**	N/A
	Location:	Hall, NW storage room, vinyl floor covering			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	007	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46302	**Building:**	Benger Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor	**Surface Treatment:**	N/A
	Location:	Hall, kitchen, vinyl floor covering			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	009	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Benger Community Centre Benger South Western Highway 6223	Total Number Of Samples:	9
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00694	Date Received/Received By:	Nicholas Percy /25/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		25/10/2022		Toilet Block / Toilet block, external weather boards - External walls - Fibre Cement Material	B						
002		25/10/2022		Toilet Block / Toilet block, girls, internal walls - Internal Walls - Fibre Cement Material	B						
003		25/10/2022		Toilet Block / Toilet block, boys, internal walls - Internal Walls - Fibre Cement Material	B						
004		25/10/2022		Benger Community Centre / Hall, awning ceiling linings - Ceiling - Fibre Cement Material	B						
005		25/10/2022		Benger Community Centre / Hall, western store area, panel covering fire place - Fibre cement sheet - Fibre Cement Material	B						
006		25/10/2022		Benger Community Centre / Hall, NW storage room, eastern internal wall - Internal Wall - Fibre Cement Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
007		25/10/2022		Benger Community Centre / Hall, NW storage room, vinyl floor covering - Floor - Vinyl Product	B						
008		25/10/2022		Benger Community Centre / Hall, NW storage room, horizontal strip joins adjacent to ceiling lining - Fibre cement sheet - Fibre Cement Material	B						
009		25/10/2022		Benger Community Centre / Hall, kitchen, vinyl floor covering - Floor - Vinyl Product	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	07 November 2022	**Date Sampled**	25 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Benger Community Centre, Benger, Southwestern Highway, WA 6223
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	9
Contact	Mark Chadwick	**Date Received At Laboratory**	28 October 2022
Telephone	0484 119 851	**Date Analysed**	03 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Toilet Block, Toilet block, external weather boards - External walls	30x18x5 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Toilet Block, Toilet block, girls, internal walls - Internal Walls	25x8x3 mm	Fibre Board	**NAD, ORG**	**NAD**
003		Toilet Block, Toilet block, boys, internal walls - Internal Walls	18x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**
004		Benger Community Centre, Hall, awning ceiling linings - Ceiling	12x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**
005		Benger Community Centre, Hall, western store area, panel covering fireplace - Fibre cement sheet	12x8xx5 mm	Fibre Board	**CHR, ORG**	**N/A**
006		Benger Community Centre, Hall, NW storage room, eastern internal wall - Internal Wall	35x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**
007		Benger Community Centre, Hall, NW storage room, vinyl floor covering - Floor	15x8x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
008		Benger Community Centre, Hall, NW storage room, horizontal strip joins adjacent to ceiling lining - Fibre cement sheet	35x40x6 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
009		Benger Community Centre, Hall, kitchen, vinyl floor covering - Floor	14x11x2 mm	Vinyl Product	**NAD, ORG**	**NAD**

SERS
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Job Number 166883

Client Shire of Harvey

Address Of Sampling Site Benger Community Centre, Benger, Southwestern Highway, WA 6223

Date Sampled 25 October 2022

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

BRUNSWICK BOWLING CLUB, 1 OMMANEY RD, BRUNSWICK WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Brunswick Bowling Club, 1 Ommaney Rd, Brunswick WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Brunswick Bowling Club, 1 Ommaney Rd, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 27th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - Brunswick Bowling Club - Southern bowling green, NE side, water tap, surrounding pipe, Pipe
- External - Brunswick Bowling Club - NW bowling green, power distribution box, internal backing board , Back board
- External - Brunswick Bowling Club - Building SW exterior, fibre cement sheets on ground adjacent to cool room, Fibre cement sheet

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Brunswick Bowling Club, 1 Ommaney Rd, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 27th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 27th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - Brunswick Bowling Club - Southern bowling green, NE side, water tap, surrounding pipe, Pipe
- External - Brunswick Bowling Club - NW bowling green, power distribution box, internal backing board , Back board
- External - Brunswick Bowling Club - Building SW exterior, fibre cement sheets on ground adjacent to cool room, Fibre cement sheet

During the site survey, 6 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 6 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Brunswick Bowling Club									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46399	External - Building SW exterior, fibre cement sheets on ground adjacent to cool room	Fibre cement sheet - Fibre Cement Material - 1	Poor	Confirmed AMO, CHR	3m²	Non-Friable	Low - 6	002	No
46393	External - Southern bowling green, NE side, water tap, surrounding pipe	Pipe - Cement Product - 1	Fair	Confirmed AMO, CHR	0.5lin m	Non-Friable	Low - 5	003	No
46394	External - NW bowling green, power distribution box, internal backing board	Back board - Bituminous Product - 1	Good	Presumed Asbestos	1m²	Non-Friable	Very Low - 4	n/a	No

4.2 Non-Asbestos Register

Brunswick Bowling Club			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46400	External - All eaves	Eaves - Fibre Cement Material	001
46397	Ground Floor - Bowling club interior, ceiling, white ceiling panics	Ceiling - Fibre Cement Material	004
46395	Ground Floor - Bowling club interior, bar area, brown ceiling panels	Ceiling - Vermiculite	005
46396	Ground Floor - Bowling club interior, ceiling space, dust	Dust - Dust	006

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

Item:	Location Details		Material Details		Management Details	
46399	**Building:**	Brunswick Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	1 - Low
	Location:	Building SW exterior, fibre cement sheets on ground adjacent to cool room	**Material:**	Fibre Cement Material	**Condition:**	2 - Poor
					Asbestos Type:	2 - AMO, CHR
	Sample No:	002	**Extent:**	3m²	**Priority/Risk:**	Low - 6
	Control:	Remove	**Additional Comments:**	***Respective material is indicated by the red arrows***		





Item:	Location Details		Material Details		Management Details	
46393	**Building:**	Brunswick Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Pipe	**Surface Treatment:**	1 - Low
	Location:	Southern bowling green, NE side, water tap, surrounding pipe	**Material:**	Cement Product	**Condition:**	1 - Fair
					Asbestos Type:	2 - AMO, CHR
	Sample No:	003	**Extent:**	0.5lin m	**Priority/Risk:**	Low - 5
	Control:	Seal, label & manage			**Additional Comments:**	***Respective material is indicated by the red arrows***





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Item:	Location Details		Material Details		Management Details	
46394	**Building:**	Brunswick Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	NW bowling green, power distribution box, internal backing board	**Material:**	Bituminous Product	**Condition:**	0 - Good
					Asbestos Type:	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	1m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46400	**Building:**	Brunswick Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	All eaves			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	100m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46397	**Building:**	Brunswick Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Bowling club interior, ceiling, white ceiling panics			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	250m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46395	**Building:**	Brunswick Bowling Club	**Friability:**	Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Bowling club interior, bar area, brown ceiling panels			**Condition:**	N/A
			Material:	Vermiculite	**Asbestos Type:**	No Asbestos Detected
	Sample No:	005	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46396	**Building:**	Brunswick Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Dust	**Surface Treatment:**	N/A
	Location:	Bowling club interior, ceiling space, dust			**Condition:**	N/A
			Material:	Dust	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	150m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Brunswick Bowling Club 1 Ommaney Rd Brunswick WA 6224	Total Number Of Samples:	6
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00696	Date Received/Received By:	Nicholas Percy /27/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

							Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		27/10/2022		All eaves - Eaves - Fibre Cement Material	B						
002		27/10/2022		Building SW exterior, fibre cement sheets on ground adjacent to cool room - Fibre cement sheet - Fibre Cement Material	B						
003		27/10/2022		Southern bowling green, NE side, water tap, surroudingpipe - Pipe - Cement Product	B						
004		27/10/2022		Bowling club interior, ceiling, white ceiling panics - Ceiling - Fibre Cement Material	B						
005		27/10/2022		Bowling club interior, bar area, brown ceiling panels - Ceiling - Vermiculite	B						
006		27/10/2022		Bowling club interior, ceiling space, dust - Dust - Dust	B						

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	08 November 2022	**Date Sampled**	27 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Brunswick Bowling Club, 1 Ommaney Rd, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	6
Contact	Mark Chadwick	**Date Received At Laboratory**	31 October 2022
Telephone	0484 119 851	**Date Analysed**	04 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		All eaves - Eaves	30x20x5 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Building SW exterior, fibre cement sheets on ground adjacent to cool room - Fibre cement sheet	15x10x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
003		Southern bowling green, NE side, water tap, surrounding - Pipe	25x20x4 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
004		Bowling club interior, ceiling, white ceiling panics - Ceiling	35x15x12 mm	Plaster Board	**NAD, ORG**	**NAD**
005		Bowling club interior, bar area, brown ceiling panels - Ceiling	15x12x2 mm	Vermiculite	**NAD, ORG**	**NAD**
006		Bowling club interior, ceiling space, dust - Dust	15x12x1 mm	Dust	**NAD, ORG, SMF**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Job Number	166883	**Address Of Sampling Site**	Brunswick Bowling Club, 1 Ommaney Rd, Brunswick, WA 6224
Client	Shire of Harvey	**Date Sampled**	27 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

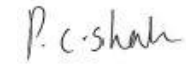
Approved Identifier:

Zoe Anderson (Laboratory Analyst)



Approved Signatory:

Priyanka Shah (Laboratory Analyst)



END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

BRUNSWICK TOWN HALL, 34 OMMANEY RD, BRUNSWICK, WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Brunswick Town Hall, 34 Ommaney Rd, Brunswick, WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Brunswick Town Hall, 34 Ommaney Rd, Brunswick, WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 26th October 2022 by suitably a qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Brunswick Town Hall - Town hall, eastern entry, awning ceiling lining, Ceiling
- Ground Floor - Brunswick Town Hall - Town hall, all eaves, Eaves
- Ground Floor - Brunswick Town Hall - Town hall, power distribution box, upper interior backing board, Back board

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Brunswick Town Hall, 34 Ommaney Rd, Brunswick, WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 26th October 2022 by suitably a qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 26th October 2022 by suitably a qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Brunswick Town Hall - Town hall, eastern entry, awning ceiling lining, Ceiling
- Ground Floor - Brunswick Town Hall - Town hall, all eaves, Eaves
- Ground Floor - Brunswick Town Hall - Town hall, power distribution box, upper interior backing board, Back board

During the site survey, 3 samples were collected and sampled to confirm the presence or absence of asbestos; None of the 3 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Brunswick Town Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46310	Ground Floor - Town hall, eastern entry, awning ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Presumed Asbestos	20m²	Non-Friable	Low - 5	n/a	No
46312	Ground Floor - Town hall, all eaves	Eaves - Fibre Cement Material - 1	Fair	Presumed Asbestos	200lin m	Non-Friable	Low - 6	n/a	No
46315	Ground Floor - Town hall, power distribution box, upper interior backing board	Back board - Fibre Cement Material - 1	Good	Presumed Asbestos	0.5m²	Non-Friable	Low - 5	n/a	No

4.2 Non-Asbestos Register

Brunswick Town Hall			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46309	Ground Floor - Town hall, kitchen, floor	Floor covering - Vinyl Product	001
46314	Ground Floor - Town hall, room adjacent to women's bathroom, cubicle, shelf	Fibre cement sheet - Fibre Cement Material	002
46311	Ground Floor - Town hall, women's bathroom, fibre cement infill panel on E internal wall	Fibre cement sheet - Fibre Cement Material	003

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46310	**Building:**	Brunswick Town Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Town hall, eastern entry, awning ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	20m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46312	**Building:**	Brunswick Town Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Eaves	**Surface Treatment:**	1 - Low
	Location:	Town hall, all eaves			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	200lin m	**Priority/Risk:**	Low - 6
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46315	**Building:**	Brunswick Town Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	1 - Low
	Location:	Town hall, power distribution box, upper interior backing board	**Material:**	Fibre Cement Material	**Condition:**	0 - Good
					Asbestos Type:	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	0.5m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46309	**Building:**	Brunswick Town Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor covering	**Surface Treatment:**	N/A
	Location:	Town hall, kitchen, floor			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46314	**Building:**	Brunswick Town Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Town hall, room adjacent to women's bathroom, cubicle, shelf	**Material:**	Fibre Cement Material	**Condition:**	N/A
					Asbestos Type:	No Asbestos Detected
	Sample No:	002	**Extent:**	1m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46311	**Building:**	Brunswick Town Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Town hall, women's bathroom, fibre cement infill panel on E internal wall	**Material:**	Fibre Cement Material	**Condition:**	N/A
	Sample No:	003	**Extent:**	0.5m²	**Asbestos Type:**	No Asbestos Detected
					Priority/Risk:	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Brunswick Town Hall 34 Ommaney Rd Brunswick WA 6224	Total Number Of Samples:	3
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number	-	Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00697	Date Received/Received By:	Nicholas Percy /26/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		26/10/2022		Town hall, kitchen, floor - Floor covering - Vinyl Product	B						
002		26/10/2022		Town hall, room adjacent to women's bathroom, cubicle, shelf - Fibre cement sheet - Fibre Cement Material	B						
003		26/10/2022		Town hall, women's bathroom, fibre cement infill panel on E internal wall - Fibre cement sheet - Fibre Cement Material	B						

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	07 November 2022	**Date Sampled**	25 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Brunswick Town Hall, 34 Ommaney Rd, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	3
Contact	Mark Chadwick	**Date Received At Laboratory**	26 October 2022
Telephone	0484 119 851	**Date Analysed**	02 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Town hall, kitchen, floor - Floor covering	23x12x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
002		Town hall, room adjacent to women's bathroom, cubicle, shelf - Fibre cement sheet	17x11x1 mm	Fibre Cement Material	**NAD, ORG**	**NAD**
003		Town hall, women's bathroom, fibre cement infill panel on E internal wall - Fibre cement sheet	25x10x2 mm	Fibre Cement Material	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Job Number	166883	**Address Of Sampling Site**	Brunswick Town Hall, 34 Ommaney Rd, Brunswick, WA 6224
Client	Shire of Harvey	**Date Sampled**	25 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Priyanka Shah (Laboratory Analyst)

Approved Signatory:

Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

BRUNSWICK CHILD HEALTH CENTRE, RIDLEY STREET, BRUNSWICK WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

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Checked By		Matt Campbell	
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Brunswick Child Health Centre, Ridley Street, Brunswick WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Brunswick Child Health Centre, Ridley Street, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 26th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Brunswick Child Health Centre - Toilet and washroom, ceiling lining, Ceiling
- External - Brunswick Child Health Centre - Eastern exterior wall, infill panels above and below window, Fibre cement sheet

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Brunswick Child Health Centre, External - Power distribution box interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.
Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Brunswick Child Health Centre, Ridley Street, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 26th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.


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3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 26th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Brunswick Child Health Centre - Toilet and washroom, ceiling lining, Ceiling
- External - Brunswick Child Health Centre - Eastern exterior wall, infill panels above and below window, Fibre cement sheet

During the site survey, 2 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 2 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Brunswick Child Health Centre, External - Power distribution box interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Brunswick Child Health Centre									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46318	External - All eaves and awning ceiling linings	Ceiling - 1	Fair	Confirmed CHR, CRO	150m²	Non-Friable	Low - 6	001	No
46319	Ground Floor - Toilet and washroom, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Confirmed CHR, CRO	15m²	Non-Friable	Low - 5	002	No
46320	External - Eastern exterior wall, infill panels above and below window	Fibre cement sheet - Fibre Cement Material - 1	Good	CHR, CRO	5m²	Non-Friable	Low - 5	As 002	No

4.2 Non-Asbestos Register

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46318	**Building:**	Brunswick Child Health Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	All eaves and awning ceiling linings			**Condition:**	1 - Fair
			Material:		**Asbestos Type:**	3 - CHR, CRO
	Sample No:	001	**Extent:**	150m²	**Priority/Risk:**	Low - 6
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46319	**Building:**	Brunswick Child Health Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Toilet and washroom, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	002	**Extent:**	15m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46320	**Building:**	Brunswick Child Health Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	1 - Low
	Location:	Eastern exterior wall, infill panels above and below window			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	As 002	**Extent:**	5m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Brunswick Child Health Centre Ridley Street Brunswick WA 6224	Total Number Of Samples:	2
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number	-	Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00698	Date Received/Received By:	Nicholas Percy /26/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		26/10/2022		All eaves and awning ceiling linings - Ceiling -	B						
002		26/10/2022		Toilet and washroom, ceiling lining - Ceiling - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	02 November 2022	**Date Sampled**	Not Stated
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Brunswick Child Health Centre, Ridley Street, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	2
Contact	Mark Chadwick	**Date Received At Laboratory**	01 November 2022
Telephone	0484 119 851	**Date Analysed**	02 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		All eaves and awning ceiling linings - Ceiling	30x20x2 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
002		Toilet and washroom, ceiling lining - Ceiling	21x20x2 mm	Fibre Cement Material	**CHR, CRO**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:
Priyanka Shah (Laboratory Analyst)

Approved Signatory:
Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

BRUNSWICK COMMUNITY CENTRE, LOT 1 RIDLEY ST, BRUNSWICK WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Title: Brunswick Community Centre

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Checked By		Matt Campbell	
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Brunswick Community Centre, LOT 1 Ridley St, Brunswick WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Brunswick Community Centre, LOT 1 Ridley St, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 26th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Brunswick Community Centre - Office, all internal walls except the northern internal wall, fibre cement sheeting , Internal Walls
- Ground Floor - Brunswick Community Centre - Office, all internal ceiling linings, fibre cement sheeting , Ceiling
- Ground Floor - Brunswick Community Centre - Garage, ceiling lining, Ceiling
- External - Brunswick Community Centre - All eaves, Eaves
- External - Brunswick Community Centre - All external walls, fibre cement, cladding, External walls
- External - Brunswick Community Centre - All awning ceiling linings, Ceiling

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without

extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Brunswick Community Centre, LOT 1 Ridley St, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 26th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 26th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Brunswick Community Centre - Office, all internal walls except the northern internal wall, fibre cement sheeting , Internal Walls
- Ground Floor - Brunswick Community Centre - Office, all internal ceiling linings, fibre cement sheeting , Ceiling
- Ground Floor - Brunswick Community Centre - Garage, ceiling lining, Ceiling
- External - Brunswick Community Centre - All eaves, Eaves
- External - Brunswick Community Centre - All external walls, fibre cement, cladding, External walls
- External - Brunswick Community Centre - All awning ceiling linings, Ceiling

During the site survey, 6 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 6 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.
Additional information on ACM items and non-ACM items can be found in Sections 4.


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4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Brunswick Community Centre									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46342	External - All external walls, fibre cement, cladding	External walls - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	150m²	Non-Friable	Very Low - 3	002	No
46349	Ground Floor - Office, all internal walls except the northern internal wall, fibre cement sheeting	Internal Walls - Fibre Cement Material - 1	Fair	AMO, CHR	50m²	Non-Friable	Very Low - 4	As 002	No
46340	External - All eaves	Eaves - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	150m²	Non-Friable	Very Low - 4	003	No
46350	External - All awning ceiling linings	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	100m²	Non-Friable	Very Low - 3	As 003	No

Brunswick Community Centre									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46351	Ground Floor - Office, all internal ceiling linings, fibre cement sheeting	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	30m²	Non-Friable	Very Low - 3	As 003	No
46352	Ground Floor - Garage, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	15m²	Non-Friable	Very Low - 3	As 003	No

4.2 Non-Asbestos Register

Brunswick Community Centre			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46347	External - Northern external wall, grey panel at eastern end, fibre cement sheeting	Fibre cement sheet - Fibre Cement Material	001
46341	Ground Floor - Customers Toilet, all internal walls	Internal Walls - Fibre Cement Material	004
46345	Ground Floor - Staff Toilet, all internal walls	Internal Walls - Fibre Cement Material	As 004
46346	Ground Floor - Attic entry room, all internal walls	Internal Walls - Fibre Cement Material	As 004
46348	Ground Floor - All toilets, ceiling linings	Ceiling - Fibre Cement Material	005
46343	Ground Floor - Attic, all internal walls	Internal Walls - Fibre Cement Material	006

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46342	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls	**Surface Treatment:**	0 - None
	Location:	All external walls, fibre cement, cladding			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	002	**Extent:**	150m²	**Priority/Risk:**	Very Low - 3
	Control:				**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46340	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	1 - Low
	Location:	All eaves			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	003	**Extent:**	150m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46349	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Office, all internal walls except the northern internal wall, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	1 - Fair
					Asbestos Type:	2 - AMO, CHR
	Sample No:	As 002	**Extent:**	50m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46350	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	All awning ceiling linings			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 003	**Extent:**	100m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46351	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Office, all internal ceiling linings, fibre cement sheeting			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 003	**Extent:**	30m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46352	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Garage, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 003	**Extent:**	15m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46347	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Northern external wall, grey panel at eastern end, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	N/A
	Sample No:	001	**Extent:**	1m²	**Asbestos Type:**	No Asbestos Detected
					Priority/Risk:	
	Control:	No recommendation required			**Additional Comments:**	***Respective material is indicated by the red arrow***





Item:	Location Details		Material Details		Management Details	
46341	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Customers Toilet, all internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46348	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	All toilets, ceiling linings			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	005	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	

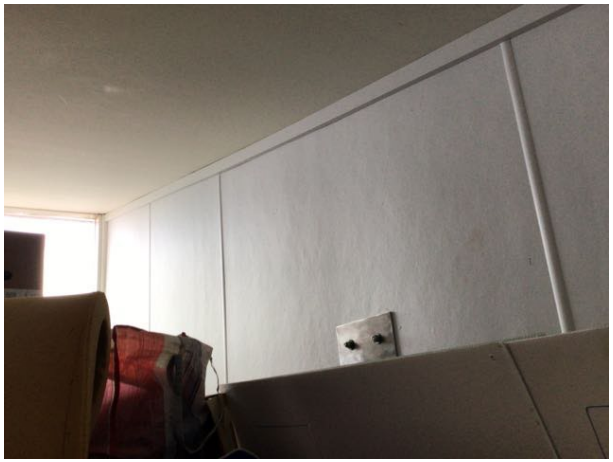




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Item:	Location Details		Material Details		Management Details	
46343	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Attic, all internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46345	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Staff Toilet, all internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 004	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46346	**Building:**	Brunswick Community Centre	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Attic entry room, all internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 004	**Extent:**	20m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Brunswick Community Centre LOT 1 Ridley St Brunswick WA 6224	Total Number Of Samples:	6
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00699	Date Received/Received By:	Nicholas Percy /26/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		26/10/2022		Northern external wall, grey panel at eastern end, fibre cement sheeting - Fibre cement sheet - Fibre Cement Material	B						
002		26/10/2022		All external walls, fibre cement, cladding - External walls - Fibre Cement Material	B						
003		26/10/2022		All eaves - Eaves - Fibre Cement Material	B						
004		26/10/2022		Customers Toilet, all internal walls - Internal Walls - Fibre Cement Material	B						
005		26/10/2022		All toilets, ceiling linings - Ceiling - Fibre Cement Material	B						
006		26/10/2022		Attic, all internal walls - Internal Walls - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	04 November 2022	**Date Sampled**	24 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Brunswick Community Centre, LOT 1 Ridley St, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	6
Contact	Mark Chadwick	**Date Received At Laboratory**	31 October 2022
Telephone	0484 119 851	**Date Analysed**	01 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Northern external wall, grey panel at eastern end, fibre cement sheeting - Fibre cement sheet	30x10x3 mm	Fibre Board	**NAD, ORG**	**NAD**
002		All external walls, fibre cement, cladding - External walls	15x5x3 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
003		All eaves - Eaves	25x12x3 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
004		Customers Toilet, all internal walls - Internal Walls	15x10x3 mm	Fibre Board	**NAD, ORG**	**NAD**
005		All toilets, ceiling linings - Ceiling	10x6x2 mm	Fibre Board	**NAD, ORG**	**NAD**
006		Attic, all internal walls - Internal Walls	15x10x3 mm	Fibre Board	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Job Number	166883	**Address Of Sampling Site**	Brunswick Community Centre, LOT 1 Ridley St, Brunswick, WA 6224
Client	Shire of Harvey	**Date Sampled**	24 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

GUIDE HALL, BRUNSWICK SHOWGROUND, RIDLEY ST, BRUNSWICK, WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

Title: Guide Hall, Brunswick Showground

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Checked By		Matt Campbell	
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Guide Hall, Brunswick Showground, Ridley St, Brunswick, WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Guide Hall, Brunswick Showground, Ridley St, Brunswick, WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 26th October 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - Guide Hall, Brunswick Showground - Hall exterior, eastern gable end, Gable
- External - Guide Hall, Brunswick Showground - Hall exterior, western gable ends, Gable
- External - Guide Hall, Brunswick Showground - Hall exterior, eastern external wall, fibre cement sheeting , External Wall

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Guide Hall, Brunswick Showground, External - All Interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.
Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Guide Hall, Brunswick Showground, Ridley St, Brunswick, WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 26th October 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 26th October 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - Guide Hall, Brunswick Showground - Hall exterior, eastern gable end, Gable
- External - Guide Hall, Brunswick Showground - Hall exterior, western gable ends, Gable
- External - Guide Hall, Brunswick Showground - Hall exterior, eastern external wall, fibre cement sheeting , External Wall

During the site survey, 1 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 1 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Guide Hall, Brunswick Showground, External - All Interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Guide Hall, Brunswick Showground									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46356	External - Hall exterior, eastern external wall, fibre cement sheeting	External Wall - Fibre Cement Material - 1	Good	Confirmed CHR, ORG	3m²	Non-Friable	Very Low - 2	001	No
46353	External - Hall exterior, eastern gable end	Gable - Fibre Cement Material - 1	Good	CHR, ORG	12m²	Non-Friable	Very Low - 2	As 001	No
46354	External - Hall exterior, western gable ends	Gable - Fibre Cement Material - 1	Good	CHR, ORG	12m²	Non-Friable	Very Low - 2	As 001	No

4.2 Non-Asbestos Register

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

Item:	Location Details		Material Details		Management Details	
46356	**Building:**	Guide Hall, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	0 - None
	Location:	Hall exterior, eastern external wall, fibre cement sheeting			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	001	**Extent:**	3m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage			**Additional Comments:**	***Respective material is indicated by the red arrows***





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Item:	Location Details		Material Details		Management Details	
46353	**Building:**	Guide Hall, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Gable	**Surface Treatment:**	0 - None
	Location:	Hall exterior, eastern gable end			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 001	**Extent:**	12m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46354	**Building:**	Guide Hall, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Gable	**Surface Treatment:**	0 - None
	Location:	Hall exterior, western gable ends			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 001	**Extent:**	12m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Guide Hall, Brunswick Showground Ridley St Brunswick WA 6224	Total Number Of Samples:	1
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00700	Date Received/Received By:	Nicholas Percy /26/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		26/10/2022		Hall exterior, eastern external wall, fibre cement sheeting - External Wall - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	04 November 2022	**Date Sampled**	26 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Guide Hall, Brunswick Showground, Ridley St, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	1
Contact	Mark Chadwick	**Date Received At Laboratory**	31 October 2022
Telephone	0484 119 851	**Date Analysed**	04 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Hall exterior, eastern external wall, fibre cement sheeting - External Wall	35x20x2 mm	Fibre Cement Material	**CHR, ORG**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:
Priyanka Shah (Laboratory Analyst)

Approved Signatory:
Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

STOCK OFFICE, BRUNSWICK SHOWGROUND, RIDLEY STREET, BRUNSWICK, WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Stock Office, Brunswick Showground, Ridley Street, Brunswick, WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Stock Office, Brunswick Showground, Ridley Street, Brunswick, WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 26th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Stock Office, Brunswick Showground - Internal ceiling lining , Ceiling
- External - Stock Office, Brunswick Showground - Northern eaves, Eaves
- External - Stock Office, Brunswick Showground - Gable ends, Gable

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Stock Office, Brunswick Showground, Ground Floor - All interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.
Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Stock Office, Brunswick Showground, Ridley Street, Brunswick, WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 26th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 26th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Stock Office, Brunswick Showground - Internal ceiling lining , Ceiling
- External - Stock Office, Brunswick Showground - Northern eaves, Eaves
- External - Stock Office, Brunswick Showground - Gable ends, Gable

During the site survey, 3 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 3 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Stock Office, Brunswick Showground, Ground Floor - All interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Stock Office, Brunswick Showground									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46361	External - Gable ends	Gable - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	30m²	Non-Friable	Very Low - 4	001	No
46358	External - Northern eaves	Eaves - Fibre Cement Material - 1	Poor	Confirmed AMO, CHR	10m²	Non-Friable	Low - 5	003	No
46362	Ground Floor - Internal ceiling lining	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	50m²	Non-Friable	Very Low - 3	As 003	No

4.2 Non-Asbestos Register

Stock Office, Brunswick Showground			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46359	External - Northern facia caps	Facia cap - Fibre Cement Material	002

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46361	**Building:**	Stock Office, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Gable	**Surface Treatment:**	0 - None
	Location:	Gable ends			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	001	**Extent:**	30m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**	***Respective material is indicated by the red arrows***		





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Item:	Location Details		Material Details		Management Details	
46358	**Building:**	Stock Office, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Northern eaves			**Condition:**	2 - Poor
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	003	**Extent:**	10m²	**Priority/Risk:**	Low - 5
	Control:	Seal, label & manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46362	**Building:**	Stock Office, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Internal ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 003	**Extent:**	50m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46359	**Building:**	Stock Office, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Facia cap	**Surface Treatment:**	N/A
	Location:	Northern facia caps			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	***Respective material is indicated by the red arrows***





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Stock Office, Brunswick Showground Ridley Street Brunswick WA 6224	Total Number Of Samples:	3
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00701	Date Received/Received By:	Nicholas Percy /26/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		26/10/2022		Gable ends - Gable - Fibre Cement Material	B						
002		26/10/2022		Northern facia caps - Facia cap - Fibre Cement Material	B						
003		26/10/2022		Northern eaves - Eaves - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	07 November 2022	**Date Sampled**	25 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Stock Office, Brunswick Showground, Ridley Street, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	3
Contact	Mark Chadwick	**Date Received At Laboratory**	26 October 2022
Telephone	0484 119 851	**Date Analysed**	04 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Gable ends - Gable	27x16x4mm	Fibre Cement Material	**AMO, CHR**	**N/A**
002		Northern facia caps - Facia cap	28x12x3 mm	Fibre Cement Material	**NAD, ORG**	**NAD**
003		Northern eaves - Eaves	20x15x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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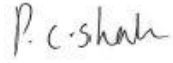
Job Number	166883	**Address Of Sampling Site**	Stock Office, Brunswick Showground, Ridley Street, Brunswick, WA 6224
Client	Shire of Harvey	**Date Sampled**	25 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Priyanka Shah (Laboratory Analyst)



Approved Signatory:

Zoe Anderson (Laboratory Analyst)



END OF REPORT

END OF REPORT

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

MODEL CAR CLUBROOM, BRUNSWICK SHOWGROUND, RIDLEY STREET, BRUNSWICK WA 6224



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

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SERS
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Model Car Clubroom, Brunswick Showground, Ridley Street, Brunswick WA 6224
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Model Car Clubroom, Brunswick Showground, Ridley Street, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 26th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - Model Car Clubroom, Brunswick Showground - All external walls and gable ends, fibre cement cladding, External walls

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Model Car Clubroom, Brunswick Showground, External - All interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Model Car Clubroom, Brunswick Showground, Ridley Street, Brunswick WA 6224.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 26th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 26th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - Model Car Clubroom, Brunswick Showground - All external walls and gable ends, fibre cement cladding, External walls

During the site survey, 2 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 2 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Model Car Clubroom, Brunswick Showground, External - All interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Model Car Clubroom, Brunswick Showground									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46365	External - All external walls and gable ends, fibre cement cladding	External walls - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	150m²	Non-Friable	Very Low - 4	001	No

4.2 Non-Asbestos Register

Model Car Clubroom, Brunswick Showground			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46367	External - Front roller door, fibre cement top step	Fibre cement sheet - Fibre Cement Material	002

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
Site Environmental and Remediation Services

Item:	Location Details		Material Details		Management Details	
46365	**Building:**	Model Car Clubroom, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls	**Surface Treatment:**	0 - None
	Location:	All external walls and gable ends, fibre cement cladding			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	001	**Extent:**	150m²	**Priority/Risk:**	Very Low - 4
	Control:		**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46367	**Building:**	Model Car Clubroom, Brunswick Showground	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Front roller door, fibre cement top step			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	3m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	***Respective material is indicated by the red arrows***





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Model Car Clubroom, Brunswick Showground Ridley Street Brunswick WA 6224	Total Number Of Samples:	2
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00702	Date Received/Received By:	Nicholas Percy /26/10/2022

Payment Method: PLEASE CIRCLE	CASH	CARD	CHEQUE	INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR	SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		26/10/2022		All external walls and gable ends, fibre cement cladding - External walls - Fibre Cement Material	B						
002		26/10/2022		Front roller door, fibre cement top step - Fibre cement sheet - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	07 November 2022	**Date Sampled**	25 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Model Car Clubroom, Brunswick Showground, Ridley Street, Brunswick, WA 6224
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	2
Contact	Mark Chadwick	**Date Received At Laboratory**	31 October 2022
Telephone	0484 119 851	**Date Analysed**	04 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		All external walls and gable ends, fibre cement cladding - External walls	35x12x4 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
002		Front roller door, fibre cement top step - Fibre cement sheet	50x24x5 mm	Fibre Cement Material	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Priyanka Shah (Laboratory Analyst)

Approved Signatory:

Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

DISCLAIMER

This report is prepared for a particular client objective and is formulated on this basis only. All limitations and conditions in the writing of this report are clearly agreed to by the client and SERS prior to its formulation and may not be suitable or applicable for any other use other than that of the original intended objective. No other parties other than the client and SERS should use this information without firstly conferring with SERS.

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ASBESTOS MATERIALS SURVEY

YARLOOP BOWLING CLUB, 35 TEESDALE ST, YARLOOP WA 6218



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Title: Yarloop Bowling Club

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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Yarloop Bowling Club, 35 Teesdale St, Yarloop WA 6218
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Yarloop Bowling Club, 35 Teesdale St, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 27th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Yarloop Bowling Club - Club room, power distribution box, black internal backing board , Back board
- External - Yarloop Bowling Club - Building, all eaves, Eaves
- External - Yarloop Bowling Club - Building, northern exterior, textured weather board, External Wall

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Yarloop Bowling Club, 35 Teesdale St, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 27th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 27th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Yarloop Bowling Club - Club room, power distribution box, black internal backing board , Back board
- External - Yarloop Bowling Club - Building, all eaves, Eaves
- External - Yarloop Bowling Club - Building, northern exterior, textured weather board, External Wall

During the site survey, 9 samples were collected and sampled to confirm the presence or absence of asbestos; 2 of the 9 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Yarloop Bowling Club									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46408	External - Building, all eaves	Eaves - Fibre Cement Material - 1	Good	Confirmed AMO, CHR, ORG	m²	Non-Friable	Very Low - 3	003	No
46412	External - Building, northern exterior, textured weather board	External Wall - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR, ORG	10m²	Non-Friable	Very Low - 4	004	No
46402	Ground Floor - Club room, power distribution box, black internal backing board	Back board - Bituminous Product - 1	Good	Presumed Asbestos	0.5m²	Non-Friable	Very Low - 4		No

4.2 Non-Asbestos Register

Yarloop Bowling Club			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46405	External - Southern exterior, infill panels below eaves	External Wall - Fibre Cement Material	001
46411	External - Southern exterior, infill panel below window	Fibre cement sheet - Fibre Cement Material	002
46409	External - Building, northern exterior, smooth weather board	External Wall - Fibre Cement Material	005
46404	Ground Floor - Men's bathroom, ceiling panels	Ceiling - Vermiculite	006
46401	Ground Floor - Hallway adjacent to toilets, ceiling panels	Ceiling - Vermiculite	As 006
46407	Ground Floor - Females toilet, ceiling panels	Ceiling - Vermiculite	As 006
46406	Ground Floor - Storage adjacent toilet, panel on eastern internal wall	Fibre cement sheet - Fibre Cement Material	007
46413	Ground Floor - Hallway adjacent to toilet, arch way, fibre cement sheet infill panels	Internal Walls - Fibre Cement Material	008

Yarloop Bowling Club			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46410	Ground Floor - Club room, ceiling panels	Ceiling - Vermiculite	009

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

SERS
Site Environmental and Remediation Services

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
Site Environmental and Remediation Services

Item:	Location Details		Material Details		Management Details	
46408	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Building, all eaves			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	003	**Extent:**	m^2	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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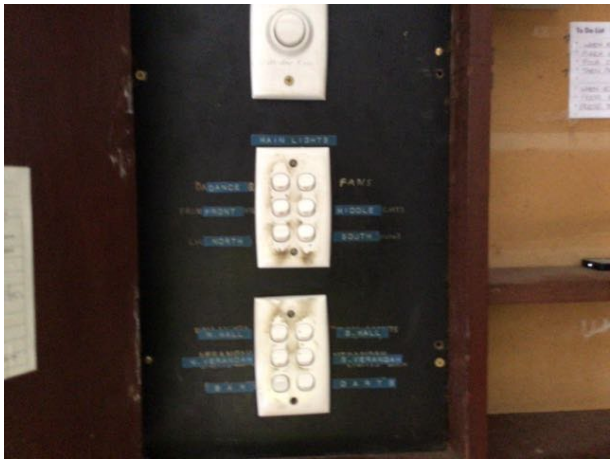
Item:	Location Details		Material Details		Management Details	
46412	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	0 - None
	Location:	Building, northern exterior, textured weather board			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	004	**Extent:**	10m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46402	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	Club room, power distribution box, black internal backing board			**Condition:**	0 - Good
			Material:	Bituminous Product	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	0.5m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46405	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	N/A
	Location:	Southern exterior, infill panels below eaves			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	10m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46411	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Southern exterior, infill panel below window			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	1m²	**Priority/Risk:**	
	Control:	No recommendation required	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46409	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	N/A
	Location:	Building, northern exterior, smooth weather board			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	005	**Extent:**	10m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





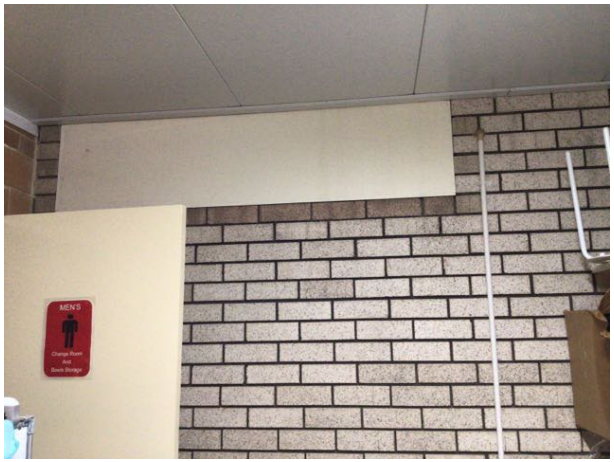
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Item:	Location Details		Material Details		Management Details	
46404	**Building:**	Yarloop Bowling Club	**Friability:**	Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Men's bathroom, ceiling panels			**Condition:**	N/A
			Material:	Vermiculite	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	20m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46406	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Storage adjacent toilet, panel on eastern internal wall			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	007	**Extent:**	2m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46413	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Hallway adjacent to toilet, arch way, fibre cement sheet infill panels			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	008	**Extent:**	2m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46410	**Building:**	Yarloop Bowling Club	**Friability:**	Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Club room, ceiling panels			**Condition:**	N/A
			Material:	Vermiculite	**Asbestos Type:**	No Asbestos Detected
	Sample No:	009	**Extent:**	200m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46401	**Building:**	Yarloop Bowling Club	**Friability:**	Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Hallway adjacent to toilets, ceiling panels			**Condition:**	N/A
			Material:	Vermiculite	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 006	**Extent:**	20m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46407	**Building:**	Yarloop Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Females toilet, ceiling panels			**Condition:**	N/A
			Material:	Vermiculite	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 006	**Extent:**	60m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Yarloop Bowling Club 35 Teesdale St Yarloop WA 6218	Total Number Of Samples:	9
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00703	Date Received/Received By:	Nicholas Percy /27/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

							Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		27/10/2022		Southern exterior, infill panels below eaves - External Wall - Fibre Cement Material	B						
002		27/10/2022		Southern exterior, infill panel below window - Fibre cement sheet - Fibre Cement Material	B						
003		27/10/2022		Building, all eaves - Eaves - Fibre Cement Material	B						
004		27/10/2022		Building, northern exterior, textured weather board - External Wall - Fibre Cement Material	B						
005		27/10/2022		Building, northern exterior, smooth weather board - External Wall - Fibre Cement Material	B						
006		27/10/2022		Men's bathroom, ceiling panels - Ceiling - Vermiculite	B						
007		27/10/2022		Storage adjacent toilet, panel on eastern internal wall - Fibre cement sheet - Fibre Cement Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
008		27/10/2022		Hallway adjacent to toilet, arch way, fibre cement sheet infill panels - Internal Walls - Fibre Cement Material	B						
009		27/10/2022		Club room, ceiling panels - Ceiling - Vermiculite	B						

SERS
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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	11 November 2022	**Date Sampled**	27 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Yarloop Bowling Club, 35 Teesdale St, Yarloop, WA 6218
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	9
Contact	Mark Chadwick	**Date Received At Laboratory**	03 November 2022
Telephone	0484 119 851	**Date Analysed**	09 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Southern exterior, infill panels below eaves - External Wall	25x8x5 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Southern exterior, infill panel below window - Fibre cement sheet	15x10x3 mm	Fibre Board	**NAD, ORG**	**NAD**
003		Building, all eaves - Eaves	15x6x3 mm	Fibre Board	**AMO, CHR, ORG**	**N/A**
004		Building, northern exterior, textured weather board - External Wall	12x10x6 mm	Fibre Board	**AMO, CHR, ORG**	**N/A**
005		Building, northern exterior, smooth weather board - External Wall	20x7x5 mm	Fibre Board	**NAD, ORG**	**NAD**
006		Men's bathroom, ceiling panels - Ceiling	20x10x4 mm	Vermiculite	**NAD, ORG**	**NAD**
007		Storage adjacent toilet, panel on eastern internal wall - Fibre cement sheet	7x4x1 mm	Fibre Board	**NAD, ORG**	**NAD**
008		Hallway adjacent to toilet, arch way, fibre cement sheet infill panels - Internal Walls	12x5x3 mm	Fibre Board	**NAD, ORG**	**NAD**
009		Club room, ceiling panels - Ceiling	15x8x3 mm	Vermiculite	**NAD, ORG**	**NAD**

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Job Number 166883

Client Shire of Harvey

Address Of Sampling Site Yarloop Bowling Club, 35 Teesdale St, Yarloop, WA 6218

Date Sampled 27 October 2022

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

YARLOOP HALL, 21 STATION STREET, YARLOOP WA 6215



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

Title: Yarloop Hall

Reference: 166883_S-00704_AS_NP_151122

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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Yarloop Hall, 21 Station Street, Yarloop WA 6215
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Yarloop Hall, 21 Station Street, Yarloop WA 6215.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 27th October 2022 to 1st November 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

No asbestos containing materials were identified during the course of this survey.

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Yarloop Hall, 21 Station Street, Yarloop WA 6215.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 27th October 2022 to 1st November 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 27th October 2022 to 1st November 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

No asbestos containing materials were identified during the course of this survey.

During the site survey, 1 samples were collected and sampled to confirm the presence or absence of asbestos; None of the 1 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

No asbestos containing materials were identified during the course of this survey.

4.2 Non-Asbestos Register

Yarloop Hall			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46521	External - Old projector room, window, window putty	Putty - Cement Product	001

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
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Item:	Location Details		Material Details		Management Details	
46521	**Building:**	Yarloop Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Putty	**Surface Treatment:**	N/A
	Location:	Old projector room, window, window putty			**Condition:**	N/A
			Material:	Cement Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	2lin m	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	***Respective material is indicated by the red arrow.***





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Yarloop Hall 21 Station Street Yarloop WA 6215	Total Number Of Samples:	1
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00704	Date Received/Received By:	Nicholas Percy /1/11/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		1/11/2022		Old projector room, window, window putty - Putty - Cement Product	B						

SERS
Site Environmental and Remediation Services

Office Locations

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Sydney
5/2 Bennett Street
Mortlake NSW 2137

Phone
1300 320 696

Email
reception@sers.net.au

LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	15 November 2022	**Date Sampled**	01 November 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Yarlopp Hall, 21 Station Street, Yarloop WA 6215
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	1
Contact	Mark Chadwick	**Date Received At Laboratory**	01 November 2022
Telephone	0484 119 851	**Date Analysed**	14 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Old projector room, window, window putty - Putty	17x10x2 mm	Putty Product	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:
Priyanka Shah (Laboratory Analyst)

Approved Signatory:
Sally Ann Snook (Laboratory Analyst)

END OF REPORT

END OF REPORT

DISCLAIMER

This report is prepared for a particular client objective and is formulated on this basis only. All limitations and conditions in the writing of this report are clearly agreed to by the client and SERS prior to its formulation and may not be suitable or applicable for any other use other than that of the original intended objective. No other parties other than the client and SERS should use this information without firstly conferring with SERS.

Whilst all due care is taken any information within this report that has relied on information from previous assessments made by others including visual inspections, laboratory testing and overall methodologies cannot be guaranteed for its accuracy or competency by SERS.

This report should be reproduced in full at all times when either reviewed or accessed. If the report is to be used by a third party for whatever means the scope and limitations of the report should be clearly defined to the third party.

ASBESTOS MATERIALS SURVEY

YARLOOP PUBLIC LIBRARY, 22 SCHOOL RD, YARLOOP WA 6218



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

Site Environmental & Remediation Services Pty Ltd (SERS)
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DOCUMENT CONTROL SHEET

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Project: Asbestos Materials Survey

Title: Yarloop Public Library

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Yarloop Public Library, 22 School Rd, Yarloop WA 6218
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Yarloop Public Library, 22 School Rd, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 28th of October 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Yarloop Public Library - Power distribution box, Back board
- External - Yarloop Public Library - Eaves, repair panel on top of eaves adjacent to entry, Fibre cement sheet

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Yarloop Public Library, 22 School Rd, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 28th October 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 28th of October 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Yarloop Public Library - Power distribution box, Back board
- External - Yarloop Public Library - Eaves, repair panel on top of eaves adjacent to entry, Fibre cement sheet

During the site survey, 2 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 2 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Yarloop Public Library									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46457	External - Eaves, repair panel on top of eaves adjacent to entry	Fibre cement sheet - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR, ORG	0.25m²	Non-Friable	Very Low - 4	002	No
46459	External - Western eaves, 2 panels	Eaves	Good	AMO, CHR, ORG	5m²	Non-Friable	Very Low - 2	As 002	No
46458	Ground Floor - Power distribution box	Back board - Bituminous Product - 1	Good	Presumed Asbestos	1no	Non-Friable	Very Low - 4		No

4.2 Non-Asbestos Register

Yarloop Public Library			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46460	External - All eaves except for W section of eaves	Eaves - Fibre Cement Material	001

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

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- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
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SERS
Site Environmental and Remediation Services

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
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Item:	Location Details		Material Details		Management Details	
46457	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	0 - None
	Location:	Eaves, repair panel on top of eaves adjacent to entry			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	002	**Extent:**	0.25m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





SERS
Site Environmental and Remediation Services

Item:	Location Details		Material Details		Management Details	
46459	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	1 – Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Western eaves, 2 panels			**Condition:**	0 - Good
			Material:		**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	As 002	**Extent:**	5m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46458	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	Power distribution box			**Condition:**	0 - Good
			Material:	Bituminous Product	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	1no	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46460	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	All eaves except for W section of eaves			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

ASBESTOS MATERIALS SURVEY

YARLOOP PUBLIC LIBRARY, 22 SCHOOL RD, YARLOOP WA 6218



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Client: Shire of Harvey

Project: Asbestos Materials Survey

Title: Yarloop Public Library

Reference: 166883_AS_NP_30112022

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Report Date: 30th November 2022

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Issue Number	1	Name	Signature
Prepared By		Dylan Appleton	
Checked By		Nicholas Percy	
Approved By			

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1	30th November 2022	Submitted for Client Use

SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Yarloop Public Library, 22 School Rd, Yarloop WA 6218
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Yarloop Public Library, 22 School Rd, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 28th of October 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Yarloop Public Library - Power distribution box, Back board
- External - Yarloop Public Library - Eaves, repair panel on top of eaves adjacent to entry, Fibre cement sheet

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Yarloop Public Library, 22 School Rd, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 28th October 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 28th of October 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Yarloop Public Library - Power distribution box, Back board
- External - Yarloop Public Library - Eaves, repair panel on top of eaves adjacent to entry, Fibre cement sheet

During the site survey, 2 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 2 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Yarloop Public Library									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46457	External - Eaves, repair panel on top of eaves adjacent to entry	Fibre cement sheet - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR, ORG	0.25m²	Non-Friable	Very Low - 4	002	No
46459	External - Western eaves, 2 panels	Eaves	Good	AMO, CHR, ORG	5m²	Non-Friable	Very Low - 2	As 002	No
46458	Ground Floor - Power distribution box	Back board - Bituminous Product - 1	Good	Presumed Asbestos	1no	Non-Friable	Very Low - 4		No

4.2 Non-Asbestos Register

Yarloop Public Library			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46460	External - All eaves except for W section of eaves	Eaves - Fibre Cement Material	001

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)*. The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
Site Environmental and Remediation Services

Item:	Location Details		Material Details		Management Details	
46457	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	0 - None
	Location:	Eaves, repair panel on top of eaves adjacent to entry			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	002	**Extent:**	0.25m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





SERS
Site Environmental and Remediation Services

Item:	Location Details		Material Details		Management Details	
46459	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	1 – Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Western eaves, 2 panels			**Condition:**	0 - Good
			Material:		**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	As 002	**Extent:**	5m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46458	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	Power distribution box			**Condition:**	0 - Good
			Material:	Bituminous Product	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	1no	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46460	**Building:**	Yarloop Public Library	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	All eaves except for W section of eaves			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Yarloop Public Library 22 School Rd Yarloop WA 6218	Total Number Of Samples:	2
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00706	Date Received/Received By:	Nicholas Percy /28/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		28/10/2022		All eaves except for W section of eaves - Eaves - Fibre Cement Material	B						
002		28/10/2022		Eaves, repair panel on top of eaves adjacent to entry - Fibre cement sheet - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	16 November 2022	**Date Sampled**	28 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Yarloop Public Library, 22 School Rd, Yarloop, WA 6218
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	2
Contact	Mark Chadwick	**Date Received At Laboratory**	3 November 2022
Telephone	0484 119 851	**Date Analysed**	14 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		All eaves except for W section if eaves - Eaves	12x8x3 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Eaves, repair panel on top of eaves adjacent to entry - Fibre cement sheet	20x12x4 mm	Fibre Cement Material	**AMO, CHR, ORG**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

ARTHUR MARSHALL STAND, 74 YOUNG STREET, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Title: Arthur Marshall Stand

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Arthur Marshall Stand, 74 Young Street, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Arthur Marshall Stand, 74 Young Street, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 28th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Arthur Marshall Stand - Northern change room, power distribution box interior, backing board , Back board

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Arthur Marshall Stand, External - Northern store room

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Arthur Marshall Stand, 74 Young Street, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 28th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 28th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Arthur Marshall Stand - Northern change room, power distribution box interior, backing board , Back board

During the site survey, 4 samples were collected and sampled to confirm the presence or absence of asbestos; None of the 4 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Arthur Marshall Stand, External - Northern store room

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Arthur Marshall Stand									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46468	Ground Floor - Northern change room, power distribution box interior, backing board	Back board - Fibre Cement Material - 1	Good	Presumed Asbestos	0.2m²	Non-Friable	Very Low - 4	n/a	No

4.2 Non-Asbestos Register

Arthur Marshall Stand			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46466	External - Rear of stand, gable ends	Gable - Fibre Cement Material	001
46465	External - Rear of stand, eaves	Eaves - Fibre Cement Material	002
46463	Ground Floor - Northern change room, toilet, ceiling lining	Ceiling - Fibre Cement Material	003
46464	Ground Floor - Southern change room, toilet, ceiling lining	Ceiling - Fibre Cement Material	As 003
46467	Ground Floor - Eastern hot water room, ceiling lining	Ceiling - Fibre Cement Material	004
46462	Ground Floor - Southern storage room, ceiling lining	Ceiling - Fibre Cement Material	As 004

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

Item:	Location Details		Material Details		Management Details	
46468	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	Northern change room, power distribution box interior, backing board	**Material:**	Fibre Cement Material	**Condition:**	0 - Good
					Asbestos Type:	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	0.2m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46466	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Gable	**Surface Treatment:**	N/A
	Location:	Rear of stand, gable ends			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46465	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	Rear of stand, eaves			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	20m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46463	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Northern change room, toilet, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	003	**Extent:**	18m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46467	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Eastern hot water room, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	004	**Extent:**	5m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46464	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Southern change room, toilet, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 003	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46462	**Building:**	Arthur Marshall Stand	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Southern storage room, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 004	**Extent:**	8m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Arthur Marshall Stand 74 Young Street Harvey WA 6220	Total Number Of Samples:	4
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00707	Date Received/Received By:	Nicholas Percy /28/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		28/10/2022		Rear of stand, gable ends - Gable - Fibre Cement Material	B						
002		28/10/2022		Rear of stand, eaves - Eaves - Fibre Cement Material	B						
003		28/10/2022		Northern change room, toilet, ceiling lining - Ceiling - Fibre Cement Material	B						
004		28/10/2022		Eastern hot water room, ceiling lining - Ceiling - Fibre Cement Material	B						

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	09 November 2022	**Date Sampled**	27 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Arthur Marshall Stand, 74 Young Street, Harvey, WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	4
Contact	Mark Chadwick	**Date Received At Laboratory**	03 November 2022
Telephone	0484 119 851	**Date Analysed**	08 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Rear of stand, gable ends - Gable	20x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Rear of stand, eaves - Eaves	55x30x5 mm	Fibre Board	**NAD, ORG**	**NAD**
003		Northern change room, toilet, ceiling lining - Ceiling	10x8x4 mm	Fibre Board	**NAD, ORG**	**NAD**
004		Eastern hot water room, ceiling lining - Ceiling	15x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*****Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Site Environmental and Remediation Services

Job Number	166883	**Address Of Sampling Site**	Arthur Marshall Stand, 74 Young Street, Harvey, WA 6220
Client	Shire of Harvey	**Date Sampled**	27 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)



Approved Signatory:

Zoe Anderson (Laboratory Analyst)



END OF REPORT

END OF REPORT

DISCLAIMER

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SERS
Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

HARVEY TENNIS CLUB, YOUNG STREET, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Client: Shire of Harvey

Project: Asbestos Materials Survey

Title: Harvey Tennis Club

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Checked By		Matt Campbell	
Approved By		Matt Campbell	

Document Revision Record

Issue Number	Date	Revision Details
1	14th November 2022	Submitted for Client Use

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Harvey Tennis Club, Young Street, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Harvey Tennis Club, Young Street, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 28th October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Harvey Tennis Club - Men's toilet interior, ceiling lining, Ceiling
- Ground Floor - Harvey Tennis Club - Club interior, power distribution box, interior, backing board , Back board

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Harvey Tennis Club, Ground Floor - Ladies toilet interior
- Harvey Tennis Club, Ground Floor - Club interior, kitchen and adjacent room

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Harvey Tennis Club, Young Street, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 28th October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 28th October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Harvey Tennis Club - Men's toilet interior, ceiling lining, Ceiling
- Ground Floor - Harvey Tennis Club - Club interior, power distribution box, interior, backing board , Back board

During the site survey, 2 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 2 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Harvey Tennis Club, Ground Floor - Ladies toilet interior
- Harvey Tennis Club, Ground Floor - Club interior, kitchen and adjacent room

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Harvey Tennis Club									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46473	Ground Floor - Men's toilet interior, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Confirmed AMO, CHR, ORG	20m²	Non-Friable	Very Low - 3	001	No
46475	Ground Floor - Club interior, power distribution box, interior, backing board	Back board - Bituminous Product - 1	Fair	Presumed Asbestos	0.25m²	Non-Friable	Low - 5	n/a	No

4.2 Non-Asbestos Register

Harvey Tennis Club			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46471	External - Roof, sarking below roof sheeting	Sarking - Paper Product	002

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

SERS
Site Environmental and Remediation Services

Item:	Location Details		Material Details		Management Details	
46473	**Building:**	Harvey Tennis Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Men's toilet interior, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	001	**Extent:**	20m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46475	**Building:**	Harvey Tennis Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	0 - None
	Location:	Club interior, power distribution box, interior, backing board			**Condition:**	1 - Fair
			Material:	Bituminous Product	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	0.25m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46471	**Building:**	Harvey Tennis Club	**Friability:**	Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Sarking	**Surface Treatment:**	N/A
	Location:	Roof, sarking below roof sheeting			**Condition:**	N/A
			Material:	Paper Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	100m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Harvey Tennis Club Young Street Harvey WA 6220	Total Number Of Samples:	2
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00708	Date Received/Received By:	Nicholas Percy /28/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		28/10/2022		Men's toilet interior, ceiling lining - Ceiling - Fibre Cement Material	B						
002		28/10/2022		Roof, sarking below roof sheeting - Sarking - Paper Product	B						

SERS
Site Environmental and Remediation Services

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Report Issue Date	11 November 2022	**Date Sampled**	27 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
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Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	2
Contact	Mark Chadwick	**Date Received At Laboratory**	03 November 2022
Telephone	0484 119 851	**Date Analysed**	10 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Men's toilet interior, ceiling lining - Ceiling	20x10x2 mm	Fibre Cement Material	**AMO, CHR, ORG**	**N/A**
002		Roof, sarking below roof sheeting - Sarking	40x17x2 mm	Bituminous Product	**NAD, ORG, SMF**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:
Priyanka Shah (Laboratory Analyst)

Approved Signatory:
Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

DISCLAIMER

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

ITALIAN CLUB, YOUNG ST, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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SERS
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Italian Club, Young St, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Italian Club, Young St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 31st October 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Italian Club - Club interior, power distribution box, internal backing board , Back board
- Ground Floor - Italian Club - Club interior, all internal ceiling linings , Ceiling
- Ground Floor - Italian Club - Men's toilet, ceiling lining, Ceiling

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Italian Club, Young St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 31st October 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 31st October 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Italian Club - Club interior, power distribution box, internal backing board , Back board
- Ground Floor - Italian Club - Club interior, all internal ceiling linings , Ceiling
- Ground Floor - Italian Club - Men's toilet, ceiling lining, Ceiling

During the site survey, 3 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 3 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of inspection

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Italian Club									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46478	External - Club, all eaves and awning ceiling linings	Eaves	Fair	Confirmed CHR, CRO	40m²	Non-Friable	Very Low - 4	001	No
46481	Ground Floor - Club interior, all internal ceiling linings	Ceiling - Fibre Cement Material - 1	Good	CHR, CRO	150m²	Non-Friable	Very Low - 4	As 001	No
46483	Ground Floor - Men's toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Fair	CHR, CRO	25m²	Non-Friable	Low - 5	As 001	No
46479	Ground Floor - Club interior, power distribution box, internal backing board	Back board - Fibre Cement Material - 1	Fair	Presumed Asbestos	1no	Non-Friable	Low - 6	n/a	No

4.2 Non-Asbestos Register

Italian Club			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46482	Ground Floor - Club interior, kitchen and hall, floor tiles	Floor covering - Vinyl Product	002
46480	Ground Floor - Club interior, kitchen sink, black adhered to bottom of sink	Bituminous lining - Fibre Cement Material	003

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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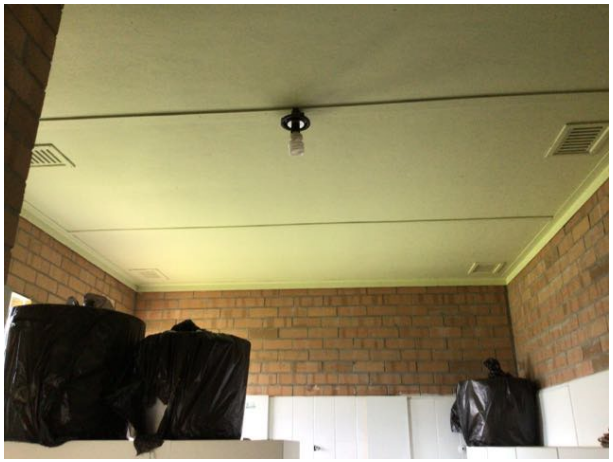
Item:	Location Details		Material Details		Management Details	
46478	**Building:**	Italian Club	**Friability:**	Non-Friable	**Product Type Score:**	-
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Club, all eaves and awning ceiling linings			**Condition:**	1 - Fair
			Material:		**Asbestos Type:**	3 - CHR, CRO
	Sample No:	001	**Extent:**	40m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46481	**Building:**	Italian Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Club interior, all internal ceiling linings			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	As 001	**Extent:**	150m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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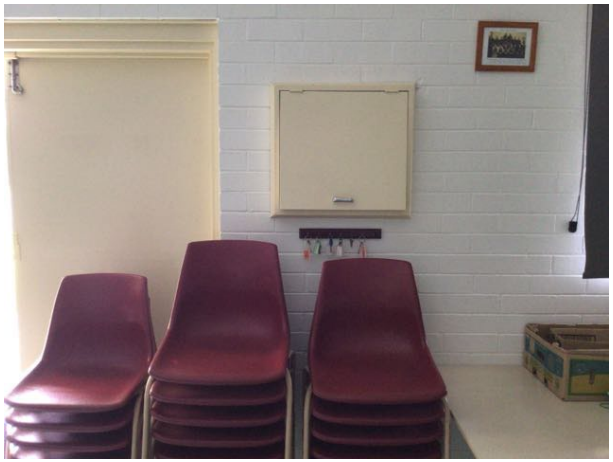
Item:	Location Details		Material Details		Management Details	
46483	**Building:**	Italian Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Men's toilet, ceiling lining			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	As 001	**Extent:**	25m²	**Priority/Risk:**	Low - 5
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46479	**Building:**	Italian Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	1 - Low
	Location:	Club interior, power distribution box, internal backing board			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	1no	**Priority/Risk:**	Low - 6
	Control:	Label & Manage	**Additional Comments:**			

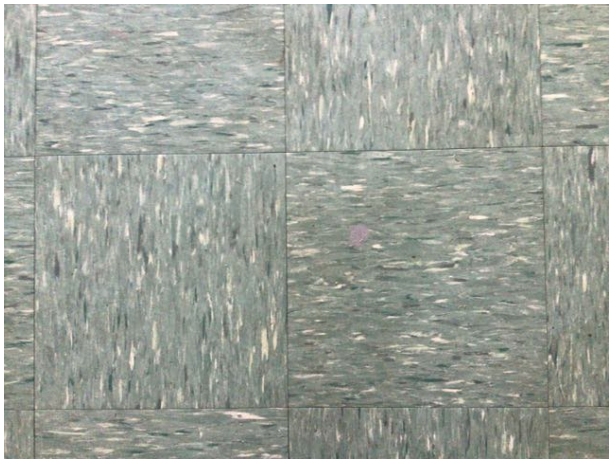




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Item:	Location Details		Material Details		Management Details	
46482	**Building:**	Italian Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor covering	**Surface Treatment:**	N/A
	Location:	Club interior, kitchen and hall, floor tiles			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46480	**Building:**	Italian Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Bituminous lining	**Surface Treatment:**	N/A
	Location:	Club interior, kitchen sink, black adhered to bottom of sink			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	003	**Extent:**	2no	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Italian Club Young St Harvey WA 6220	Total Number Of Samples:	3
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00709	Date Received/Received By:	Nicholas Percy /31/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		31/10/2022		Club, all eaves and awning ceiling linings - Eaves -	B						
002		31/10/2022		Club interior, kitchen and hall, floor tiles - Floor covering - Vinyl Product	B						
003		31/10/2022		Club interior, kitchen sink, black adhered to bottom of sink - Bituminous lining - Fibre Cement Material	B						

SERS
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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	14 November 2022	**Date Sampled**	31 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Italian Club, Young St, Harvey, WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	3
Contact	Mark Chadwick	**Date Received At Laboratory**	03 November 2022
Telephone	0484 119 851	**Date Analysed**	14 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Club, all eaves and awning ceiling linings - Eaves	20x13x4 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
002		Club interior, kitchen and hall, floor tiles - Floor covering	35x20x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
003		Club interior, kitchen sink, black adhered to bottom of sink - Bituminous lining	20x15x1 mm	Bituminous Product	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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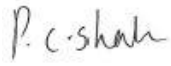
Job Number	166883	**Address Of Sampling Site**	Italian Club, Young St, Harvey, WA 6220
Client	Shire of Harvey	**Date Sampled**	31 October 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Priyanka Shah (Laboratory Analyst)



Approved Signatory:

Zoe Anderson (Laboratory Analyst)



END OF REPORT

END OF REPORT

DISCLAIMER

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ASBESTOS MATERIALS SURVEY

HARVEY BOWLING CLUB, YOUNG ST, HARVEY WA 6226



PREPARED FOR:

SHIRE OF HARVEY

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Harvey Bowling Club, Young St, Harvey WA 6226
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Harvey Bowling Club, Young St, Harvey WA 6226.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 1st of November 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Harvey Bowling Club - Ladies toilet, lower floral design internal walls, Internal Walls
- Ground Floor - Harvey Bowling Club - Gentlemen's toilet, internal walls, SW and SE internal walls, fibre cement sheeting, Internal Walls
- Ground Floor - Harvey Bowling Club - W exterior, enclosed entry, ceiling lining, Ceiling
- Ground Floor - Harvey Bowling Club - Bar, storeroom/cooler room, NW corrugated internal walls, Internal Walls
- Ground Floor - Harvey Bowling Club - Gentlemen's toilet, ceiling lining, Ceiling
- Ground Floor - Harvey Bowling Club - Bar, storeroom/cooler room, NW internal eaves, Eaves
- External - Harvey Bowling Club - NW awning ceiling linings, Ceiling
- External - Harvey Bowling Club - External walls, all corrugated wall cladding, External walls
- External - Harvey Bowling Club - All eaves, Eaves
- External - Harvey Bowling Club - SE awning ceiling linings, Ceiling

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Harvey Bowling Club, Young St, Harvey WA 6226.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 1st of November 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 1st of November 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Harvey Bowling Club - Ladies toilet, lower floral design internal walls, Internal Walls
- Ground Floor - Harvey Bowling Club - Gentlemen's toilet, internal walls, SW and SE internal walls, fibre cement sheeting, Internal Walls
- Ground Floor - Harvey Bowling Club - W exterior, enclosed entry, ceiling lining, Ceiling
- Ground Floor - Harvey Bowling Club - Bar, storeroom/cooler room, NW corrugated internal walls, Internal Walls
- Ground Floor - Harvey Bowling Club - Gentlemen's toilet, ceiling lining, Ceiling
- Ground Floor - Harvey Bowling Club - Bar, storeroom/cooler room, NW internal eaves, Eaves
- External - Harvey Bowling Club - NW awning ceiling linings, Ceiling
- External - Harvey Bowling Club - External walls, all corrugated wall cladding, External walls
- External - Harvey Bowling Club - All eaves, Eaves
- External - Harvey Bowling Club - SE awning ceiling linings, Ceiling

During the site survey, 11 samples were collected and sampled to confirm the presence or absence of asbestos; 5 of the 11 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without

extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Harvey Bowling Club									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46503	External - External walls, all corrugated wall cladding	External walls - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	250m²	Non-Friable	Very Low - 4	001	No
46516	Ground Floor - Bar, storeroom/cooler room, NW corrugated internal walls	Internal Walls - Fibre Cement Material - 1	Fair	AMO, CHR	20m²	Non-Friable	Very Low - 4	As 001	No
46509	External - All eaves	Eaves - Fibre Cement Material - 1	Fair	Confirmed CHR	50m²	Non-Friable	Very Low - 3	002	No
46502	External - NW awning ceiling linings	Ceiling - Fibre Cement Material - 1	Fair	CHR	100m²	Non-Friable	Very Low - 3	As 002	No

Harvey Bowling Club									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46520	Ground Floor - Bar, storeroom/cooler room, NW internal eaves	Eaves - Fibre Cement Material - 1	Fair	CHR	12m²	Non-Friable	Very Low - 3	As 002	No
46508	Ground Floor - Gentlemen's toilet, internal walls, SW and SE internal walls, fibre cement sheeting	Internal Walls - Fibre Cement Material - 1	Good	Confirmed CHR	40m²	Non-Friable	Very Low - 2	004	No
46514	Ground Floor - W exterior, enclosed entry, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR	10m²	Non-Friable	Very Low - 2	As 004	No
46517	Ground Floor - Gentlemen's toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR	40m²	Non-Friable	Very Low - 2	As 004	No
46513	External - SE awning ceiling linings	Ceiling - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	25m²	Non-Friable	Very Low - 3	005	No
46507	Ground Floor - Ladies toilet, lower floral design internal walls	Internal Walls - Fibre Cement Material - 1	Good	Confirmed CHR	50m²	Non-Friable	Very Low - 3	007	No

4.2 Non-Asbestos Register

Harvey Bowling Club			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46510	External - Western external wall, fibre cement in fill panels around sliding door	External Wall - Fibre Cement Material	003
46512	Ground Floor - Kitchen interior, lower section of internal walls, tilux lining	Internal Walls - Tilux	006
46504	Ground Floor - Ladies toilet, lower tilux internal walls	Internal Walls - Tilux	As 006
46522	Ground Floor - W exterior, enclosed entry, fibre cement western internal wall	Internal Walls - Fibre Cement Material	009
46518	Ground Floor - Womens toilet, vinyl tiles	Floor - Vinyl Product	010
46515	Ground Floor - Store room adjacent to women's toilet, all internal walls	Internal Walls - Fibre Cement Material	011
46505	Ground Floor - Store room adjacent to women's toilet, ceiling lining	Ceiling - Fibre Cement Material	As 011
46506	Ground Floor - Bar, keg room directly behind bar, upper external wall (yellow)	Internal Wall - Fibre Cement Material	012

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46503	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls	**Surface Treatment:**	0 - None
	Location:	External walls, all corrugated wall cladding			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	001	**Extent:**	250m²	**Priority/Risk:**	Very Low - 4
	Control:		**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46509	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	All eaves			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	002	**Extent:**	50m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			

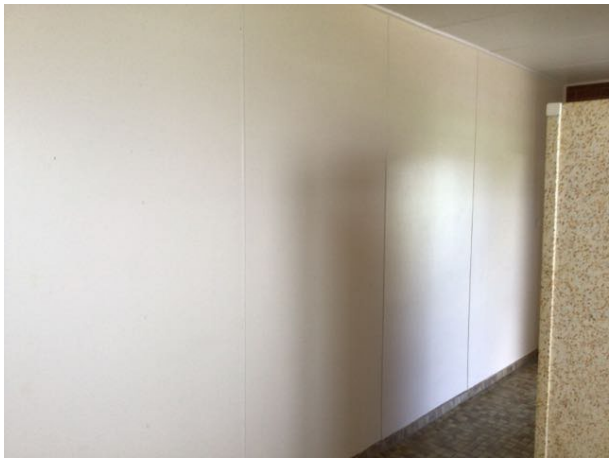




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Item:	Location Details		Material Details		Management Details	
46508	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Gentlemen's toilet, internal walls, SW and SE internal walls, fibre cement sheeting	**Material:**	Fibre Cement Material	**Condition:**	0 - Good
					Asbestos Type:	1 - CHR
	Sample No:	004	**Extent:**	40m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46513	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	SE awning ceiling linings			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	005	**Extent:**	25m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			

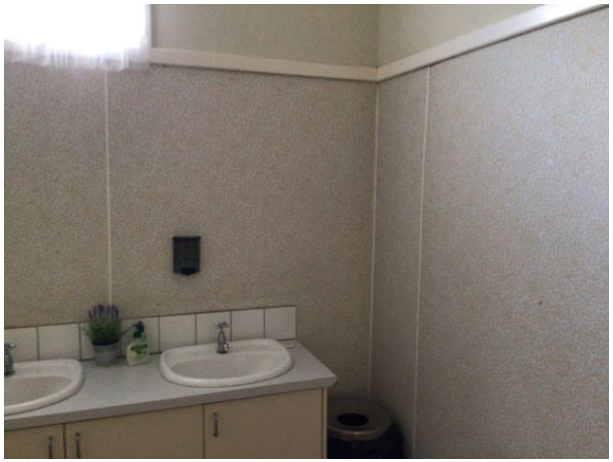




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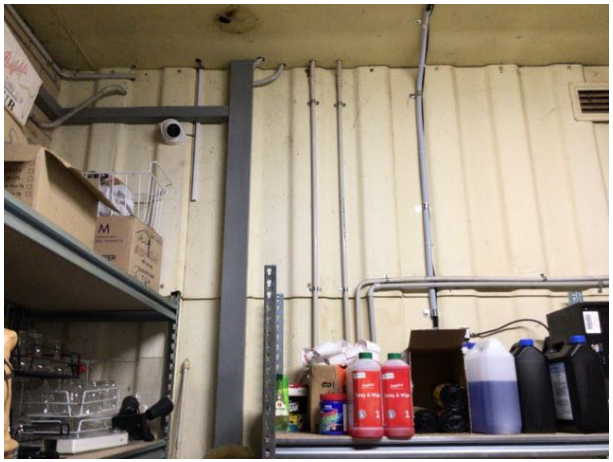
Item:	Location Details		Material Details		Management Details	
46507	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	1 - Low
	Location:	Ladies toilet, lower floral design internal walls			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	007	**Extent:**	50m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46516	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Bar, store room/cooler room, NW corrugated internal walls			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 001	**Extent:**	20m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46502	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	NW awning ceiling linings			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	As 002	**Extent:**	100m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46520	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Bar, store room/cooler room, NW internal eaves			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	As 002	**Extent:**	12m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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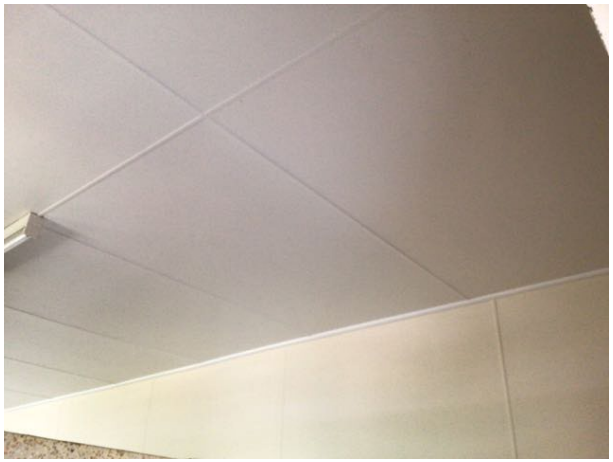
Item:	Location Details		Material Details		Management Details	
46514	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	W exterior, enclosed entry, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	As 004	**Extent:**	10m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46517	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Gentlemen's toilet, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	As 004	**Extent:**	40m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46510	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	N/A
	Location:	Western external wall, fibre cement in fill panels around sliding door	**Material:**	Fibre Cement Material	**Condition:**	N/A
	Sample No:	003	**Extent:**	8m²	**Asbestos Type:**	No Asbestos Detected
					Priority/Risk:	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46512	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Kitchen interior, lower section of internal walls, tilux lining			**Condition:**	N/A
			Material:	Tilux	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	Note: tiled may still exist behind ceramic tiles





Item:	Location Details		Material Details		Management Details	
46522	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	W exterior, enclosed entry, fibre cement western internal wall			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	009	**Extent:**	10m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





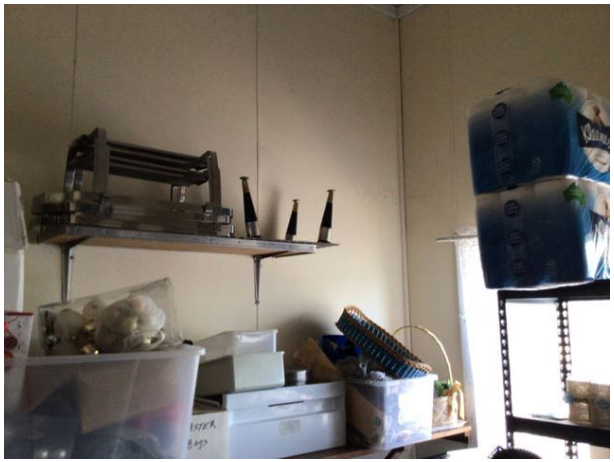
Item:	Location Details		Material Details		Management Details	
46518	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor	**Surface Treatment:**	N/A
	Location:	Womens toilet, vinyl tiles			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	010	**Extent:**	m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46515	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Store room adjacent to women's toilet, all internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	011	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46506	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	N/A
	Location:	Bar, keg room directly behind bar, upper external wall (yellow)			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	012	**Extent:**	5m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46504	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Ladies toilet, lower tilux internal walls			**Condition:**	N/A
			Material:	Tilux	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 006	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	
No Photo Available					*No Photo Available*	

Item:	Location Details		Material Details		Management Details	
46505	**Building:**	Harvey Bowling Club	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Store room adjacent to women's toilet, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 011	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Harvey Bowling Club Young St Harvey WA 6226	Total Number Of Samples:	11
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00711	Date Received/Received By:	Nicholas Percy /1/11/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

							Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		1/11/2022		External walls, all corrugated wall cladding - External walls - Fibre Cement Material	B						
002		1/11/2022		All eaves - Eaves - Fibre Cement Material	B						
003		1/11/2022		Western external wall, fibre cement in fill panels around sliding door - External Wall - Fibre Cement Material	B						
004		1/11/2022		Gentlemen's toilet, internal walls, SW and SE internal walls, fibre cement sheeting - Internal Walls - Fibre Cement Material	B						
005		1/11/2022		SE awning ceiling linings - Ceiling - Fibre Cement Material	B						
006		1/11/2022		Kitchen interior, lower section of internal walls, tilux lining - Internal Walls - Tilux	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
007		1/11/2022		Ladies toilet, lower floral design internal walls - Internal Walls - Fibre Cement Material	B						
009		1/11/2022		W exterior, enclosed entry, fibre cement western internal wall - Internal Walls - Fibre Cement Material	B						
010		1/11/2022		Womens toilet, vinyl tiles - Floor - Vinyl Product	B						
011		1/11/2022		Store room adjacent to women's toilet, all internal walls - Internal Walls - Fibre Cement Material	B						
012		1/11/2022		Bar, keg room directly behind bar, upper external wall (yellow) - Internal Wall - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	16 November 2022	**Date Sampled**	01 November 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Harvey Bowling Club, Young St, Harvey, WA 6226
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	11
Contact	Mark Chadwick	**Date Received At Laboratory**	08 November 2022
Telephone	0484 119 851	**Date Analysed**	14 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		External walls, all corrugated wall cladding - External walls	20x12x4 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
002		All eaves - Eaves	15x10x3 mm	Fibre Cement Material	**CHR**	**N/A**
003		Western external wall, fibre cement in fill panels around sliding door - External Wall	20x12x4 mm	Fibre Board	**NAD, ORG**	**NAD**
004		Gentlemen's toilet, internal walls, SW and SE internal walls, fibre cement sheeting - Internal Walls	15x10x4 mm	Fibre Cement Material	**CHR**	**N/A**
005		SE awning ceiling linings - Ceiling	12x10x3 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
006		Kitchen interior, lower section of internal walls, tilux lining - Internal Walls	20x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**
007		Ladies' toilet, lower floral design internal walls - Internal Walls	12x6x2 mm	Fibre Cement Material	**CHR**	**N/A**
009		W exterior, enclosed entry, fibre cement western internal wall - Internal Walls	12x10x4 mm	Fibre Board	**NAD, ORG**	**NAD**
010		Women toilet, vinyl tiles - Floor	20x15x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
011		Storeroom adjacent to women's toilet, all internal walls - Internal Walls	15x8x4 mm	Fibre Board	**NAD, ORG**	**NAD**
012		Bar, keg room directly behind bar, upper external wall (yellow) - Internal Wall	30x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**

SERS
Site Environmental and Remediation Services

Job Number 166883

Client Shire of Harvey

Address Of Sampling Site Harvey Bowling Club, Young St, Harvey, WA 6226

Date Sampled 01 November 2022

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

DISCLAIMER

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ASBESTOS MATERIALS SURVEY

COMMUNITY HOUSE, 72 YOUNG ST, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Client: Shire of Harvey

Project: Asbestos Materials Survey

Title: Community House

Reference: 166883_AS_MC_041222

Status: Rev0

Report Date: 4th December 2022

Document Production Record

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Checked By			
Approved By		Matt Campbell	

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Community House, 72 Young St, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Community House, 72 Young St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 4th December 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Community House - External, External Wall
- Ground Floor - Community House - Internal, Internal Wall
- Ground Floor - Community House - Internal, Cladding
- Ground Floor - Community House - Rear fence, Cement Fence

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Community House, 72 Young St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 4th December 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 4th December 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Community House - External, External Wall
- Ground Floor - Community House - Internal, Internal Wall
- Ground Floor - Community House - Internal, Cladding
- Ground Floor - Community House - Rear fence, Cement Fence

During the site survey, no samples were collected and sampled to confirm the presence or absence of asbestos;

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Community House									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
47560	Ground Floor - External	External Wall - Fibre Cement Material - 1	Good	Presumed Asbestos	100no	Non-Friable	Very Low - 4		Yes
47563	Ground Floor - External	Electrical mounting board - 2	Good	Presumed	1no	Non-Friable	- 0		No
47558	Ground Floor - Internal	Internal Wall - Fibre Cement Material - 1	Good	Presumed Asbestos	60m²	Non-Friable	Very Low - 4		No
47564	Ground Floor - Internal	Cladding - Fibre Cement Material - 1	Fair	Presumed Asbestos	40m²	Non-Friable	Low - 6		Yes
47559	Ground Floor - Rear fence	Cement Fence - Cement Product - 1	Fair	Presumed Asbestos	5lin m	Non-Friable	Low - 6		No

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

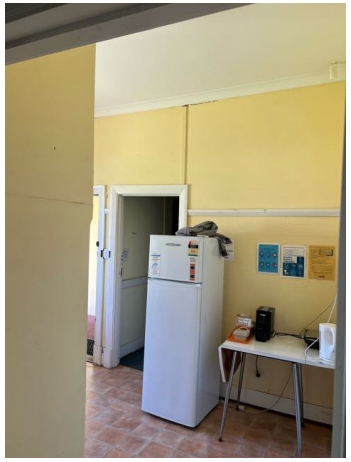
Asbestos Fibre Type Abbreviations

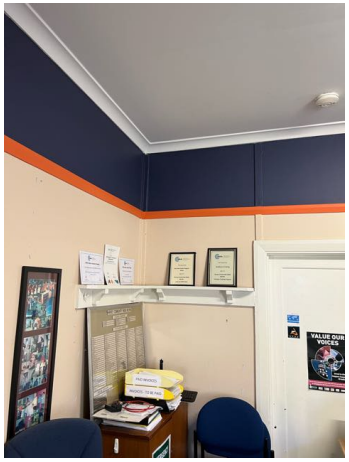
NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
47558	**Building:**	Community House	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	0 - None
	Location:	Internal			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	60m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
47559	**Building:**	Community House	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Cement Fence	**Surface Treatment:**	1 - Low
	Location:	Rear fence			**Condition:**	1 - Fair
			Material:	Cement Product	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	5lin m	**Priority/Risk:**	Low - 6
	Control:	Seal, label & manage			**Additional Comments:**	



No Photo Available

Item:	Location Details		Material Details		Management Details	
47560	**Building:**	Community House	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	External Wall	**Surface Treatment:**	0 - None
	Location:	External			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	100no	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage - Minor remediation of broken pieces required, minor ACM pieces on the ground which should be picked up			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
47564	**Building:**	Community House	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Cladding	**Surface Treatment:**	1 - Low
	Location:	Internal			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	40m²	**Priority/Risk:**	Low - 6
	Control:	Encapsulate, label & manage - Minor breakages require sealing and repair, minor ACM pieces across the ground.			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
47563	**Building:**	Community House	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Electrical mounting board	**Surface Treatment:**	N/A
	Location:	External			**Condition:**	N/A
			Material:		**Asbestos Type:**	No Asbestos Detected
	Sample No:	Presumed	**Extent:**	1no	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	



No Photo Available

END OF REPORT

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ASBESTOS MATERIALS SURVEY

UDUC HALL, FIELD ROAD, UDUC WA 6220



PREPARED FOR:

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Uduc Hall, Field road, Uduc WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Uduc Hall, Field road, Uduc WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 1st November 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Uduc Hall - Female toilet, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Hallway adjacent to tolets, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Disabled toilet, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Kitchen, all internal walls, fibre cement sheeting , Internal Walls
- Ground Floor - Uduc Hall - Male toilet, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Hall, upper section of internal walls fibre cement sheeting , Internal Walls
- External - Uduc Hall - All external walls, upper section, fibre cement sheeting , External walls and gable ends
- Ground Floor - Uduc School - All internal walls and ceiling linings, Internal walls and ceiling linings
- Ground Floor - Uduc School - Fire place, concrete plate at foot of place, Fibre cement sheet

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Uduc Hall, Field road, Uduc WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 1st November 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 1st November 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Uduc Hall - Female toilet, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Hallway adjacent to tolets, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Disabled toilet, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Kitchen, all internal walls, fibre cement sheeting , Internal Walls
- Ground Floor - Uduc Hall - Male toilet, ceiling lining, Ceiling
- Ground Floor - Uduc Hall - Hall, upper section of internal walls fibre cement sheeting , Internal Walls
- External - Uduc Hall - All external walls, upper section, fibre cement sheeting , External walls and gable ends
- Ground Floor - Uduc School - All internal walls and ceiling linings, Internal walls and ceiling linings
- Ground Floor - Uduc School - Fire place, concrete plate at foot of place, Fibre cement sheet

During the site survey, 8 samples were collected and sampled to confirm the presence or absence of asbestos; 4 of the 8 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may

expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Uduc Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46495	External - All external walls, upper section, fibre cement sheeting	External walls and gable ends - Fibre Cement Material - 1	Good	Confirmed CHR	150m²	Non-Friable	Very Low - 2	001	No
46500	Ground Floor - Hall, upper section of internal walls fibre cement sheeting	Internal Walls - Fibre Cement Material - 1	Good	Confirmed CHR, CRO	150m²	Non-Friable	Very Low - 4	003	No
46496	Ground Floor - Kitchen, all internal walls, fibre cement sheeting	Internal Walls - Fibre Cement Material - 1	Good	Confirmed CHR, ORG	60m²	Non-Friable	Very Low - 2	004	No
46487	Ground Floor - Female toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	20m²	Non-Friable	Very Low - 2	As 004	No
46490	Ground Floor - Hallway adjacent to toilets, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	30m²	Non-Friable	Very Low - 2	As 004	No

Uduc Hall									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46492	Ground Floor - Disabled toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	15m²	Non-Friable	Very Low - 2	As 004	No
46498	Ground Floor - Kitchen, ceiling lining	Ceiling - 1	Good	CHR, ORG	30m²	Non-Friable	Very Low - 2	As 004	No
46499	Ground Floor - Male toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	CHR, ORG	20m²	Non-Friable	Very Low - 2	As 004	No

Uduc School									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46488	Ground Floor - All internal walls and ceiling linings	Internal walls and ceiling linings - Fibre Cement Material - 1	Fair	Confirmed CHR	200m²	Non-Friable	Very Low - 4	008	No

Uduc School									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46494	Ground Floor - Fire place, concrete plate at foot of place	Fibre cement sheet - Fibre Cement Material - 1	Fair	CHR	m^2	Non-Friable	Very Low - 4	As 008	No

4.2 Non-Asbestos Register

Uduc Hall			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46491	External - Pitched eaves at northern end of hall	Eaves - Fibre Cement Material	002
46497	Ground Floor - Kitchen, floor, vinyl tiles	Floor covering - Vinyl Product	005
46493	External - Flat Eaves at eastern side of building	Eaves - Friction Material	006
46489	External - Kitchen, grey glue beneath vinyl floor cover	Glue - Glue	007

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46495	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls and gable ends	**Surface Treatment:**	0 - None
	Location:	All external walls, upper section, fibre cement sheeting			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	001	**Extent:**	150m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46500	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Hall, upper section of internal walls fibre cement sheeting			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	003	**Extent:**	150m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46496	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Kitchen, all internal walls, fibre cement sheeting			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	004	**Extent:**	60m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46488	**Building:**	Uduc School	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal walls and ceiling linings	**Surface Treatment:**	1 - Low
	Location:	All internal walls and ceiling linings			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	008	**Extent:**	200m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46487	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Female toilet, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 004	**Extent:**	20m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			

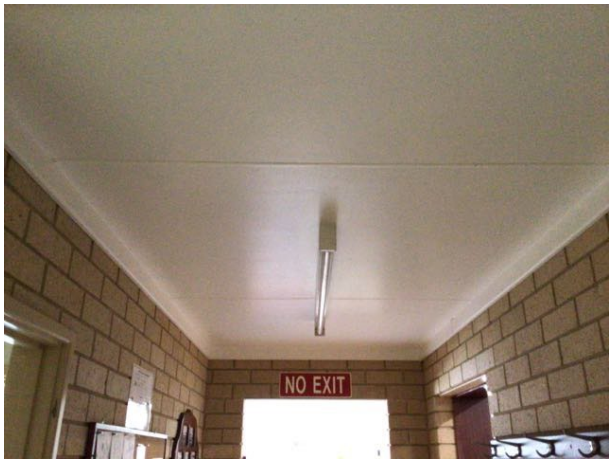




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Item:	Location Details		Material Details		Management Details	
46490	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Hallway adjacent to toilets, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 004	**Extent:**	30m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46492	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Disabled toilet, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 004	**Extent:**	15m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46498	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Kitchen, ceiling lining			**Condition:**	0 - Good
			Material:		**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 004	**Extent:**	30m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46499	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Male toilet, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	As 004	**Extent:**	20m²	**Priority/Risk:**	Very Low - 2
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46494	**Building:**	Uduc School	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	1 - Low
	Location:	Fire place, concrete plate at foot of place			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	As 008	**Extent:**	m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46491	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	Pitched eaves at norther end of hall			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	50m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	

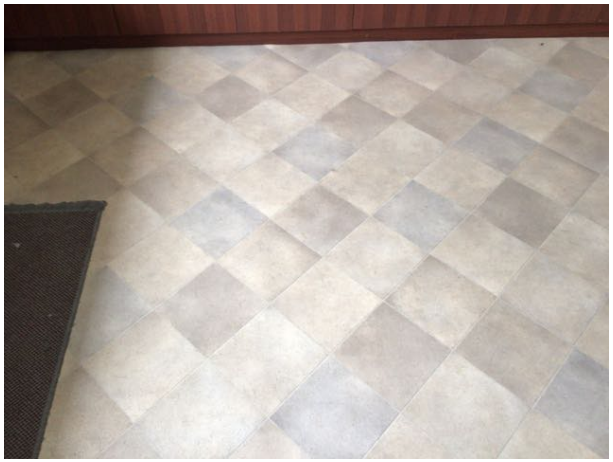




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Item:	Location Details		Material Details		Management Details	
46497	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor covering	**Surface Treatment:**	N/A
	Location:	Kitchen, floor, vinyl tiles			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	005	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46493	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	Flat Eaves at eastern side of building			**Condition:**	N/A
			Material:	Friction Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	15m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46489	**Building:**	Uduc Hall	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Glue	**Surface Treatment:**	N/A
	Location:	Kitchen, grey glue beneath vinyl floor cover			**Condition:**	N/A
			Material:	Glue	**Asbestos Type:**	No Asbestos Detected
	Sample No:	007	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	



No Photo Available

APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Uduc Hall Field road Uduc WA 6220	Total Number Of Samples:	8
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00714	Date Received/Received By:	Nicholas Percy /1/11/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

							Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		1/11/2022		Uduc Hall / All external walls, upper section, fibre cement sheeting - External walls and gable ends - Fibre Cement Material	B						
002		1/11/2022		Uduc Hall / Pitched eaves at norther end of hall - Eaves - Fibre Cement Material	B						
003		1/11/2022		Uduc Hall / Hall, upper section of internal walls fibre cement sheeting - Internal Walls - Fibre Cement Material	B						
004		1/11/2022		Uduc Hall / Kitchen, all internal walls, fibre cement sheeting - Internal Walls - Fibre Cement Material	B						
005		1/11/2022		Uduc Hall / Kitchen, floor, vinyl tiles - Floor covering - Vinyl Product	B						
006		1/11/2022		Uduc Hall / Flat Eaves at eastern side of building - Eaves - Friction Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
007		1/11/2022		Uduc Hall / Kitchen, grey glue beneath vinyl floor cover - Glue - Glue	B						
008		1/11/2022		Uduc School / All internal walls and ceiling linings - Internal walls and ceiling linings - Fibre Cement Material	B						

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	11 November 2022	**Date Sampled**	01 November 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Uduc Hall, Field road, Uduc, WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	8
Contact	Mark Chadwick	**Date Received At Laboratory**	08 November 2022
Telephone	0484 119 851	**Date Analysed**	10 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Uduc Hall, All external walls, upper section, fibre cement sheeting - External walls and gable ends	50x15x5 mm	Fibre Cement Material	**CHR**	**N/A**
002		Uduc Hall, Pitched eaves at norther end of hall - Eaves	30x15x4 mm	Fibre Board	**NAD, ORG**	**NAD**
003		Uduc Hall, Hall, upper section of internal walls fibre cement sheeting - Internal Walls	15x8x3 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
004		Uduc Hall, Kitchen, all internal walls, fibre cement sheeting - Internal Walls	20x7x3 mm	Fibre Board	**CHR, ORG**	**N/A**
005		Uduc Hall, Kitchen, floor, vinyl tiles - Floor covering	25x18x2 mm	Vinyl Product	**NAD, ORG, SMF**	**NAD**
006		Uduc Hall, Flat Eaves at eastern side of building - Eaves	20x8x4 mm	Fibre Board	**NAD, ORG**	**NAD**
007		Uduc Hall, Kitchen, grey glue beneath vinyl floor cover - Glue	10x8x1 mm	Glue	**NAD, ORG**	**NAD**
008		Uduc School, All internal walls and ceiling linings - Internal walls and ceiling linings	25x10x6 mm	Fibre Cement Material	**CHR**	**N/A**

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Job Number 166883

Client Shire of Harvey

Address Of Sampling Site Uduc Hall, Field Road, Uduc, WA 6220

Date Sampled 01 November 2022

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

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Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

OLD GOLF COURSE, SOUTH WEST HIGHWAY, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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SERS
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Old Golf Course, South West Highway, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Old Golf Course, South West Highway, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 1st November 2022 to 2nd November 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Old Golf Course - Female toilet, ceiling lining, Ceiling
- Ground Floor - Old Golf Course - Kitchen, sloped ceiling lining, Ceiling
- Ground Floor - Old Golf Course - Internal power distribution box, internal backing board , Back board
- Ground Floor - Old Golf Course - Female toilet, all internal walls and partitions, Internal Walls
- Ground Floor - Old Golf Course - Male toilet, all internal walls and partitions , Internal Walls
- Ground Floor - Old Golf Course - Male toilet, ceiling lining, Ceiling
- Ground Floor - Old Golf Course - Kitchen, SW internal wall, Internal Wall
- External - Old Golf Course - Golf club, SE external walls, fibre cement sheeting , External walls

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Old Golf Course, Ground Floor - Western room, interior
- Old Golf Course, Ground Floor - NW room, interior
- Old Golf Course, Ground Floor - Eastern room adjacent to entry, interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Old Golf Course, South West Highway, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 1st November 2022 to 2nd November 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 1st November 2022 to 2nd November 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Old Golf Course - Female toilet, ceiling lining, Ceiling
- Ground Floor - Old Golf Course - Kitchen, sloped ceiling lining, Ceiling
- Ground Floor - Old Golf Course - Internal power distribution box, internal backing board , Back board
- Ground Floor - Old Golf Course - Female toilet, all internal walls and partitions, Internal Walls
- Ground Floor - Old Golf Course - Male toilet, all internal walls and partitions , Internal Walls
- Ground Floor - Old Golf Course - Male toilet, ceiling lining, Ceiling
- Ground Floor - Old Golf Course - Kitchen, SW internal wall, Internal Wall
- External - Old Golf Course - Golf club, SE external walls, fibre cement sheeting , External walls

During the site survey, 8 samples were collected and sampled to confirm the presence or absence of asbestos; 5 of the 8 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Old Golf Course, Ground Floor - Western room, interior
- Old Golf Course, Ground Floor - NW room, interior
- Old Golf Course, Ground Floor - Eastern room adjacent to entry, interior

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may

expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Old Golf Course									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46535	External - Golf club, SE external walls, fibre cement sheeting	External walls - Fibre Cement Material - 1	Fair	Confirmed CHR, ORG	30m²	Non-Friable	Very Low - 3	001	No
46536	Ground Floor - Kitchen, SW internal wall	Internal Wall - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	12m²	Non-Friable	Very Low - 3	003	No
46526	Ground Floor - Kitchen, sloped ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	11m²	Non-Friable	Very Low - 4	004	No
46528	Ground Floor - Female toilet, all internal walls and partitions	Internal Walls - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	40m²	Non-Friable	Very Low - 3	007	No
46523	Ground Floor - Female toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	AMO, CHR	25m²	Non-Friable	Very Low - 3	As 007	No

Old Golf Course									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46531	Ground Floor - Male toilet, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	30m²	Non-Friable	Very Low - 3	008	No
46529	Ground Floor - Male toilet, all internal walls and partitions	Internal Walls - Fibre Cement Material - 1	Fair	AMO, CHR	40m²	Non-Friable	Very Low - 4	As 008	No
46527	Ground Floor - Internal power distribution box, internal backing board	Back board - Fibre Cement Material - 1	Fair	Presumed Asbestos	0.5m²	Non-Friable	Low - 6		No

4.2 Non-Asbestos Register

Old Golf Course			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46534	External - Golf club, SW section of club, SE facing external wall, fibre cement infill panel	Fibre cement sheet - Fibre Cement Material	002
46525	Ground Floor - Kitchen, vinyl floor cover	Floor covering - Vinyl Product	005
46537	Ground Floor - Hallway, northern internal wall, fibre cement infill panel	Fibre cement sheet - Fibre Cement Material	006

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46535	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External walls	**Surface Treatment:**	0 - None
	Location:	Golf club, SE external walls, fibre cement sheeting			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR, ORG
	Sample No:	001	**Extent:**	30m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46536	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Wall	**Surface Treatment:**	0 - None
	Location:	Kitchen, SW internal wall			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	003	**Extent:**	12m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46526	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	1 - Low
	Location:	Kitchen, sloped ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	004	**Extent:**	11m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46528	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Female toilet, all internal walls and partitions			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	007	**Extent:**	40m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46531	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Male toilet, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	008	**Extent:**	30m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46523	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Female toilet, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 007	**Extent:**	25m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46529	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	Male toilet, all internal walls and partitions			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	As 008	**Extent:**	40m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46527	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Back board	**Surface Treatment:**	1 - Low
	Location:	Internal power distribution box, internal backing board			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	0.5m²	**Priority/Risk:**	Low - 6
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46534	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Golf club, SW section of club, SE facing external wall, fibre cement infill panel	**Material:**	Fibre Cement Material	**Condition:**	N/A
					Asbestos Type:	No Asbestos Detected
	Sample No:	002	**Extent:**	0.5m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46525	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Floor covering	**Surface Treatment:**	N/A
	Location:	Kitchen, vinyl floor cover			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	005	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	

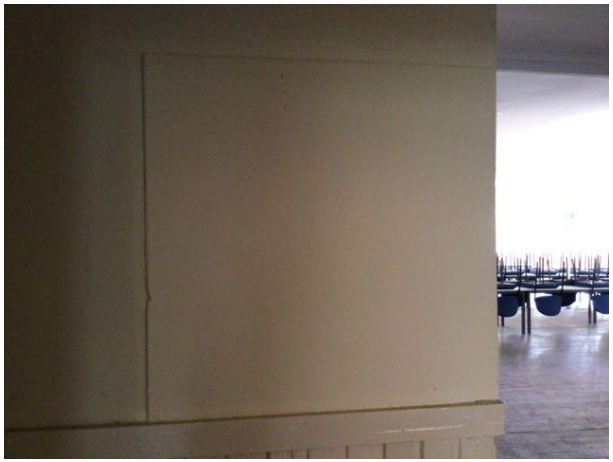




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Item:	Location Details		Material Details		Management Details	
46537	**Building:**	Old Golf Course	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Hallway, northern internal wall, fibre cement infill panel			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	006	**Extent:**	0.5m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Old Golf Course South West Highway Harvey WA 6220	Total Number Of Samples:	8
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00715	Date Received/Received By:	Nicholas Percy /2/11/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		2/11/2022		Golf club, SE external walls, fibre cement sheeting - External walls - Fibre Cement Material	B						
002		2/11/2022		Golf club, SW section of club, SE facing external wall, fibre cement infill panel - Fibre cement sheet - Fibre Cement Material	B						
003		2/11/2022		Kitchen, SW internal wall - Internal Wall - Fibre Cement Material	B						
004		2/11/2022		Kitchen, sloped ceiling lining - Ceiling - Fibre Cement Material	B						
005		2/11/2022		Kitchen, vinyl floor cover - Floor covering - Vinyl Product	B						
006		2/11/2022		Hallway, northern internal wall, fibre cement infill panel - Fibre cement sheet - Fibre Cement Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
007		2/11/2022		Female toilet, all internal walls and partitions - Internal Walls - Fibre Cement Material	B						
008		2/11/2022		Male toilet, ceiling lining - Ceiling - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	14 November 2022	**Date Sampled**	02 November 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Old Golf Course, Southwest Highway, Harvey, WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	8
Contact	Mark Chadwick	**Date Received At Laboratory**	08 November 2022
Telephone	0484 119 851	**Date Analysed**	11 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Golf club, SE external walls, fibre cement sheeting - External walls	20x15x5 mm	Fibre Board	**CHR, ORG**	**N/A**
002		Golf club, SW section of club, SE facing external wall, fibre cement infill panel - Fibre cement sheet	30x10x5 mm	Fibre Board	**NAD, ORG**	**NAD**
003		Kitchen, SW internal wall - Internal Wall	28x10x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
004		Kitchen, sloped ceiling lining - Ceiling	25x15x6 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
005		Kitchen, vinyl floor cover - Floor covering	20x12x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
006		Hallway, northern internal wall, fibre cement infill panel - Fibre cement sheet	15x10x5 mm	Fibre Board	**NAD, ORG**	**NAD**
007		Female toilet, all internal walls and partitions - Internal Walls	25x8x4 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
008		Male toilet, ceiling lining - Ceiling	15x12x4 mm	Fibre Cement Material	**AMO, CHR**	**N/A**

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Job Number 166883

Client Shire of Harvey

Address Of Sampling Site Old Golf Course, Southwest Highway, Harvey, WA 6220

Date Sampled 02 November 2022

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

HARVEY DEPOT - FERTILISER SHED, WEIR ROAD, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Client: Shire of Harvey

Project: Asbestos Materials Survey

Title: Harvey Depot - Fertiliser Shed

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Harvey Depot - Fertiliser Shed, Weir Road, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Harvey Depot - Fertiliser Shed, Weir Road, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 2nd November 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

No asbestos containing materials were identified during the course of this survey.

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Harvey Depot - Fertiliser Shed, Weir Road, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 2nd November 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 2nd November 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

No asbestos containing materials were identified during the course of this survey.

During the site survey, no samples were collected and sampled to confirm the presence or absence of asbestos;

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

No asbestos containing materials were identified during the course of this survey.

4.2 Non-Asbestos Register

There were no non asbestos containing materials found during the course of this survey.

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

END OF REPORT

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SERS
Site Environmental and Remediation Services

ASBESTOS MATERIALS SURVEY

HARVEY RESOURCE CENTRE (KINDERGARTEN), 5 GIBBS ST, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

Title: Harvey Resource Centre (Kindergarten)

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Harvey Resource Centre (Kindergarten), 5 Gibbs St, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Harvey Resource Centre (Kindergarten), 5 Gibbs St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 2nd November 2022 by a suitably qualified SERS consultant.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - Harvey Resource Centre (Kindergarten) - All eaves, Eaves
- External - Harvey Resource Centre (Kindergarten) - SW interior, central office, ceiling lining, Ceiling
- External - Harvey Resource Centre (Kindergarten) - Eastern boundary, corrugated garden bed retainer, Fence
- External - Harvey Resource Centre (Kindergarten) - Garage/storage room, ceiling, Ceiling
- External - Harvey Resource Centre (Kindergarten) - SW interior, central office, southern, western and northern internal walls , Internal Walls
- External - Harvey Resource Centre (Kindergarten) - Eastern, southern and western external wall, External Wall

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Harvey Resource Centre (Kindergarten), Ground Floor - NW office room 3
- Harvey Resource Centre (Kindergarten), Ground Floor - SE office room 1

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Harvey Resource Centre (Kindergarten), 5 Gibbs St, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 2nd November 2022 by a suitably qualified SERS consultant.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 2nd November 2022 by a suitably qualified SERS consultant. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - Harvey Resource Centre (Kindergarten) - All eaves, Eaves
- External - Harvey Resource Centre (Kindergarten) - SW interior, central office, ceiling lining, Ceiling
- External - Harvey Resource Centre (Kindergarten) - Eastern boundary, corrugated garden bed retainer, Fence
- External - Harvey Resource Centre (Kindergarten) - Garage/storage room, ceiling, Ceiling
- External - Harvey Resource Centre (Kindergarten) - SW interior, central office, southern, western and northern internal walls , Internal Walls
- External - Harvey Resource Centre (Kindergarten) - Eastern, southern and western external wall, External Wall

During the site survey, 9 samples were collected and sampled to confirm the presence or absence of asbestos; 6 of the 9 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

- Harvey Resource Centre (Kindergarten), Ground Floor - NW office room 3
- Harvey Resource Centre (Kindergarten), Ground Floor - SE office room 1

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may

expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Harvey Resource Centre (Kindergarten)									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46602	External - Eastern, southern and western external wall	External Wall - Fibre Cement Material - 1	Fair	Confirmed CHR, CRO	40m²	Non-Friable	Medium - 8	002	No
46587	External - All eaves	Eaves - Fibre Cement Material - 1	Fair	Confirmed AMO, CHR	40m²	Non-Friable	Very Low - 4	003	No
46597	External - Eastern boundary, corrugated garden bed retainer	Fence - Fibre Cement Material - 1	Fair	Confirmed CHR	50lin m	Non-Friable	Very Low - 4	004	No
46590	External - SW interior, central office, ceiling lining	Ceiling - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	20m²	Non-Friable	Very Low - 3	005	No
46600	External - SW interior, central office, southern,	Internal Walls - Fibre Cement Material - 1	Good	Confirmed CHR, CRO	30m²	Non-Friable	Very Low - 4	006	No

Harvey Resource Centre (Kindergarten)									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
	western and northern internal walls								
46599	External - Garage/storage room, ceiling	Ceiling - Fibre Cement Material - 1	Good	Confirmed AMO, CHR	20m²	Non-Friable	Very Low - 3	009	No

4.2 Non-Asbestos Register

Harvey Resource Centre (Kindergarten)			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46588	External - External garage/storage room with roller door, external walls	External walls - Fibre Cement Material	001
46595	External - Western interior, printer room, vinyl floor tiles	Floor - Vinyl Product	007
46603	External - Garage/storage room, internal walls	Internal Walls - Fibre Cement Material	008

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

Item:	Location Details		Material Details		Management Details	
46602	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	External Wall	**Surface Treatment:**	3 - High
	Location:	Eastern, southern and western external wall			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - CHR, CRO
	Sample No:	002	**Extent:**	40m²	**Priority/Risk:**	Medium - 8
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46587	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	All eaves			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	003	**Extent:**	40m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46597	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Fence	**Surface Treatment:**	1 - Low
	Location:	Eastern boundary, corrugated garden bed retainer			**Condition:**	1 - Fair
			Material:	Fibre Cement Material	**Asbestos Type:**	1 - CHR
	Sample No:	004	**Extent:**	50lin m	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





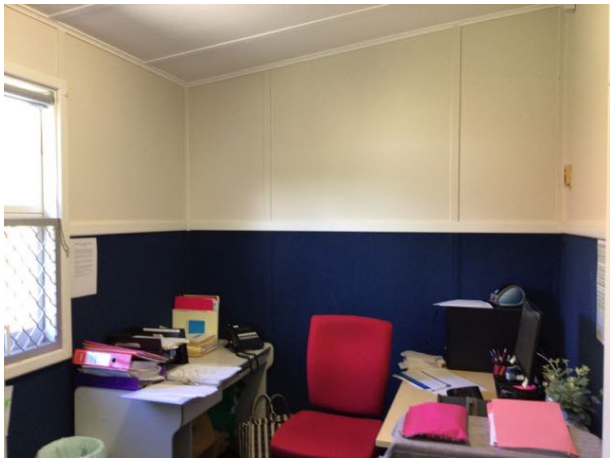
Item:	Location Details		Material Details		Management Details	
46590	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	SW interior, central office, ceiling lining			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	005	**Extent:**	20m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46600	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Internal Walls	**Surface Treatment:**	0 - None
	Location:	SW interior, central office, southern, western and northern internal walls	**Material:**	Fibre Cement Material	**Condition:**	0 - Good
					Asbestos Type:	3 - CHR, CRO
	Sample No:	006	**Extent:**	30m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**	Wall sheeting continues behind wall carpet		





Item:	Location Details		Material Details		Management Details	
46599	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Ceiling	**Surface Treatment:**	0 - None
	Location:	Garage/storage room, ceiling			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR
	Sample No:	009	**Extent:**	20m²	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46588	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	External walls	**Surface Treatment:**	N/A
	Location:	External garage/storage room with roller door, external walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	***Respective material is indicated by the arrow and outlined in yellow. Adjacent wall sheeting is represented by Sample 002***





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Item:	Location Details		Material Details		Management Details	
46595	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Floor	**Surface Treatment:**	N/A
	Location:	Western interior, printer room, vinyl floor tiles			**Condition:**	N/A
			Material:	Vinyl Product	**Asbestos Type:**	No Asbestos Detected
	Sample No:	007	**Extent:**	3m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46603	**Building:**	Harvey Resource Centre (Kindergarten)	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Internal Walls	**Surface Treatment:**	N/A
	Location:	Garage/storage room, internal walls			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	008	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Harvey Resource Centre (Kindergarten) 5 Gibbs St Harvey WA 6220	Total Number Of Samples:	9
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00717	Date Received/Received By:	Nicholas Percy /2/11/2022

Payment Method: PLEASE CIRCLE	CASH	CARD	CHEQUE	INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR	SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		2/11/2022		External garage/storage room with roller door, external walls - External walls - Fibre Cement Material	B						
002		2/11/2022		Eastern, southern and western external wall - External Wall - Fibre Cement Material	B						
003		2/11/2022		All eaves - Eaves - Fibre Cement Material	B						
004		2/11/2022		Eastern boundary, corrugated garden bed retainer - Fence - Fibre Cement Material	B						
005		2/11/2022		SW interior, central office, ceiling lining - Ceiling - Fibre Cement Material	B						
006		2/11/2022		SW interior, central office, southern, western and northern internal walls - Internal Walls - Fibre Cement Material	B						

LAB FM001 SERS Laboratory Chain Of Custody

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
007		2/11/2022		Western interior, printer room, vinyl floor tiles - Floor - Vinyl Product	B						
008		2/11/2022		Garage/storage room, internal walls - Internal Walls - Fibre Cement Material	B						
009		2/11/2022		Garage/storage room, ceiling - Ceiling - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

Office Locations

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1300 320 696

Email
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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	11 November 2022	**Date Sampled**	02 November 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Harvey Resource Centre (Kindergarten), 5 Gibbs St, Harvey WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	9
Contact	Mark Chadwick	**Date Received At Laboratory**	08 November 2022
Telephone	0484 119 851	**Date Analysed**	09 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		External garage/storage room with roller door, external walls - External walls	25x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Eastern, southern and western external wall - External Wall	20x7x4 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
003		All eaves - Eaves	18x10x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
004		Eastern boundary, corrugated garden bed retainer - Fence	15x10x3 mm	Fibre Cement Material	**CHR**	**N/A**
005		SW interior, central office, ceiling lining - Ceiling	30x12x6 mm	Fibre Cement Material	**AMO, CHR**	**N/A**
006		SW interior, central office, southern, western, and northern internal walls - Internal Walls	25x10x5 mm	Fibre Cement Material	**CHR, CRO**	**N/A**
007		Western interior, printer room, vinyl floor tiles - Floor	30x20x2 mm	Vinyl Product	**NAD, ORG**	**NAD**
008		Garage/storage room, internal walls - Internal Walls	20x10x5 mm	Fibre Board	**NAD, ORG**	**NAD**
009		Garage/storage room, ceiling - Ceiling	30x15x5 mm	Fibre Cement Material	**AMO, CHR**	**N/A**

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Job Number 166883

Client Shire of Harvey

Address Of Sampling Site Harvey Resource Centre (Kindergarten), 5 Gibbs St, Harvey, WA 6220

Date Sampled 02 November 2022

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Zoe Anderson (Laboratory Analyst)

Approved Signatory:

Priyanka Shah (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

HARVEY ADMINISTRATION OFFIC, UDUC ROAD, HARVEY WA 6220



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

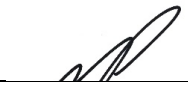
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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Harvey Administration Office, Uduc Road, Harvey WA 6220
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Harvey Administration Office, Uduc Road, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 2nd November 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- External - Harvey Administration Office - Shire of Harvey building, eaves, Eaves

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Harvey Administration Office, Uduc Road, Harvey WA 6220.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 2nd November 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 2nd November 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- External - Harvey Administration Office - Shire of Harvey building, eaves, Eaves

During the site survey, 4 samples were collected and sampled to confirm the presence or absence of asbestos; None of the 4 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

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4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Harvey Administration Office									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46593	External - Shire of Harvey building, eaves	Eaves - Fibre Cement Material - 1	Good	Presumed Asbestos	40m²	Non-Friable	Very Low - 4		No

4.2 Non-Asbestos Register

Harvey Administration Office			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46596	External - Admin office building, front gable end	Gable - Fibre Cement Material	001
46594	External - Admin office building, eaves	Eaves - Fibre Cement Material	002
46601	External - Admin office interior, kitchenette, floor, fibre cement sheet beneath bar fridge	Fibre cement sheet - Fibre Cement Material	003
46586	External - Admin office toilet area, exterior, maroon panel adjacent to roof	Facia cap - Fibre Cement Material	004

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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Item:	Location Details		Material Details		Management Details	
46593	**Building:**	Harvey Administration Office	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	0 - None
	Location:	Shire of Harvey building, eaves			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	3 - Presumed Asbestos
	Sample No:	Presumed	**Extent:**	40m²	**Priority/Risk:**	Very Low - 4
	Control:	Label & Manage	**Additional Comments:**			





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Item:	Location Details		Material Details		Management Details	
46596	**Building:**	Harvey Administration Office	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Gable	**Surface Treatment:**	N/A
	Location:	Admin office building, front gable end			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	12m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46594	**Building:**	Harvey Administration Office	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Eaves	**Surface Treatment:**	N/A
	Location:	Admin office building, eaves			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	002	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46601	**Building:**	Harvey Administration Office	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Fibre cement sheet	**Surface Treatment:**	N/A
	Location:	Admin office interior, kitchenette, floor, fibre cement sheet beneath bar fridge	**Material:**	Fibre Cement Material	**Condition:**	N/A
					Asbestos Type:	No Asbestos Detected
	Sample No:	003	**Extent:**	1m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





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Item:	Location Details		Material Details		Management Details	
46586	**Building:**	Harvey Administration Office	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	External	**Description:**	Facia cap	**Surface Treatment:**	N/A
	Location:	Admin office toilet area, exterior, maroon panel adjacent to roof	**Material:**	Fibre Cement Material	**Condition:**	N/A
	Sample No:	004	**Extent:**	10lin m	**Asbestos Type:**	No Asbestos Detected
					Priority/Risk:	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Harvey Administration Office Uduc Road Harvey WA 6220	Total Number Of Samples:	4
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00718	Date Received/Received By:	Nicholas Percy /2/11/2022

Payment Method: PLEASE CIRCLE	CASH	CARD	CHEQUE	INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR	SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		2/11/2022		Admin office building, front gable end - Gable - Fibre Cement Material	B						
002		2/11/2022		Admin office building, eaves - Eaves - Fibre Cement Material	B						
003		2/11/2022		Admin office interior, kitchenette, floor, fibre cement sheet beneath bar fridge - Fibre cement sheet - Fibre Cement Material	B						
004		2/11/2022		Admin office toilet area, exterior, maroon panel adjacent to roof - Facia cap - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

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LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	15 November 2022	**Date Sampled**	02 November 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Harvey Administration Office, Uduc Road, Harvey, WA 6220
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	4
Contact	Mark Chadwick	**Date Received At Laboratory**	02 November 2022
Telephone	0484 119 851	**Date Analysed**	15 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Admin office building, front gable end - Gable	20x15x5 mm	Fibre Board	**NAD, ORG**	**NAD**
002		Admin office building, eaves - Eaves	27x22x5 mm	Fibre Cement Material	**NAD, ORG**	**NAD**
003		Admin office interior, kitchenette, floor, fibre cement sheet beneath bar fridge - Fibre cement sheet	21x20x5 mm	Fibre Board	**NAD, ORG**	**NAD**
004		Admin office toilet area, exterior, maroon panel adjacent to roof - Facia cap	25x25x7 mm	Fibre Cement Material	**NAD, ORG**	**NAD**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

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Job Number	166883	**Address Of Sampling Site**	Harvey Administration Office, Uduc Road, Harvey, WA 6220
Client	Shire of Harvey	**Date Sampled**	02 November 2022

NATA

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:

Priyanka Shah (Laboratory Analyst)

Approved Signatory:

Sally Ann Snook (Laboratory Analyst)

END OF REPORT

END OF REPORT

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ASBESTOS MATERIALS SURVEY

YARLOOP SPORTS PAVILLION, JOHNSON ROAD, YARLOPP WA 6218



PREPARED FOR:

Shire of Harvey
102 Uduc Road Harvey WA 6220

PREPARED BY:

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Project: Asbestos Materials Survey

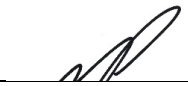
Title: Yarloop Sports Pavilion

Reference: 166883_AS_NP_061222

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Checked By		Matt Campbell	
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SERS
Site Environmental and Remediation Services

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ABBREVIATIONS

ACM	Asbestos Containing Materials
AC	Asbestos Cement
ACD	Asbestos Contaminated Dust
LOD	Limits of Detection
NATA	National Association of Testing Authorities
SERS	Site Environmental and Remediation Services
The Site	Yarloop Sports Pavilion, Johnson Road, Yarloop WA 6218
VO	Visual Observation
N	North
S	South
E	East
W	West
A/C	Air-conditioning
NAD	No Asbestos Detected

EXECUTIVE SUMMARY

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of the site located at Yarloop Sports Pavilion, Johnson Road, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the "works" as detailed in Section 2.

The Site was surveyed on the 27th October 2022 by suitably qualified SERS consultants.

Asbestos Containing Materials

Asbestos was located in the following areas:

- Ground Floor - Yarloop Sports Pavilion - Main room, moron skirting board adjacent to roof , Skirting board
- External - Yarloop Sports Pavilion - Building exterior, fibre cement facial caps, Facia cap

Recommendations have been made on the above items and are detailed in Section 5 of this report.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

1 INTRODUCTION

Site Environmental and Remediation Services (SERS) were commissioned by Shire of Harvey (the client) to conduct an Asbestos Materials Survey of site located at Yarloop Sports Pavilion, Johnson Road, Yarloop WA 6218.

The Scope of the Asbestos Materials Report is to the “works” as detailed in Section 2.

The Site was surveyed on 27th October 2022 by suitably qualified SERS consultants.

2 SCOPE OF WORKS

The Scope of the Asbestos Materials Report is to the "works" as detailed below and includes;

- Attendance of a suitably qualified person to inspect the site.
- Inspection includes a full site walkover checking for presence of surface ACM.
- Taking samples as required;
- Arrangement of the testing of collected samples by a NATA accredited laboratory to confirm presence/absence of asbestos;
- The assessment of the likely presence and location of ACM on the site;
- The creation of a site specific asbestos register;
- The creation of a final report.

Asbestos in soil investigations were not considered within this scope of works.

3 INSPECTION DETAILS

3.1 Inspection findings

The site inspection took place on the 27th October 2022 by suitably qualified SERS consultants. The inspection used both visual observation and laboratory sampling to confirm the presence or absence of asbestos. The following materials were identified as containing asbestos during the survey of the Site;

- Ground Floor - Yarloop Sports Pavilion - Main room, moron skirting board adjacent to roof , Skirting board
- External - Yarloop Sports Pavilion - Building exterior, fibre cement facial caps, Facia cap

During the site survey, 2 samples were collected and sampled to confirm the presence or absence of asbestos; 1 of the 2 samples taken returned a positive result for the presence of asbestos. All asbestos samples taken were analysed within a NATA Accredited Laboratory.

No access and limited access areas

All areas of no access must be presumed to contain ACM. It was not possible to access the following areas at the time of the inspection:

All areas were accessed at the time of the survey.

Where inaccessible areas have been identified it should be presumed that ACM is present until further investigation can confirm the presence/absence of ACM.

Ceiling and substructure cavities had limited access and were accessed where possible and safe to do so. No ACM was observed during these inspections, however due to the nature of these spaces, it must be assumed that ACM products, such as packers, could be present.

While all inspections are conducted in a thorough and conscientious manner, SERS unfortunately cannot guarantee that all asbestos has been located on The Site. The assessment cannot be regarded as absolute without extensive invasion of structures. Future demolition and/or renovation to structures located on The Site may expose materials/areas that were concealed or otherwise impractical to access during the inspection. Section 7 outlines the limitations of the asbestos survey.

Additional information on ACM items and non-ACM items can be found in Sections 4.

4 ASBESTOS MATERIAL REGISTERS

4.1 Asbestos Register

Yarloop Sports Pavilion									
Item #	**Material Location**	**Material Description**	**Condition**	**Material Class**	**Extent (Approx.)**	**Asbestos Fibre Class**	**Potential for Disturbance**	**Sample Reference**	**Immediate Action Required Y/N**
46450	External - Building exterior, fibre cement facial caps	Facia cap - Fibre Cement Material - 1	Good	Confirmed AMO, CHR, ORG	100lin m	Non-Friable	Very Low - 3	002	No
46449	Ground Floor - Main room, moron skirting board adjacent to roof	Skirting board - Fibre Cement Material - 1	Good	AMO, CHR, ORG	20lin m	Non-Friable	Very Low - 3	As 002	No

4.2 Non-Asbestos Register

Yarloop Sports Pavillion			
Item #	**Material Location**	**Material Description**	**Laboratory Sample / Reference**
46451	Ground Floor - Men's toilet and change room, ceiling lining	Ceiling - Fibre Cement Material	001
46452	Ground Floor - Women's toilet and change room, ceiling lining	Ceiling - Fibre Cement Material	As 001
46453	Ground Floor - Internal toilet, ceiling lining	Ceiling - Fibre Cement Material	As 001
46455	Ground Floor - Kitchen, ceiling	Ceiling - Fibre Cement Material	As 001

5 RECOMMENDATIONS AND COMMENTS

5.1 General Recommendations Asbestos

It is a requirement in Western Australia that removal of all asbestos material greater than ten square meters (10m²) be undertaken by an asbestos removalist licensed by Worksafe WA. All works involving the removal of asbestos containing material requires compliance with *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022).* The definition of friable within the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* means asbestos containing material which when dry may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process.

It is recommended (but not a statutory requirement as per the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* that wherever asbestos is being removed, respirable fibre monitoring in accordance with the *Guidance Note on the Membrane Filter Method For Estimating Airborne Fibres 2nd Edition [NOHSC:3003(2005)]* be conducted as a suitable control measure for the nominated removalist. It is a legislated requirement for the removal of friable asbestos materials.

Further assessment of risk through airborne fibre monitoring can assist with decisions on the most appropriate, and urgency of, control measures.

5.2 Recommendations for Asbestos Removal and Remediation.

During asbestos remediation works the following is advised for any nominated contractor to ensure legislative compliance and efficient remediation process;

1. Wherever ACM is being removed, drop sheets should be utilised to capture and ACM fragments to prohibit any soil impact.
2. Structural framework to areas of ACM should be sufficiently detailed in that all fastener heads be removed as asbestos waste. All cavities behind ACM cladding should have sufficient ACD removal conducted via the use of a H class vacuum and/or wet wiping to ensure sufficient decontamination.
3. All cavities which are immediately surrounding ACM situations should be inspected above and below to ensure all ACM is collected and remediated appropriately.
4. All electrical boards should be isolated by a licenced electrician and removed as whole pieces.
5. To prohibit cross contamination of areas from ACD, the planning of the works should be done sequentially and opened up areas detailed as soon as practical.

6 RISK ASSESSMENT

6.1 Risk Matrix

A matrix using the UK's HSG264 methodology of material assessment has been used to calculate a risk of fibre release potential of each asbestos containing material. Each of the parameters given below are assessed during material risk assessment.

Sample Variable	Score	Examples
Product type (or debris from product)	1 (Low)	Composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, paints, decorative finishes, cement etc.)
	2 (Medium)	AIB, textiles, gaskets, ropes, paper etc.
	3 (High)	Lagging, spray coatings, loose asbestos etc.
Surface Treatment	0 (None)	Non-friable composite asbestos/encapsulated cement.
	1 (Low)	Enclosed sprays/lagging/board or bare cement.
	2 (Medium)	Bare AIB or encapsulated lagging/spray.
	3 (High)	Unsealed lagging/spray/loose asbestos.
Condition of the ACM	0 (Good)	No visible damage.
	1 (Fair)	Few scratches/marks, broken edges etc.
	2 (Poor)	Significant breakage of non-friable materials or several areas of damage to friable material.
	3 (Very Poor)	High damage/visible debris.
Asbestos Type	0	No asbestos detected.
	1	Chrysotile.
	2	Amphibole asbestos excluding Crocidolite.
	3	Crocidolite.

Source: Health and Safety Executive (HSE), UK: Asbestos: The Survey Guide Second Edition (2012)

The Material Assessment score is calculated by adding the parameters above. The potential for releasing fibres is detailed below.

Material Assessment Score	Fibre Release Potential
10 or higher	High
7 – 9	Medium
5 – 6	Low
4 or lower	Very Low

The material assessment looks at the type and condition of the ACM and the ease with which it will release fibres if disturbed. It does not take into account occupancy or activities within the area, including periodic maintenance works.

6.2 Control Measures

The recommended control measures that SERS have proposed are as follows:

Material Assessment Score 10 to 12 – High Fibre Release Potential

All High Risk items identified at survey to be reported by the inspector and immediate remedial action taken. High risk items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through normal maintenance channels. Any friable, unstable ACM must be treated as a High Risk.
Target timeframes – Priority Job Order should be within 48 Hours where practicable or as soon as possible.

- **Immediate Isolation Until Remedial Action Completed**
- **Immediate Removal Of Asbestos Containing Material**

Material Assessment Score 7 to 9 – Medium Fibre Release Potential

Medium risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance.

Fencing – where other objects will cause a high probability of disturbance (trees, roots, structures) the cause of probable risk to be removed within 30 days.

- **Remove Source Of Disturbance; Or**
- **Isolate Asbestos Containing Material**

Material Assessment Score 5 to 6 – Low Fibre Release Potential

Low risk items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Management decision is necessary as to when this should be done.

Refurbishment, improvement, programmed or planned maintenance programs must include an assessment plan to remove ACM where the work has a medium to high risk of disturbance.

This assessment should consider maximising asbestos removal to minimise future disruption and must be documented and updated on The Asbestos Register at completion of works.

- **Remove Before Possible Disturbance, Such As Demolition, Partial Demolition, Renovation Or Refurbishment To Ensure Potential Health Risks Do Not Arise.**
- **Monitor Risk Until Remedial Action Is Completed**

Material Assessment Score 2 to 4 – Very Low Fibre Release Potential

These items are very low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

- **Monitor and manage In Accordance With the Review of Risk Assessments**

7 LIMITATIONS

Although the survey conducted was completed in a thorough and conscientious manner, SERS cannot guarantee that all Asbestos Materials were identified.

Due to the widespread historical use of Asbestos Materials within the construction industry, these may be located in areas that were not accessible at the time of inspection.
Any suspect material discovered on site not mentioned within this report should be assessed in its own right and expert opinion sought on appropriate management and/or removal methodologies.

Such materials/locations include:

- Vinyl tiles and other materials beneath existing floor coverings
- Within the sub-surface soils surrounding the structures
- Areas of uncontrolled fill
- The internal material to fire doors
- Hidden areas of the structure including wall cavities, beneath the slab, lift wells, inaccessible plant rooms and internal mechanisms
- Asbestos containing fragments to all of the structure including the roof cavity and floor substructure
- Gaskets to internal mechanisms which were not accessible at the time of inspection
- Underground pipe work including conduits, stormwater services and water services
- Cavities beneath the floor and/or in the roof

All measurements presented in this document are approximate, and should not be solely relied on as a definitive representation of conditions of the site.

APPENDIX A – REGULATORY FRAMEWORK

In dealing with hazardous containing materials generally the following pieces of Legislation, Codes of Practice and Guidance Notes are required to be adhered to by all stakeholders within Western Australia:

- Work Health and Safety Act 2020 (Western Australia)
- Work Health and Safety (General) Regulations 2022 (Western Australia)
- Code of Practice: How to Safety Remove Asbestos (WHSC, 2022)
- Code of Practice: How to Manage and Control Asbestos in the Workplace (WHSC, 2022)
- Health (Asbestos) Regulations 1992 (Western Australia)
- AS 2601-2001 Demolition of Structures
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia (Department of Health, 2021)
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- Landfill Waste Classification and Waste Definitions 1996 (as amended December 2019)

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APPENDIX B – ASBESTOS PRODUCTS GENERAL INFORMATION

1 Asbestos Cement Sheeting

Asbestos cement sheeting includes the following products

- Flat or compressed sheeting for use in eaves, internal and external walls, cladding
- Pipes for water, stormwater, fire services and flues etc.
- Roof shingles
- Flexible building boards for use in eaves, ceilings, internal and external walls, cladding
- Cable trays and other preformed housings and applications including such items as bollards, flower pots and other ornamental items

Provided these items are maintained in good order and condition, the overall risk to health is minimal. If however these products are intended to be disturbed and have the potential for fibre release, precautions should be implemented.

2 Corrugated Asbestos Cement Roofing and Cladding

Deterioration

Asbestos Cement (AC) roofing and cladding deteriorate slowly over time as the upper surface is exposed to the elements affecting the binder between the cement and the asbestos fibres. Over time, this results in excessive fibre loss causing the roof structure as a whole to become brittle.

During severe conditions such as hail and extreme heat (e.g. through fire) the asbestos cement binder may crack or weaken, releasing an excessive amount of fibres either into the air directly or through run-off into stormwater drainage services.

It is also common for AC roofs to be colonised by lichen, moss and/or mould. This can be significant since lichen secretes oxalic acid, chemically etching the AC, causing the surface to become unstable/ weakened and allowing asbestos fibres to become released from the cement matrix.

In most situations, the underside of AC roofs exhibit very little deterioration over time, however asbestos containing dust can accumulate on the roof support structure and other exposed locations below/around the roof. Exposure to steam, acid fumes and other such agents can accelerate deterioration of the roof.

Life Expectancy & Maintenance

Asbestos containing roofing and cladding in good condition may remain in place indefinitely providing certain precautions are taken:

- On no account may high pressure water be used to clean AC roofing/cladding;
- AC roofing/cladding must not be drilled, ground, cut, or otherwise damaged as this may result in the release of airborne fibres. Tree branches or other objects should be prevented from brushing against the AC roof;
- Gutters and downpipes should be kept free from any loose debris. Any blockage could potentially provide a point of build-up of AC material;
- AC walls and other clad structures where mobile plant is to be operated should be protected against damage through the use of barriers etc.;
- As a precautionary measure any ACM with broken or exposed edges should be sufficiently sealed with PVA, acrylic paint or similar;
- The structure as a whole should be regularly inspected for maintenance by a suitably qualified person.

ACM roofing and cladding left undisturbed represents minimal health risk to occupants of the building or structure. Additionally, sealing the cladding with appropriate paints or PVA will assist in reducing the potential release of airborne asbestos fibres.

3 Asbestos Containing Vinyl Tiles and Linoleum

Vinyl tiles and linoleum that contain asbestos are considered to be of minimal risk whilst undisturbed and in good condition. The asbestos contained within these materials is well bound in the vinyl matrix and fibre release is unlikely provided the tiles are not ground, drilled, or otherwise abraded. Normal floor cleaning operations will not release asbestos fibres.

If the tiles/linoleum are intact and not abraded or drilled it is safe to leave in situ. However, prior to demolition and/or refurbishment, all asbestos containing vinyl tiles/linoleum in the work area must be removed by an asbestos removal contractor in accordance with the relevant codes and regulations set out by Safe Work Australia. While vinyl tiles/linoleum may not contain asbestos, the adhesive used to attach the tile to a surface may do. Also, a thin layer of asbestos containing lining may be affixed to the underside of vinyl tiles/linoleum. The risk associated with these occurrences may increase when the material is badly worn, damaged, or removed.

4 Asbestos Containing Fire Doors

The cores of older fire doors frequently contain asbestos materials. Such doors may remain in place provided certain precautions are taken. These include:

- Labelling the doors with appropriate warning signs that advise of the asbestos risk
- Not drilling or otherwise disturbing the doors so as to release airborne asbestos fibres
- Recording the location, extent and condition of the doors in the site Asbestos Register and addressing them in the site Asbestos Management Plan

- Regular inspection and reporting on the condition of the doors

If the fire doors are damaged then access to the area is to be appropriately restricted and advice sought from a suitably qualified person(s) on its management. Any asbestos removal/abatement should be undertaken by a suitably qualified Asbestos Removalist Contractor.

5 Electrical Backing Boards

If electrical upgrades are required the boards should be removed in whole pieces and simply unbolted from their current location and disposed of as asbestos waste.

If removal is required asbestos cement material should be removed in accordance with the *Code of Practice: How to Safely Remove Asbestos (WHSC, 2022)* by suitably qualified and licensed asbestos removalists.

Asbestos Fibre Type Abbreviations

NAD	No Asbestos Detected
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

APPENDIX C – PHOTOGRAPHS

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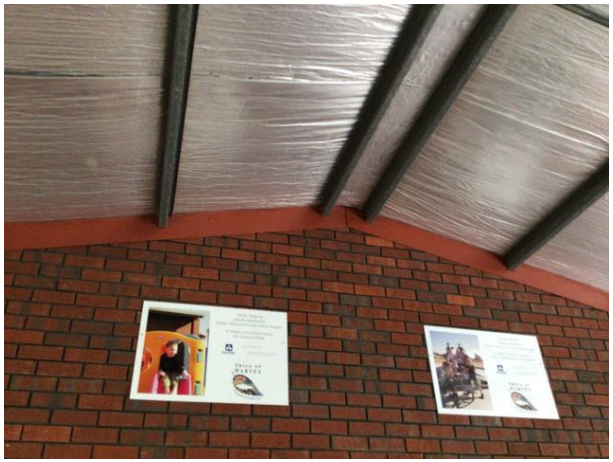
Item:	Location Details		Material Details		Management Details	
46450	**Building:**	Yarloop Sports Pavilion	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	External	**Description:**	Facia cap	**Surface Treatment:**	0 - None
	Location:	Building exterior, fibre cement facial caps			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	002	**Extent:**	100lin m	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46449	**Building:**	Yarloop Sports Pavilion	**Friability:**	Non-Friable	**Product Type Score:**	1 - Composites etc.
	Level:	Ground Floor	**Description:**	Skirting board	**Surface Treatment:**	0 - None
	Location:	Main room, moron skirting board adjacent to roof			**Condition:**	0 - Good
			Material:	Fibre Cement Material	**Asbestos Type:**	2 - AMO, CHR, ORG
	Sample No:	As 002	**Extent:**	20lin m	**Priority/Risk:**	Very Low - 3
	Control:	Label & Manage	**Additional Comments:**			





Item:	Location Details		Material Details		Management Details	
46451	**Building:**	Yarloop Sports Pavilion	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Men's toilet and change room, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	001	**Extent:**	40m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





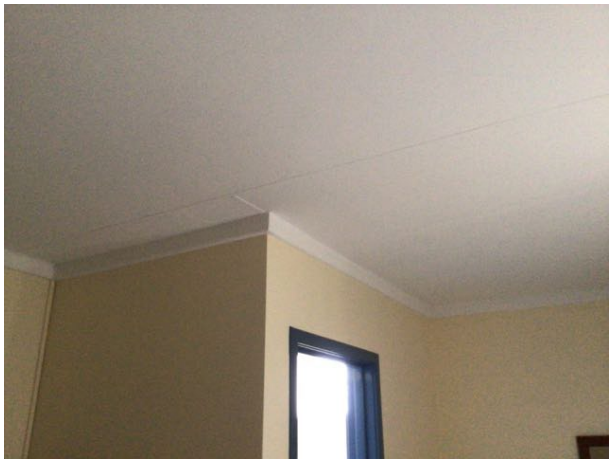
Item:	Location Details		Material Details		Management Details	
46452	**Building:**	Yarloop Sports Pavilion	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Women's toilet and change room, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 001	**Extent:**	m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





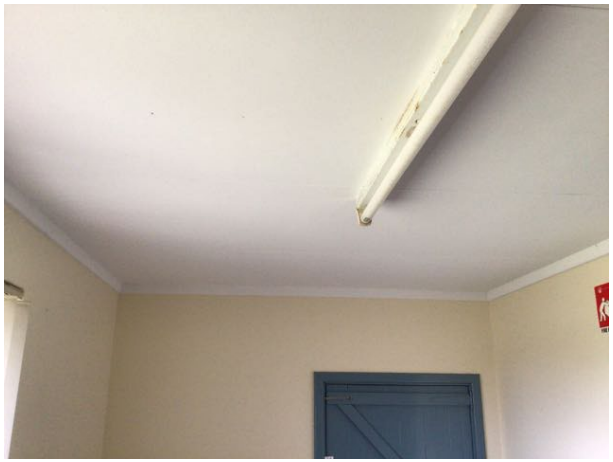
Item:	Location Details		Material Details		Management Details	
46453	**Building:**	Yarloop Sports Pavilion	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Internal toilet, ceiling lining			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 001	**Extent:**	25m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





Item:	Location Details		Material Details		Management Details	
46455	**Building:**	Yarloop Sports Pavilion	**Friability:**	Non-Friable	**Product Type Score:**	N/A
	Level:	Ground Floor	**Description:**	Ceiling	**Surface Treatment:**	N/A
	Location:	Kitchen, ceiling			**Condition:**	N/A
			Material:	Fibre Cement Material	**Asbestos Type:**	No Asbestos Detected
	Sample No:	As 001	**Extent:**	30m²	**Priority/Risk:**	
	Control:	No recommendation required			**Additional Comments:**	





APPENDIX D – CHAIN OF CUSTODY AND LABORATORY CERTIFICATE

LAB FM001 SERS Laboratory Chain Of Custody

Client:	Shire of Harvey	Site Address:	Yarloop Sports Pavilion Johnson Road Yarloop WA 6218	Total Number Of Samples:	2
Contact Name:	Mark Chadwick			Turnaround Requested:	3 Days
Contact Number:	0484 119 851	Works Description:	Survey	Date Results Needed:	
Contact Email:	markc@harvey.wa.gov.au	SERS Job Number:	166883	Time Results Needed: if applicable	
Client Address:	102 Uduc Road Harvey WA 6220	PO Number		Date Submitted/Submitted By:	Nicholas Percy
		aTracker Number:	S-00705	Date Received/Received By:	Nicholas Percy /27/10/2022

Payment Method: PLEASE CIRCLE	CASH CARD CHEQUE INVOICE	Paid?	N	Turnaround Requested: PLEASE CIRCLE	BULK STANDARD	BULK 24 HOUR	BULK 2 HOUR SOIL STANDARD

						Test(s) Required					
SERS Sample Number	Client Sample Number	Date Sampled	Depth soil samples only	Sample Location & Material bulk samples only	Sample Type B = Bulks S = Soil A=Air	Asbestos Bulk ID	Asbestos ID Soil	Fibre Count	SEM	Other	Additional Comments
001		27/10/2022		Men's toilet and change room, ceiling lining - Ceiling - Fibre Cement Material	B						
002		27/10/2022		Building exterior, fibre cement facial caps - Facia cap - Fibre Cement Material	B						

SERS
Site Environmental and Remediation Services

Office Locations

Brisbane
95 Sandgate Road
Albion QLD 4010

Perth
281 Newcastle Street
Northbridge WA 6003

Sydney
5/2 Bennett Street
Mortlake NSW 2137

Phone
1300 320 696

Email
reception@sers.net.au

LABORATORY FIBRE IDENTIFICATION CERTIFICATE OF ANALYSIS – BULK ANALYSIS

Report Issue Date	11 November 2022	**Date Sampled**	27 October 2022
Job Number	166883	**Sampled By**	Nicholas Percy
Purchase Order Number	-	**Address Of Sampling Site**	Yarloop Sports Pavilion, Johnson Road, Yarloop, WA 6218
Client	Shire of Harvey	**Site/Works Description**	Survey
Client Address	102 Uduc Road, Harvey, WA 6220	**Number Of Samples**	2
Contact	Mark Chadwick	**Date Received At Laboratory**	03 November 2022
Telephone	0484 119 851	**Date Analysed**	10 November 2022
Email	markc@harvey.wa.gov.au	**Laboratory Location**	SERS Laboratory Brisbane

SERS Lab Sample No.	Client Sample No.	Sample Location	Sample Dimension (mm/g)	Sample Material Description	Fibres Identified In Material	Trace Analysis*
001		Men's toilet and change room, ceiling lining - Ceiling	20x10x4 mm	Fibre Cement Material	**NAD, ORG**	**NAD**
002		Building exterior, fibre cement facial caps - Facia cap	20x10x7 mm	Fibre Cement Material	**AMO, CHR, ORG**	**N/A**

Legend	
NAD	No Asbestos Detected
NADRL	No Asbestos Detected at Reporting Limit of 0.1g/kg
CHR	Chrysotile Asbestos Detected
AMO	Amosite Asbestos Detected
CRO	Crocidolite Asbestos Detected
UMF	Unknown Mineral Fibres Detected
SMF	Synthetic Mineral Fibres Detected
ORG	Organic Fibres Detected

Method: Samples submitted to SERS laboratory for qualitative fibre identification are subjected to polarised light microscopy including dispersion staining techniques. Examination of samples is completed in accordance with *AS4964-2004 Method for the qualitative identification of asbestos in bulk samples* and SERS in-house method *LAB PR002 Fibre Identification.*

Comments: SERS accepts no responsibility for the collection, packaging or transportation of samples submitted by external persons. All samples are analysed as received and results relate specifically to the samples submitted for testing. Sample location is only reported if provided by the client. Samples reported 'As received by client' are at the discretion of the client/individual submitting the sample providing the correct and true information; SERS accepts no responsibility for any misrepresentation of incorrect sample locations provided by the client/individual submitting the sample. If a sample material description is not provided by the client, the laboratory will provide a description which may be limited by the condition of the sample on submission.

*Trace analysis has been completed in accordance with AS4964-2004 Method for the qualitative identification of asbestos in bulk samples and SERS in-house method LAB PR002 Fibre Identification and samples have been subjected to polarised light microscopy including dispersion staining techniques. Trace analysis is completed on homogeneous samples where asbestos is not evident, and on all non-homogeneous samples (i.e. dust, soils, aggregates). Where asbestos has been detected in a sample and the trace analysis result has "No Asbestos Detected", the sample should be treated as asbestos containing material. This report must only be reproduced in full.

Accredited for compliance with ISO/IEC 17025 – Testing
NATA accreditation number 18508
Facility Site Number 23849

Approved Identifier:
Priyanka Shah (Laboratory Analyst)

Approved Signatory:
Zoe Anderson (Laboratory Analyst)

END OF REPORT

END OF REPORT

DISCLAIMER

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Shire of Harvey

Financial Report

For the Period Ending 30-November-2022

STATEMENT OF FINANCIAL ACTIVITIES BY DIRECTORATES
For the period ending 30 November 2022

	Income Actual	Expenditure Actual	Income Budget	Expenditure Budget	Income Actual	Expenditure Actual
	2021-2022		2022-2023		YTD 2022-2023	
OPERATING						
Governance						
Council	15,032	1,403,572	17,716	1,536,917	3,589	598,069
Administration	0	0	0	82,000	0	0
Corporate Services						
Rates and General Income	26,852,111	1,572,492	28,997,434	1,448,789	28,809,351	314,936
Corp. Services Administration	0	19,950	0	0	609	-13,626
Unclassified and S/S Loans	718,600	1,063,306	453,676	1,264,030	245,245	462,277
Funds Transfers	0	2,610,000	0	2,469,769	240,243	0
Community & Lifestyle						
Comm. & Lifestyle Administration	380,858	2,135,291	414,695	2,550,003	84,493	684,622
Welfare (Access, Reconciliation & Inclusion)	18,077	520,193	5,497	468,773	13,495	189,625
Culture and Other Comm. Services	176,306	447,898	151,600	555,016	3,436	237,933
Tourism	23,625	163,124	26,810	409,902	7,798	191,369
Libraries	28,435	1,106,412	40,333	1,281,691	16,374	496,733
HRCC	340,016	1,087,322	358,012	1,075,109	137,020	459,896
LLC	1,673,495	3,714,767	1,830,750	3,994,054	682,944	1,651,020
Harvey Pool	55,333	297,817	65,300	246,532	12,052	96,182
Sustainable Development						
Environmental Health & Pest Mgmt	318,619	914,446	293,515	1,064,222	57,788	349,404
Planning Services	406,121	1,570,843	421,699	1,685,374	134,163	659,728
Environmental Management	0	73,629	0	81,000	0	36,587
Building Services	325,797	836,989	294,394	1,042,181	145,520	323,766
Destination Harvey Region	3,991	309,387	4,677	1,043,735	1,703	298,869
Infrastructure						
Rangers (Fire, Animal, Law & Order)	729,455	1,580,682	718,545	1,767,870	315,232	655,018
Sanitation	4,189,863	3,950,063	4,509,930	4,311,357	4,499,017	1,671,653
Halls, Reserves, Grounds & Yarloop Rebuild	164,732	6,608,388	229,271	6,643,036	85,153	2,540,595
Roads, Depots, Drainage Construction	5,750,406	8,565,063	5,287,466	9,234,975	0	1,888,718
Roads, Depots, Drainage Maintenance	174,616	8,409,905	220,836	8,297,177	19,776	3,166,478
Infrastructure Administration	164,004	637,897	111,645	727,495	8,478	156,480
	42,509,492	**49,599,436**	**44,453,800**	**53,281,007**	**35,523,480**	**17,116,332**
CAPITAL						
Governance	73,161	255,859	13,009,000	13,139,000	68,182	75,352
Corporate Services	34,891	269,998	638,000	944,900	0	17,741
Community & Lifestyle	709,937	489,780	13,064,274	13,089,994	170,794	499,213
Sustainable Development	86,619	87,519	600,500	706,000	105,000	23,819
Infrastructure	2,942,381	3,582,243	18,358,783	18,971,570	855,255	1,366,811
	3,846,989	**4,685,399**	**45,670,557**	**46,851,464**	**1,199,231**	**1,982,936**
TOTAL	**46,356,481**	**54,284,835**	**90,124,357**	**100,132,471**	**36,722,711**	**19,099,268**
Less Depreciation		(8,057,275)		(8,300,025)		(2,597,867)
Less P&L on Asset Disposal	(258,515)	(1,909)	(65,915)	(173,761)	0	0
Estimated Accruals to E.O.Y						
Surplus/(Deficit) C/Fwd						
Surplus/(Deficit) B/Fwd	1,727,923		1,600,241		1,600,240	
	47,825,889	**46,225,651**	**91,658,684**	**91,658,684**	**38,322,951**	**16,501,401**
END OF PERIOD PROFIT/(LOSS)		**1,600,240**		**0**		**21,821,550**

STATEMENT OF FINANCIAL PERFORMANCE

For the period ending 30 November 2022

	2021-22	2022 - 2023	
	Actual	Budget	**Actual YTD**
REVENUE FROM ORDINARY ACTIVITIES			
General Rates	21,764,198	24,015,842	**23,912,992**
Specified area and ex gratia rates	731,324	690,171	**698,571**
Operating grants, subsidies and contributions	6,080,821	1,934,738	**3,943,919**
Fees and charges	7,348,793	8,272,102	**5,979,327**
Interest earnings	185,464	321,423	**307,134**
Other revenue	295,937	208,900	**681,538**
Profit on asset disposals	258,516	65,915	**0**
	36,665,053	35,509,091	**35,523,481**
EXPENSES FROM ORDINARY ACTIVITIES			
Employee costs	14,954,142	16,324,454	**6,450,053**
Materials and contracts	13,009,474	14,821,858	**5,463,015**
Utility charges	1,084,214	1,030,470	**433,082**
Depreciation on non-current assets	8,057,277	8,300,025	**2,597,867**
Interest expenses	32,245	26,817	**9,816**
Insurance expenses	805,785	981,210	**448,316**
Loss on asset disposals	1,909	173,761	**0**
	37,945,046	41,658,595	**15,402,149**
Increase / (Decrease)	(1,279,993)	(6,149,504)	**20,121,332**
INVESTING ACTIVITIES			
Non-operating grants, subsidies & contributions	6,370,894	22,630,573	**1,131,049**
Payments for property, plant and equipment	(4,521,465)	(46,851,464)	**(1,942,120)**
Payments for construction of infrastructure	(8,195,769)	(8,516,503)	**(1,664,413)**
Payments for financial assets at amortised cost	0	(100,000)	**0**
Proceeds from disposal of assets	765,782	760,815	**68,182**
Proceeds from financial assets at amortised cost	0	100,000	**0**
	(5,580,558)	(31,976,579)	**(2,407,302)**
FINANCING ACTIVITIES			
Repayment of borrowings	(177,460)	(182,416)	**(90,587)**
Principal elements of finance lease payments	(7,407)	(7,223)	**0**
Proceeds from new borrowings	0	15,326,000	**0**
Transfers to cash backed reserves	(5,628,654)	(2,666,192)	**0**
Transfers from cash backed reserves	4,745,717	15,647,803	**0**
	(1,067,804)	28,117,972	**(90,587)**
NON CASH ITEMS (REVERSED)			
Less Depreciation	8,057,277	8,300,025	**(2,597,867)**
Less P& L on Asset Disposals	(256,607)	107,846	**0**
Add Surplus July 1 B/Fwd	1,727,923	1,600,240	**1,600,240**
Add Estimated Surplus C/Fwd			
END OF PERIOD PROFIT / (LOSS)	**1,600,240**	**0**	**21,821,550**

STATEMENT OF FINANCIAL POSITION

For the period ending 30 November 2022

	2021-22 Actual Full Year	2022-23 Actual YTD
CURRENT ASSETS		
Cash & Bank Balances		
- General Fund	6,599,807	17,799,673
- Restricted Assets - (Trust, Loan & Reserves)	34,543,975	30,723,088
Sundry Debtors		
- Rates	250,554	8,057,249
- Other	534,398	118,402
Accrued Income	390,056	0
Self Supporting Loans	36,100	36,100
Financial Assets	136,156	136,156
Inventory	223,710	314,037
	42,714,756	**57,184,706**
NON-CURRENT ASSETS		
Infrastructure	412,158,770	423,014,137
Accumulated Depreciation - Infrastructure	(15,035,364)	(16,390,429)
Land & Buildings	124,812,455	126,192,553
Accumulated Depreciation - Land & Buildings	(4,283,733)	(5,186,181)
Plant & Equipment	8,766,596	9,003,681
Accumulated Depreciation - Plant & Equipment	(2,138,078)	(2,460,215)
Furniture & Equipment	2,205,723	2,246,084
Accumulated Depreciation - Furniture & Equipment	(746,145)	(872,792)
Public Library Stock	339,699	339,699
Accumulated Depreciation - Public Library Stock	(111,611)	(115,709)
Rehabilitation Richardson Rd	3,224,480	3,224,480
Accumulated Depreciation - Richardson Rd.	(1,406,104)	(1,418,401)
Provision for Rehabilitation Richardson Rd	(3,224,480)	(3,224,480)
Right of Use assets	141,250	141,250
Accumulated Depreciation - ROU Assets	(82,821)	(87,821)
Sundry Debtors - Rates	238,766	264,440
Self Supporting Loans	675,908	675,908
	525,535,309	**535,346,205**
TOTAL ASSETS	568,250,065	**592,530,912**
CURRENT LIABILITIES		
Sundry Creditors	(633,987)	76,987
Accrued Expenses	(819,663)	0
Loan Liability	(182,435)	(182,586)
Contract Liabilities	(2,601,899)	(3,126,524)
Provision for Employee Entitlements	(2,806,278)	(2,806,278)
	(7,044,262)	**(6,038,401)**
NON-CURRENT LIABILITIES		
Trust Fund	(7,695,108)	(6,564,194)
Municipal Restricted Funds	(3,224,480)	(3,224,480)
Provision for Employee Entitlements	(224,795)	(224,795)
Lease Liability	(18,462)	(18,462)
Loan Liability	(981,706)	(981,706)
	(12,144,551)	**(11,013,637)**
TOTAL LIABILITIES	(19,188,813)	**(17,052,038)**
NET ASSETS	549,061,253	**575,478,873**
EQUITY		
Reserves	(26,598,058)	(24,158,882)
Accumulated Surplus	(522,463,195)	(551,319,990)
TOTAL EQUITY	(549,061,253)	**(575,478,873)**

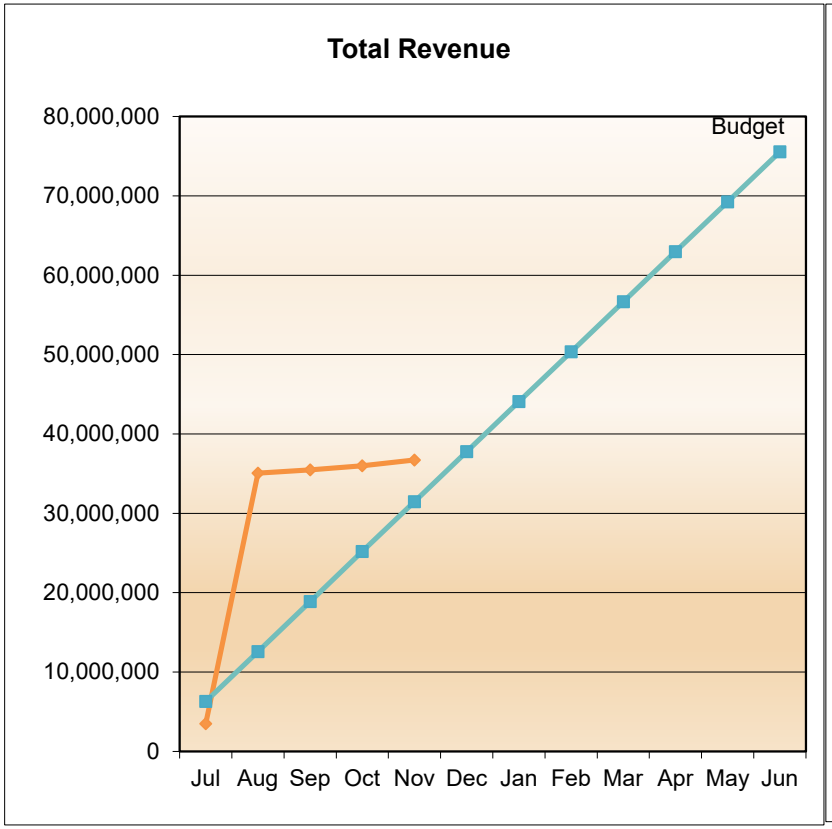
NOTES TO THE STATEMENT OF FINANCIAL PERFORMANCE

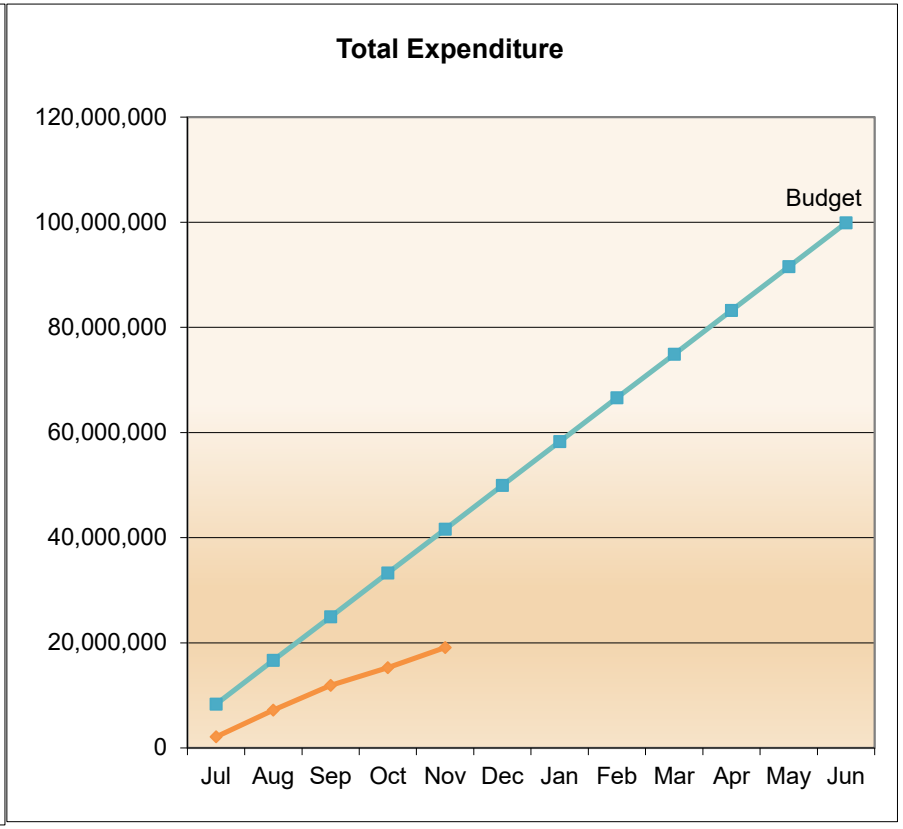
Material Variances between Year To Date Budget and Actuals are as follows;

	$ VARIANCE TO BUDGET YTD	
REVENUE FROM ORDINARY ACTIVITIES		
General Rates Rates for the Financial Year 22/23 has been raised in August 2022	**13,906,391**	Over
Specified area and ex gratia rates Specified Aread Rates for the Financial Year 22/23 has been raised in Aug. 22	**411,000**	Over
Operating grants, subsidies and contributions 79.5% of the 22/23 Financial Assistance Grants have been received	**3,137,778**	Over
Fees and charges Rubbish Collection Charges (in Rates) has been raised in August 22	**2,532,618**	Over
Interest earnings Increase in Interest Rates on our Investments	**173,208**	Over
Other revenue ESL Levy Collection for the Fin Year 22/23 has been raised in Aug.2022	**594,496**	Over
Profit on asset disposals Pending Assets Disposal budgeted for in FY 22/23	**(27,465)**	Under
EXPENSES FROM ORDINARY ACTIVITIES		
Employee costs New Employee Positions yet to be filled in, existing positions vacant	**351,803**	Under
Materials and contracts Most of the Budgeted Works for the FY 22/23 yet to Commence	**712,759**	Under
Utility charges Minimal Variance	**(3,720)**	Over
Depreciation on non-current assets Depreciation on Infrastructure Assets charged on Quarterly basis	**860,477**	Under
Interest expenses Minimal Variance	**1,358**	Under
Insurance expenses Insurance expenses paid half yearly, first instalment paid	**(39,479)**	Over
Loss on asset disposals Pending Assets Disposal budgeted for in FY 22/23	**72,400**	Under
REVENUE FROM INVESTING/FINANCING ACTIVITIES		
Non-operating grants, subsidies & contributions Most of the Non-operating Grants yet to be received/applied for	**(8,298,356)**	Under
Proceeds from disposal of assets Pending Assets Disposal budgeted for in FY 22/23	**(248,824)**	Under
Proceeds from new borrowings Funds yet to be borrowed for Major capital works projects	**(6,385,833)**	Under
Transfers from cash backed reserves Majority Capital Works projects yet to commence, hence no reserve trf.	**(6,519,918)**	Under
EXPENSES FROM INVESTING/FINANCING ACTIVITIES		
Payments for property, plant and equipment Works on majority of capital works projects yet to commence	**17,579,323**	Under
Payments for construction of infrastructure Works on majority of capital works projects yet to commence	**1,884,130**	Under
Repayment of borrowings Loans repayed on half yearly basis	**(14,580)**	Over
Principal elements of finance lease payments Minimal Variance	**3,010**	Under
Transfers to cash backed reserves Transfer to Reserve is done on half yearly basis, next transfer in Dec.2022	**1,110,913**	Under

Total Municipal Revenue & Expenditure

(Excluding Non Cash items such as Depreciation, P/L on Disposal of Assets, etc)





CASH AT BANK - RESTRICTED ASSETS (LOANS)

30-November-2022

	BUDGETED LOANS 2022 - 2023	RECEIPTS	PAYMENTS	BALANCE 30-Nov-22
Loan - Harvey Community Precinct	5,000,000	0	0	0
Loan - Australind Community Precinct	1,800,000	0	0	0
Loan - Brunswick River Cottages	1,200,000	0	0	0
Loan - Stanley Road Refuse	7,000,000	0	0	0
HRG - Football Club Room	76,000	0	0	0
BRG - Lighting	150,000	**0**	0	0
TOTAL LOAN FUND	**15,226,000**	**0**	**0**	**0**

CASH AT BANK - RESTRICTED ASSETS (RESERVES)

30-November-2022

	BALANCE 01-Jul-22	RECEIPTS	PAYMENTS	INTEREST RECEIVED	BALANCE 30-Nov-22
LLC Capital & Major Maintenance	911,057	0	0	0	911,057
LLC Aquatic Major Maintenance	1,552,087	0	0	0	1,552,087
LLC Gym Equipment Reserve	213,823	0	0	0	213,823
HRCC Capital & Major Maintenance	119,631	0	0	0	119,631
BRC Capital & Major Maintenance	219,290	0	0	0	219,290
Building Reserve	3,620,064	0	0	0	3,620,064
District Revaluation Reserve	2,824	0	0	0	2,824
Bridge Maintenance Reserve	341,921	0	0	0	341,921
Harvey Infrastructure Reserve	1,108,431	0	0	0	1,108,431
Provision for L.S.L. Reserve	677,952	0	0	0	677,952
Asset Replacement Reserve - Office & Equipment	556,727	0	0	0	556,727
Asset Replacement Reserve - Plant & Equipment	1,688,292	0	0	0	1,688,292
Yarloop Heritage Precinct	68,992	0	0	0	68,992
Land Acquisition Reserve	1,001,899	0	0	0	1,001,899
Refuse Management Reserve	2,742,687	0	0	0	2,742,687
Sullage Pit Major Maintenance Reserve	270,843	0	0	0	270,843
Recreation Facilities Reserve	987,155	0	0	0	987,155
Insurance Reserve	473,968	0	0	0	473,968
Coastal Communities Development Reserve	1,274,110	0	0	0	1,274,110
Alcoa - Yarloop Townscape Reserve	344,330	0	0	0	344,330
Unspent Grants & Contributions reserve	2,938,858	(2,938,858)	0	0	0
Cashflow Reserve	0	0	0	0	0
Yarloop Rebuild Insurance Reserve	5,742,556	0	0	0	5,742,556
Interest	0	0	0	240,243	240,243
TOTAL RESERVE FUND	**26,857,497**	**(2,938,858)**	**0**	**240,243**	**24,158,882**

CASH AT BANK - RESTRICTED ASSETS (BONDS & DEPOSITS)

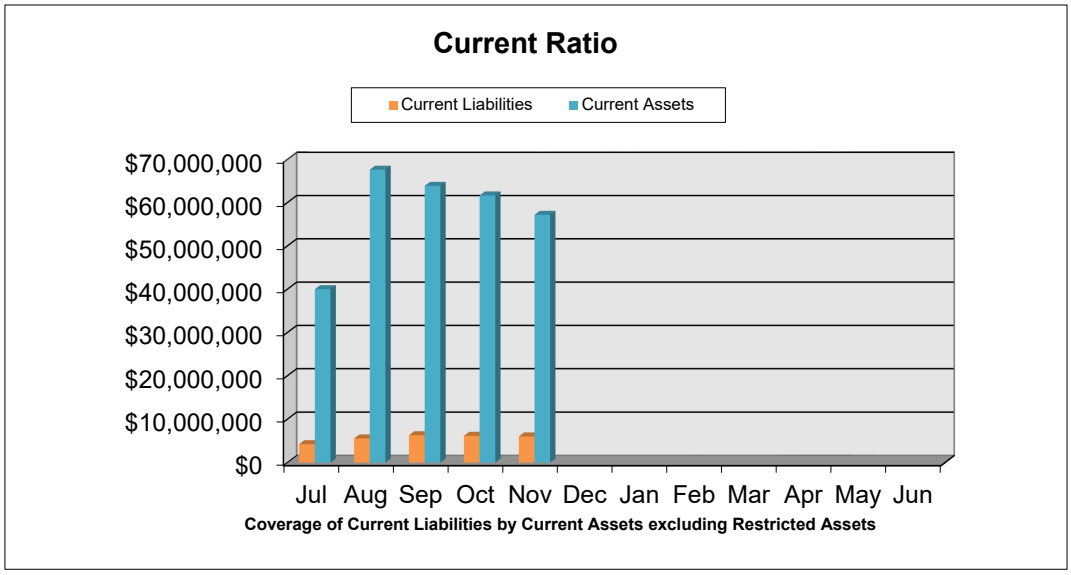
30-November-2022

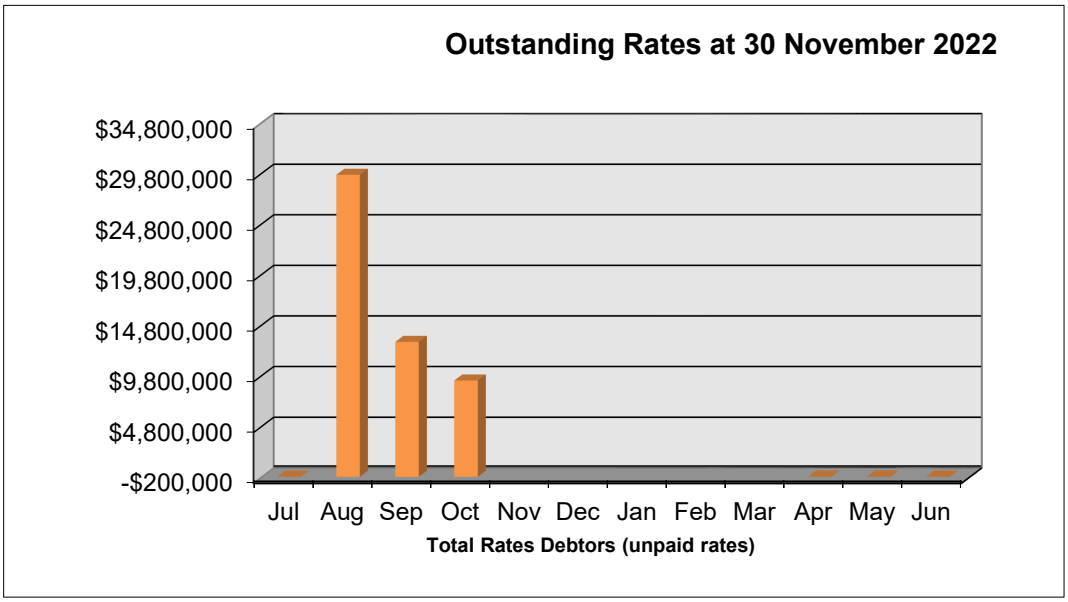
	BALANCE 01-Jul-22	RECEIPTS	PAYMENTS	BALANCE 30-Nov-22
Bonds	935,320	38,748	(146,359)	**827,709**
Community Sail Training	14,328	4,000	0	**18,328**
Pit Reinstatement	80,223	140,000	0	**220,223**
Specified Area Rates	190,804	0	0	**190,804**
Sundry Trust	62,979	0	0	**62,979**
Unclaimed Monies	11,891	0	0	**11,891**
Contribution to Works & Grants	50,810	0	0	**50,810**
Alcoa Harvey Sustainability	1,586,593	0	0	**1,586,593**
Road Maintenance	127,616	0	0	**127,616**
Social Club Fund	6,337	0	0	**6,337**
Harvey Commonage	0	0	0	**0**
Lake Preston Rd Mtce	246,015	0	0	**246,015**
Extractive Industries - Road Maintenance	492,134	1,463	0	**493,597**
TOTAL RESTRICTED ASSETS - (TRUST)	3,805,051	184,211	(146,359)	**3,842,903**

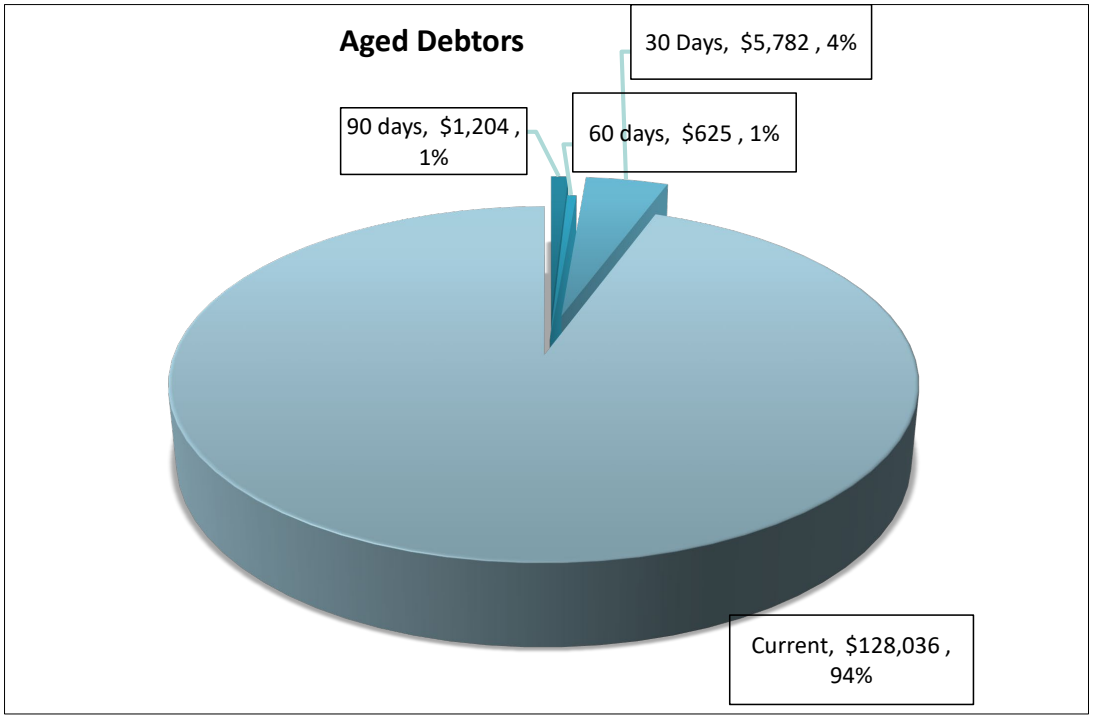
TRUST FUND - AMOUNTS HELD IN TRUST WHERE OWNERSHIP DOES NOT RESIDE WITH SHIRE

Funds over which the Municipality has no control and which are not included in the financial statements are as follows.

	BALANCE 01-Jul-22	RECEIPTS	PAYMENTS	BALANCE 30-Nov-22
Harvey-Dardanup Joint Scheme Levies	2,071,481	0	(1,236,992)	**834,489**
T.P.S. No 3	232,314	0	0	**232,314**
P.O.S. - Australind	127,638	0	0	**127,638**
P.O.S. - Binningup	429	0	0	**429**
P.O.S. - Old Coast Rd	98,959	0	0	**98,959**
P.O.S. - Brunswick & Roelands	949	0	0	**949**
P.O.S. - Harvey	152,393	0	0	**152,393**
Local Planning Conditions	0	0	0	**0**
Interest	0	58,014	0	**58,014**
TOTAL TRUST FUND	2,684,164	58,014	(1,236,992)	**1,505,186**

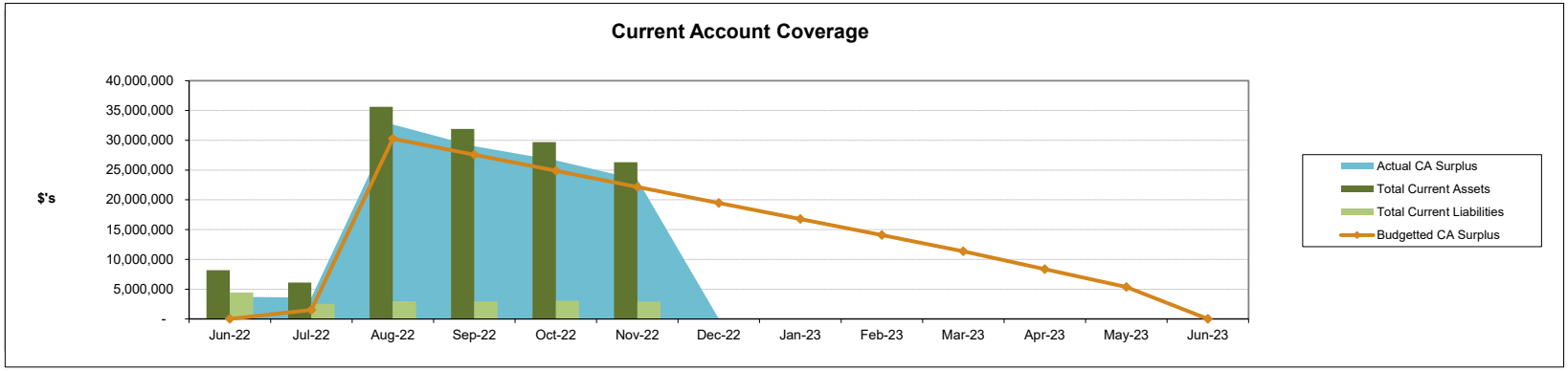

Current Ratio
Current Liabilities
Current Assets
$70,000,000
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$0
Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
Coverage of Current Liabilities by Current Assets excluding Restricted Assets


Outstanding Rates at 30 November 2022
$34,800,000
$29,800,000
$24,800,000
$19,800,000
$14,800,000
$9,800,000
$4,800,000
-$200,000
Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
Total Rates Debtors (unpaid rates)


Aged Debtors
30 Days, $5,782 , 4%
90 days, $1,204 , 1%
60 days, $625 , 1%
Current, $128,036 , 94%

Current Account Coverage

	As at	2021 - 2022 Actuals											
	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Current Assets													
Cash - Municipal Fund	6,599,807	5,207,004	5,035,703	17,981,736	19,463,901	17,799,673							
Cash - Loan Funds	41,981	41,981	36,100	36,100	36,100	36,100							
Receivables - Rates	250,554	5,995	29,811,754	13,295,476	9,473,504	8,057,249							
Receivables - Other	670,554	571,592	443,826	419,537	457,330	118,402							
Accrued Income	390,056	-	-	-	-	-							
Stock	223,710	283,830	292,887	185,899	241,601	314,037							
Total Current Assets	**8,176,662**	**6,110,401**	**35,620,270**	**31,918,748**	**29,672,436**	**26,325,461**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Current Liabilities													
Creditors	633,987	(126,989)	25,815	(63,173)	69,199	(76,987)							
Accrued Expenses	819,663	3,125	-	-	-	-							
Provisions	2,806,278	2,464,995	2,806,278	2,806,278	2,806,278	2,806,278							
Loan Liability	182,435	177,443	182,435	182,435	182,435	182,586							
Total Current Liabilities	**4,442,362**	**2,518,574**	**2,962,898**	**2,925,540**	**3,057,912**	**2,911,876**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Actual CA Surplus	**3,734,300**	**3,591,827**	**32,657,372**	**28,993,208**	**26,614,523**	**23,413,585**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Budgetted CA Surplus	**-**	**1,500,000**	**30,266,927**	**27,566,927**	**24,866,927**	**22,166,927**	**19,466,927**	**16,766,927**	**14,066,927**	**11,366,927**	**8,366,927**	**5,359,009**	**-**



STATEMENT OF INVESTMENTS
As at 30 November 2022

BANK	Investment Number	A/C No.	AMOUNT	RATE	TERM (DAYS)	FROM	MATURING	INTEREST (at month end)
MUNICIPAL FUND								
CBA		MUNI - 10062003	$561,320		30	Monthly		$3,827.46
CBA		Transport - 10076886	$94,606		30	Monthly		$54.58
CBA		O/L Muni - 10096369	$1,730,893	0.25%	30	Monthly		$7,813.58
BOQ	M23-01	625788	$2,013,611	3.50%	92	16 Nov 22	16 Feb 23	$2,703.20
NAB	M23-02	10808919	$2,000,000	3.70%	121	28 Sep 22	27 Jan 23	$12,772.60
BOQ	M23-03	589594	$2,000,000	3.65%	124	28 Sep 22	30 Jan 23	$12,600.00
CBA	M23-04	36953506	$2,000,000	3.60%	98	28 Sep 22	04 Jan 23	$12,427.40
CBA	M23-05	36953506	$1,000,000	3.70%	121	28 Sep 22	27 Jan 23	$6,386.30
NAB	M23-06	10809753	$1,500,000	3.05%	62	04 Oct 22	05 Dec 22	$7,144.52
CBA	M23-07	36953506	$1,500,000	3.23%	62	04 Oct 22	05 Dec 22	$7,566.16
CBA	M23-08	36953506	$2,000,000	3.04%	60	10 Oct 22	09 Dec 22	$8,495.34
NAB	M23-09	10817001	$1,503,632	3.65%	90	16 Nov 22	14 Feb 23	$2,105.08
			$17,904,061.96					$83,896.29
TRUST FUND								
CBA		BANK - 10061983	$112,455		30	Monthly		$5.89
CBA		O/L Trust - 10096254	$1,926,663	0.25%	30	Monthly		$9,000.14
NAB	T22-01	10783716	$2,525,093	2.32%	91	04 Oct 22	03 Jan 23	$9,148.45
NAB	T23-02	10811445	$2,000,000	3.45%	90	13 Oct 22	11 Jan 23	$9,073.97
			$6,564,211.00					$27,228.45
LOAN CAPITAL								
CBA		BANK - 10062011				Monthly		
RESERVE FUND								
CBA		BANK - 10061991	$31		30	Monthly		$31.02
CBA		O/L Reserve-10116251	$500,761	0.25%	30	Monthly		$1,391.87
CBA	R23-01	36952302	$10,067,961	3.61%	91	02 Nov 22	02 Feb 23	$27,881.36
NAB	R23-02	10801360	$10,069,041	3.65%	90	10 Nov 22	08 Feb 23	$20,138.08
NAB	R23-03	10816463	$3,021,082	3.65%	90	14 Nov 22	13 Feb 23	$4,833.73
NAB	R23-04	10811444	$500,000	3.45%	90	13 Oct 22	11 Jan 23	$2,268.49
			$24,158,875.97					$56,544.55
		GRAND TOTAL	**$48,627,148.93**					

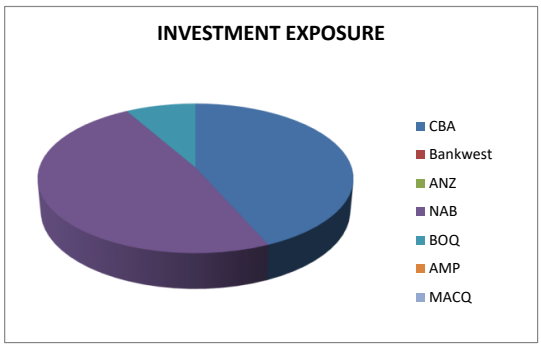
> Current net annualised return

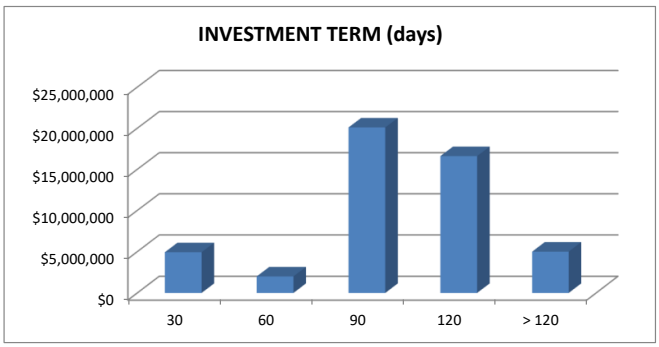
Note: These balances do not include outstanding cheques and deposits

Bank Bill Rate: as at 30 August 2022
90 days 2.31%

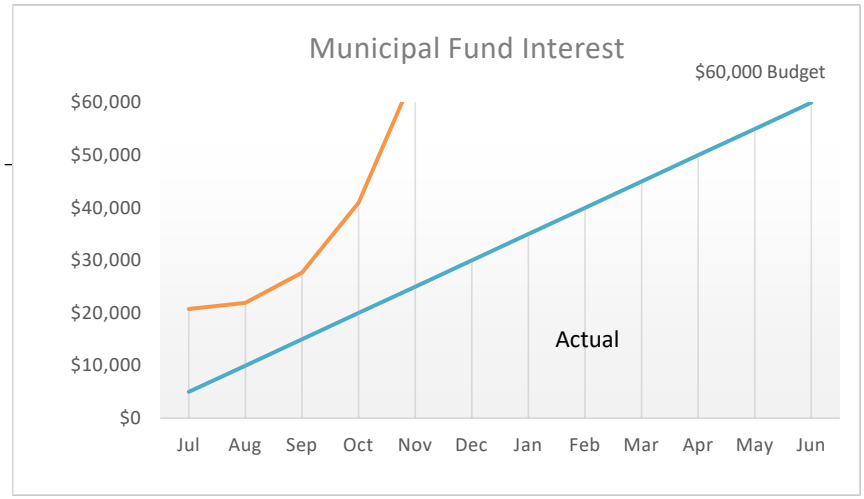
INVESTMENT EXPOSURE	Credit Rating	Allowed	Actual
CBA Total % exposure	AA-	55%	43%
Bankwest Total % exposure	AA-	55%	
ANZ Total % exposure	AA-	55%	
NAB Total % exposure	AA-	55%	48%
BOQ Total % exposure	A	20%	8%
AMP Total % exposure	A	20%	
MACQ Total % exposure	A	20%	

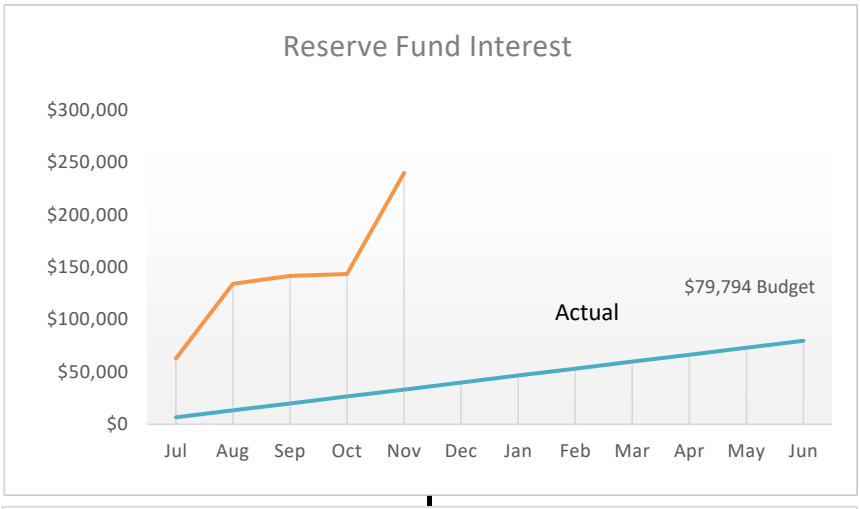
Listing of breaches against Investment Policy Nil

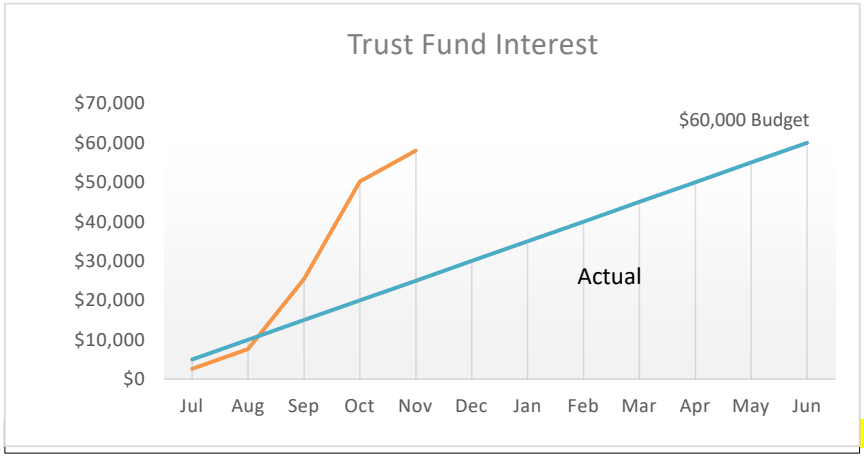


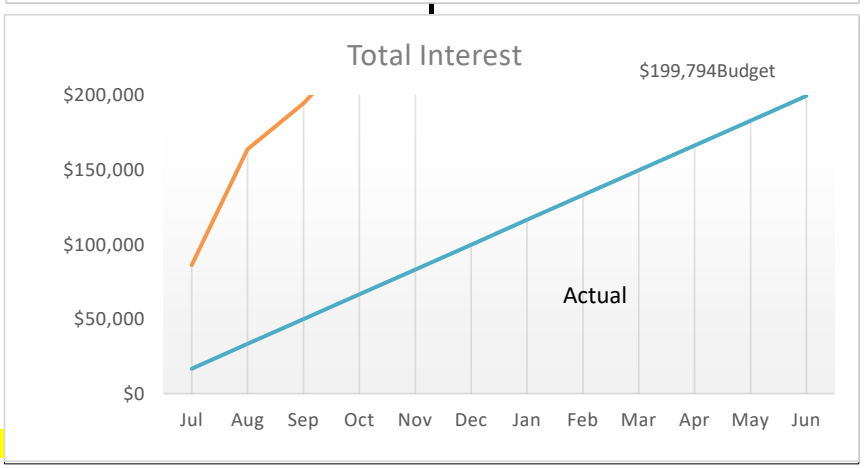


As at 30 November 2022









SHIRE OF HARVEY

SCHEDULE OF ACCOUNTS PAID - NOVEMBER 2022

Chq/EFT	Date	Name	Description	Amount	Bank	Type
EFT63044	02/11/2022	LP WA NO4 PTY LTD	REFUND BOND FOR COMPLETION OF RIGHT TURN POCKET WORKS - T351	40,260.00	2	CSH
EFT63045	02/11/2022	A FRAZER & A D FRAZER T/AS ANDREW FRAZER DESIGNS	WOKALUP ENTRY STATEMENT	11,000.00	1	CSH
EFT63046	02/11/2022	ABBEY JAYDE ANDERSON T/as GRAZING BY ABBEY	CREATIVE COMMUNITIES LAUNCH CATERING	1,500.00	1	CSH
EFT63047	02/11/2022	ABC FILTER EXCHANGE	RANGEHOOD SERVICE AND FILTER EXCHANGE	678.70	1	CSH
EFT63048	02/11/2022	ALYKA PTY LTD	ANNUAL SUPPORT AND MAINTENANCE FOR THE DHR WEBSITE - YEAR ONE; CUSTOMER SUPPORT	770.00	1	CSH
EFT63049	02/11/2022	ATHERTON, PAUL	DAILY LOCKING & UNLOCKING OF PUBLIC EXTERNAL TOILETS (26/08/2022 & 30/09/2022) - BINNINGUP HALL	900.00	1	CSH
EFT63050	02/11/2022	AUSSIE VOLTS ELECTRICAL	ELECTRICAL MAINTENANCE - REPAIR ROLLER SHUTTER SWITCH, REPLACE GPO COVERS, REPLACE LIGHT TUBES	1,588.95	1	CSH
EFT63051	02/11/2022	B & J CATALANO PTY LTD	LIMESTONE - RM0063 CRAMPTON ROAD	92,317.41	1	CSH
EFT63052	02/11/2022	BARRETT FUNERALS PTY LTD T/A WILLIAM BARRETT & SONS	REFUND OF GRANT OF RIGHT - SCHMIDT - REF. NO. 6021	990.00	1	CSH
EFT63053	02/11/2022	BATTERY WORLD BUNBURY	2 X BATTERIES AS SUPPLIED	998.00	1	CSH
EFT63054	02/11/2022	BELL FIRE EQUIPMENT CO PTY LTD	SERVICE TO BA SET	220.00	1	CSH
EFT63055	02/11/2022	BINNINGUP COMMUNITY ASSOCIATION INC	BINNINGUP SENIORS CHRISTMAS LUNCH ON 7 DECEMBER 2022	500.00	1	CSH
EFT63056	02/11/2022	BRECKEN HEALTHCARE / MEDILOSS AUSTRALIA	PRE EMPLOYMENT MEDICAL & DRUG SCREENING	392.70	1	CSH
EFT63057	02/11/2022	BROWNES FOODS OPERATION PTY LTD	REFRESHMENTS FOR STAFF KITCHEN	238.18	1	CSH
EFT63058	02/11/2022	BRUNSWICK COMMUNITY RESOURCE CENTRE	BRUNSWICK TOWN TEAM PLACEMAKING GRANT	1,650.00	1	CSH
EFT63059	02/11/2022	BUNBURY CRANE HIRE	CRANE HIRE TO INSTALL BRUNSWICK POOL PANELS	651.20	1	CSH
EFT63060	02/11/2022	BUNNINGS WAREHOUSE	CHLORINE	1,920.07	1	CSH
EFT63061	02/11/2022	CARLO CELISANO T/A BOBBY C' s CONCRETE	REPLACE PANELS AND KERBING AFTER NEW DRAINAGE LIDS INSTALLATION.	5,280.00	1	CSH
EFT63062	02/11/2022	CB CYCLES T/AS CB CYCLES PTY TLD	WA 2022 BIKE WEEK GRANT FUNDING - BIKE YOUTH EVENT - 3 OCTOBER 2022 (SCHOOL HOL EVENT)	550.00	1	CSH
EFT63063	02/11/2022	CB TRAFFIC SOLUTIONS	SUPPLY TRAFFIC CONTROL FOR PATH RENEWAL PROJECT - OLD COAST ROAD (DAWE STREET TO LISA AVENUE)	3,938.55	1	CSH
EFT63064	02/11/2022	COAST COUNTRY COMPUTERS HARVEY	COMPUTER ACCESSORIES	667.70	1	CSH
EFT63065	02/11/2022	COASTMAC PTY LTD	8X5 BOX TRAILER SPARE RIM & TYRE LICENSING	4,230.00	1	CSH
EFT63066	02/11/2022	COCA COLA AMATIL (AUST) PTY LTD	DRINKS	1,510.45	1	CSH
EFT63067	02/11/2022	CONSTRUCTION TRAINING FUND	BCITF LEVY PAYMENT	2,477.69	1	CSH
EFT63068	02/11/2022	COUNTRY LANDSCAPING PTY LTD	SUPPLY AND INSTALL NEW WIRING AT CLIFTON PARK	5,089.24	1	CSH
EFT63069	02/11/2022	DATA #3 LTD	ANNUAL MICROSOFT LICENCING AGREEMENT RENEWAL - ADDITIONAL LICENCES	32,539.58	1	CSH
EFT63070	02/11/2022	DATALINE VISUAL LINK PTY LTD	CONNECT EXISING DURESS BUTTON IN GYM AS VARIATION TO ALARM SYSTEM UPGRADE	511.50	1	CSH
EFT63071	02/11/2022	DAVE'S RETRAVISION HARVEY	NEW MICROWAVE AT BRUNSWICK DEPOT	298.00	1	CSH
EFT63072	02/11/2022	DIRECT MOTORS PTY LTD T/A BUNBURY TOYOTA	SEAT COVERS & FILTERS - P9010	2,058.91	1	CSH
EFT63073	02/11/2022	EDGECAM CONSTRUCTIONS	DIG OUT TRENCH TO STOP RISING DAMP, CORE DRILL THROUGH RETAINING WALL - BINNINGUP COASTAL IMPROVEMENTS	1,180.27	1	CSH
EFT63074	02/11/2022	EDGELOE ENGINEERING PTY LTD T/AS EDGELOE ENGINEERING	THE PROMENADE EXTENSION - CONSTRUCTION SUPERINTENDENCE	1,650.00	1	CSH
EFT63075	02/11/2022	ELLIOTT'S SMALL ENGINES	5391137-92 ZERO TURN SWITCH 5324210-62 SEAT LTH1536 SWITCH PLUS FREIGHT	78.45	1	CSH
EFT63076	02/11/2022	ENVIRONMENTAL HEALTH AUSTRALIA LTD	STAFF VACANCIES ADVERTISING	198.00	1	CSH
EFT63077	02/11/2022	GEOGRAPHE EXCAVATION AND UNDERGROUND POWER	LOCATE SERVICE LOCATIONS HACKETT ROAD, COOKERNUP	6,583.17	1	CSH
EFT63078	02/11/2022	GP FORESTRY	COTTONBUSH CONTROL (KINGSTON WETLAND RESERVE 46513)	4,535.00	1	CSH
EFT63079	02/11/2022	GRACE RECORDS MANAGEMENT	SUPPLY C1 CARTON	5,856.98	1	CSH
EFT63080	02/11/2022	GROUP TRAINING SOUTH WEST	STAFF TRAINING	149.16	1	CSH

EFT63081	02/11/2022	HARVEY MITRE 10	TAPE MEASURES	153.00	1	CSH
EFT63082	02/11/2022	HODGE COLLARD PRESTON UNIT TRUST T/AS HODGE COLLARD	SCHEMATIC DESIGN, MASTER PLANNING, REVISED CONCEPT DESIGN - LLC	57,152.15	1	CSH
EFT63083	02/11/2022	INTEGRA LEGAL	RATES REFUND	499.44	1	CSH
EFT63084	02/11/2022	IT VISION AUSTRALIA PTY LTD	STAFF TRAINING	1,375.00	1	CSH
EFT63085	02/11/2022	J & T O'KEEFE T/A ALLSORTS CARPENTRY & MAINTENANCE	OFFICE MAINTENANCE - HARVEY ADMINISTRATION OFFICE	951.50	1	CSH
EFT63086	02/11/2022	JIM'S TEST & TAG	DEPOT TEST AND TAG	785.40	1	CSH
EFT63087	02/11/2022	KIORA INVESTMENTS PTY LTD T/A CRAVEN FOODS	CHIPS & CHOCOLATES	796.45	1	CSH
EFT63088	02/11/2022	LESCHENAULT PROGRESS ASSN	COMMUNITY EVENTS GRANT - COMMUNITY DAY ON 27 NOV 2022 - 2022/23 YEAR	1,371.00	1	CSH
EFT63089	02/11/2022	LIONS CLUB OF AUSTRALIND	BBQ FOR SAUSAGE SIZZLE ON 6TH OCTOBER 2022	300.00	1	CSH
EFT63090	02/11/2022	LIONS CLUB OF BRUNSWICK JUNCTION	2022-2023 INFRASTRUCTURE GRANT - LIONS CLUB OF BRUNSWICK	2,326.00	1	CSH
EFT63091	02/11/2022	LIONS CLUB OF HARVEY INC	BBQ PROVIDED BY HARVEY LIONS FOR 3 OCTOBER 2022 - PIMP YOUR BIKE EVENT IN HARVEY	150.00	1	CSH
EFT63092	02/11/2022	LP & JA FRYER PTY LTD	KAMBA M 5LT, SPRAY PACK	382.85	1	CSH
EFT63093	02/11/2022	M.K FRAZER & S.M FRAZER T/AS BLANK SLATE CREATIVE	PHOTOGRAPHY WORKSHOP - YOUTH COLLECTIVE	137.50	1	CSH
EFT63094	02/11/2022	MANDURAH STRUCTURES	ERECT SHADE SAILS - HARVEY STIRLING COTTAGE	1,045.00	1	CSH
EFT63095	02/11/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - LICENCE TO USE & OCCUPY CORRIDOR LAND (HARVEY TOWN CENTRE)	2,922.11	1	CSH
EFT63096	02/11/2022	MELANIE FARNAN	PICNIC SET UP INCLUDING FOOD & SPARKLING WATER - HARVEY DAM PHOTOSHOOT FOR DHR WEBSITE	150.00	1	CSH
EFT63097	02/11/2022	MELISSA MARIE MILLER	BOND REFUND HIRE OF RSL HALL 23.10.22	500.00	1	CSH
EFT63098	02/11/2022	MPS PLUMBING / GAS & HANDYMAN SERVICES	REPLACE SECTIONS OF BROKEN WATER LINE DURING EXCAVATIONS	222.75	1	CSH
EFT63099	02/11/2022	NIGHTLIFE MUSIC PTY LTD T/AS NIGHTLIFE MUSIC	NIGHTLIFE - CROWD DJ - 1/11 TO 30/11 - LLC	385.00	1	CSH
EFT63100	02/11/2022	NIXON ELECTRICS (WA) PTY LTD	SUPPLY AND INSTALL 10A HANGING POWERPOINT FOR CAR BATTERY CHARGER, ALTER 12V DC CHARGER CABLING	1,460.47	1	CSH
EFT63101	02/11/2022	OUTBACK IMAGING PTY LTD T/A EZESCAN	ANNUAL SOFTWARE MAINTENANCE RENEWAL VALID FROM 29/01/2023 to 28/01/2024	6,352.50	1	CSH
EFT63102	02/11/2022	PARKS & LEISURE AUSTRALIA	PARKS LEISURE CONFERENCE	1,540.00	1	CSH
EFT63103	02/11/2022	PAUL NEVE	PUMP TRACK FOR SPORTDAZE	3,850.00	1	CSH
EFT63104	02/11/2022	PEEL RESOURCE RECOVERY PTY LTD	2 X LOAD - HARVEY SHIRE - CONC G1 -TANDEM AXLE	330.00	1	CSH
EFT63105	02/11/2022	PFD FOOD SERVICES PTY LTD (LLC ONLY)	FOOD ITEMS	721.05	1	CSH
EFT63106	02/11/2022	PRESTIGE ELEVATORS PTY TD	REPAIR & MTCE.-LRP LIFT WELL FITTINGS, CABLES & ELECTRONIC DRIVE UNIT - SEWERAGE FLOOD DAMAGE	17,512.00	1	CSH
EFT63107	02/11/2022	PRINTSYNC	PRINTING 27 SEPT-26 OCT	390.35	1	CSH
EFT63108	02/11/2022	R & D QUALITY CONCRETE	REPAIR TO DAMAGED SECTIONS OF PATH AND KERB ON LATOUR ST	9,968.20	1	CSH
EFT63109	02/11/2022	RANGE ELECTRICAL	LOCATE & REPAIR ELECTRICAL FAULT & SUPPLY & INSTALL STEEL LIDS TO ELECTRICAL BOXES - HARVEY REC. GROUND	5,173.41	1	CSH
EFT63110	02/11/2022	REAL STEEL ELECTRICS	SUPPLY & INSTALL NEW LIGHTS IN MENS & LADIES TOILETS SNELLS PARK - HAYWARD STREET HARVEY	1,131.39	1	CSH
EFT63111	02/11/2022	RG UPTON & CO	HIGH PRESSURE CLEANER NOZZLE 2 X 5L JERRY CANS 2 STROKE OIL	86.20	1	CSH
EFT63112	02/11/2022	RICK PETER LOTZNICKER	REIMBURSEMENT FOR STATIONERY & PAINT SAMPLES	129.89	1	CSH
EFT63113	02/11/2022	ROCHELLE DODDS	REFUND - ARCH & BALLOONS - SPORTSDAZE SUPPLIES	250.00	1	CSH
EFT63114	02/11/2022	SANPOINT PTY LTD AS TRUSTEE FOR FIORE FAMILY TRUST T/AS LD	MONTHLY PLAYGROUND INSPECTIONS AND REPORT - AUSTRALIND - OCTOBER	8,351.97	1	CSH
EFT63115	02/11/2022	SEEK LTD	TRACTOR OPERATOR/GENERAL HAND - PARKS SERVICES	649.00	1	CSH
EFT63116	02/11/2022	SHANE'S GAS & ELECTRICAL	MAINTENANCE ON WALL URN IN STAFF ROOM	325.60	1	CSH
EFT63117	02/11/2022	SOUTH WEST ACADEMY OF SPORT	2022 SPONSORSHIP OF SWAS - PARTNERSHIP GRANT	9,900.00	1	CSH
EFT63118	02/11/2022	SOUTHERN LOCK & SAFE	5 x PADLOCKS WAS290 - AUSTRALIND TOWNSCAPE	1,054.85	1	CSH
EFT63119	02/11/2022	STALEY FOOD & PACKAGING	TOILET PAPER SUPPLIES	687.62	1	CSH
EFT63120	02/11/2022	SUNIL CHOPRA	STAFF REIMBURSEMENT	116.90	1	CSH
EFT63121	02/11/2022	SYNERGY - ENERGY RETAIL CORPORATION	SYNERGY BILL ACC: 256738600 PERIOD: 25.08.22-25.10.22	614.48	1	CSH

EFT63122	02/11/2022	TERMI HOME AND COMMERCIAL (SW)	SITE VISIT TO CHECK ACTIVITY IN THE BAIT STATIONS AT THE LESCHENAULT LEISURE CENTRE	99.00	1	CSH
EFT63123	02/11/2022	THE DSR TRUST T/A THE PRINT SHOP	A5 FLYERS BACK TO BACK	650.10	1	CSH
EFT63124	02/11/2022	THE NEW BEAUT COFFEE UTE	REFUND STALLHOLDER FEE - SPORTDAZE PUBLIC LIABILITY ISSUE	26.00	1	CSH
EFT63125	02/11/2022	TJC CARPENTRY	SUPPLY & INSTALL NEW AQUA CEILINGS, NEW TILES IN TOILETS & MTCE WORK TO GUTTERS & DOORS-SNELLS PARK TOILETS	6,094.00	1	CSH
EFT63126	02/11/2022	TOLL IPEC PTY LTD	FREIGHT CHARGES - TOLL	809.75	1	CSH
EFT63127	02/11/2022	TOTALLY WORKWEAR BUNBURY	SAFETY WORK BOOTS - SHIRE STAFF	149.60	1	CSH
EFT63128	02/11/2022	TREENDALE MEDICAL GROUP PTY LTD	MEDICAL EXAM AND REPORT - NEW STAFF	175.00	1	CSH
EFT63129	02/11/2022	TRISTAN'S ODD JOBS	MPP VANDALISED KITCHEN CUPBOARD DOORS. PROVIDE MANUFACTURE AND INSTALL REPLACEMENTS-LESCHENAULT PARK	1,275.00	1	CSH
EFT63130	02/11/2022	UNITING GLOBAL PTY LTD	PROVISION OF TEMPORARY CLEANING SERVICES LLC / LRP MONDAY 17/10 - SUNDAY 23/10	5,830.00	1	CSH
EFT63131	02/11/2022	V VERSACI BOBCAT HIRE	TRUCK & BOBCAT HIRE - COLLECTED RUBBISH FROM WELLESLEY ROAD, NORTH	495.00	1	CSH
EFT63132	02/11/2022	WA RANGERS ASSOCIATION	RANGER EPAULETS 20 WA RANGER BOOKLETS 4 X DECAL STICKERS 5 NOTE BOOK COVERS	201.40	1	CSH
EFT63133	02/11/2022	WESTERN AG PTY LTD	TRAILERISED FIRE FIGHTING UNIT	14,021.31	1	CSH
EFT63134	02/11/2022	WESTERN AUSTRALIAN YOUTH THEARTE COMPANY	ARCO PERFORMANCES - HARVEY REC GROUND	4,510.00	1	CSH
EFT63135	02/11/2022	WESTERN RESOURCE RECOVERY PTY LTD - HARVEY SHIRE ONLY	GREASE TRAP COLLECTION AND PUMP OUT 17.10.2022 SITE LLC	711.70	1	CSH
EFT63136	02/11/2022	WINC AUSTRALIA PTY LIMITED	STATIONERY ITEMS	1,093.01	1	CSH
EFT63137	02/11/2022	WOOLWORTHS GROUP LIMITED T/A BIG W RETAIL ACCOUNTS	FOOTY COLOURS DAY PROMOTIONAL MATERIAL	299.16	1	CSH
EFT63138	02/11/2022	WORK CLOBBER [E]	POLO SHIRTS FOR RANGERS	66.60	1	CSH
EFT63139	02/11/2022	ZILLA (WA) PTY LTD T/AS BUNBURY & BUSSELTON AIR	REMEDIAL WORK TO RETURN AIR DUCT INSULATION - LLC	5,318.50	1	CSH
EFT63140	03/11/2022	CONSTRUCTIVE PD PTY LTD	YARLOOP STEAM WORKSHOP - STRUCTURAL TIMBER & CLADDING	169,928.75	1	CSH
EFT63141	08/11/2022	ARDROSS ESTATES (SA) PTY LTD	CONTRIBUTION TOWARDS EXTERNAL CONSULTANCY-LK ADVISORY, APPROVED IN THE JTPS COMMITTEE MEETING	46,297.80	2	CSH
EFT63142	08/11/2022	AUSTRALIAN VANGUARD PTY LTD	DISBURSEMENT FROM JTPS NO.1 TO LANDOWNERS, APPROVED IN THE JTPS COMMITTEE MEETING, HELD 5/9/22	411,317.94	2	CSH
EFT63143	08/11/2022	TREENDALE NOMINEES PTY LTD	DISBURSEMENT FROM JTPS NO.1 TO LANDOWNERS, AS APPROVED IN THE JTPS COMMITTEE MEETING, HELD 5/9/22	349,428.72	2	CSH
EFT63144	09/11/2022	A PLUS TRAINING SOLUTIONS PTY LTD	POLE SAW TRAINING	2,486.00	1	CSH
EFT63145	09/11/2022	ADAM OWEN OAKES	BASKETBALL GAME REFUND	124.60	1	CSH
EFT63146	09/11/2022	ALLEISHA SHIPLEY	LLC REFUND FOR SWIMMING LESSONS FOR SPENCER	73.95	1	CSH
EFT63147	09/11/2022	AMANDA LOVITT	MEETING ATTENDANCE FEE - NOV 2022	2,076.21	1	CSH
EFT63148	09/11/2022	AMITY SIGNS	CONFINED SPACE STENCIL	302.50	1	CSH
EFT63149	09/11/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	COSTS INVOLVED IN RECOUPING ACCOUNTS	88.09	1	CSH
EFT63150	09/11/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL	1,564.59	1	CSH
EFT63151	09/11/2022	AUSTRALIAN COMBAT & EXERCISE PTY LTD	CI BOXING COURSE	350.00	1	CSH
EFT63152	09/11/2022	AUSTRALIAN TAX OFFICE - (PAYG)	PAYG WEEK ENDING 26/10/2022	112,651.00	1	CSH
EFT63153	09/11/2022	BADGERS EMBROIDERY	NAME BADGE FOR RANGER	9.90	1	CSH
EFT63154	09/11/2022	BEECH, PAUL JAMES	MEETING ATTENDANCE FEE - NOV 2022	1,621.37	1	CSH
EFT63155	09/11/2022	BELL FIRE EQUIPMENT CO PTY LTD	HONDA MOTOR REPAIR - ROELANDS BUSH FIRE UNIT H9055	1,759.43	1	CSH
EFT63156	09/11/2022	BOC LTD	SUPPLY AND DELIVERY OF CO2 GAS	1,780.76	1	CSH
EFT63157	09/11/2022	BOLINDA PUBLISHING PTY LTD	BOLINDA STANDING ORDER - MIXED FORMATS	2,695.77	1	CSH
EFT63158	09/11/2022	BP AUSTRALIA PTY LTD	FUEL	7,325.72	1	CSH
EFT63159	09/11/2022	BROWNES FOODS OPERATION PTY LTD	REFRESHMENTS FOR STAFF KITCHEN	98.73	1	CSH
EFT63160	09/11/2022	BUILDING AND ENERGY	BUILDING SERVICES LEVY OCTOBER 2022	19,079.84	1	CSH
EFT63161	09/11/2022	BUNBURY HARVEY REGIONAL COUNCIL	DOMESTIC GENERAL WASTE DISPOSAL	32,643.51	1	CSH
EFT63162	09/11/2022	BUNNINGS WAREHOUSE	ITEMS AS PRESENTED TO PUMP OUT SWIMMING POOL	837.62	1	CSH

EFT63163	09/11/2022	BURGOYNE, FRANCIS ROY	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63164	09/11/2022	BURSWOOD NOMINEES T/AS CROWN PERTH	LG PROFESSIONALS CONFERENCE - SHIRE STAFF - ACCOMMODATION AND INCIDENTALS	1,709.50	1	CSH
EFT63165	09/11/2022	CAMPBELL, MICHELLE	MEETING ATTENDANCE FEE - NOV 2022	2,485.24	1	CSH
EFT63166	09/11/2022	CANNON HYGIENE AUSTRALIA PTY LTD	SUPPLY AND INSTALL SANITARY BINS TO FEMALE TOILETS	700.73	1	CSH
EFT63167	09/11/2022	CAPE LIFE	SEED WITHDRAWAL FOR ROB TIP REVEGETATION (18 SPECIES SENT TO BOYANUP BOTANICAL NURSERY)	198.00	1	CSH
EFT63168	09/11/2022	CARBONE, CRAIG	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63169	09/11/2022	CATAPHONICS PTY LTD T/A VENUE TECHNICAL SERVICES	WORKS TO CULTURAL CENTRE - STAGE 1, HRCC	18,436.00	1	CSH
EFT63170	09/11/2022	CB TRAFFIC SOLUTIONS	FOOTPATH REPLACEMENT - LUCY VICTORIA AVENUE	5,943.17	1	CSH
EFT63171	09/11/2022	CITY & REGIONAL FUELS	DIESEL FUEL	69,971.98	1	CSH
EFT63172	09/11/2022	COCA COLA AMATIL (AUST) PTY LTD	DRINKS	2,685.23	1	CSH
EFT63173	09/11/2022	COMMON GROUND TRAILS PTY LTD	HARVEY REGION TRAILS AND ADVENTURE MASTER PLAN	43,412.49	1	CSH
EFT63174	09/11/2022	CONSTRUCTION TRAINING FUND	BCITF OCTOBER 2022	1,212.25	1	CSH
EFT63175	09/11/2022	COOINDA GARDEN	OLD CEMETERY LESCHENAULT, FIRE BREAK TO BE 3M BY 4M. REMOVE ALL DEBRIS FROM FIREBREAKS OFF SITE	18,150.00	1	CSH
EFT63176	09/11/2022	COUNTRY LANDSCAPING PTY LTD	VARIOUS HARDWARE EQUIPMENT'S FOR LANDSCAPING	7,885.65	1	CSH
EFT63177	09/11/2022	CPR OUTDOOR CENTRE	REFUND OF BUILDING UNCERTIFIED PERMIT FEE - PAID TWICE	171.65	1	CSH
EFT63178	09/11/2022	D & S BERRY PTY LTD T/A BERRYS WELDING SERVICE	FABRICATION OF DRAIN LID REMOVERS	1,548.25	1	CSH
EFT63179	09/11/2022	DAKOTA DOUGLAS KRISPYN	MEETING ATTENDANCE FEE - NOV 2022	2,439.65	1	CSH
EFT63180	09/11/2022	DENNIS PHILIP JETTA	WELCOME TO COUNTRY - SPORTDAZE	500.00	1	CSH
EFT63181	09/11/2022	DJ EMMA	ADDITIONAL CHARGES, DJ AT SPORTDAZE	363.00	1	CSH
EFT63182	09/11/2022	DORMAKABA AUSTRALIA PTY LTD	MAINTENANCE AGREEMENT - AUSTRALIND ADMIN	1,804.00	1	CSH
EFT63183	09/11/2022	DX PRINT GROUP PTY LTD	CORFLUTE SIGNAGE - 2 STYLES X 25 - SURVEILLANCE, LITTER	1,111.00	1	CSH
EFT63184	09/11/2022	ECHO FIELD PTY LTD t/a SPRAYMOW SERVICES	MOWING OF HARVEY CRICKET PLAYING SURFACE. CYLINDER MOW 13MM. OCTOBER 2 MOWS.	775.50	1	CSH
EFT63185	09/11/2022	ELLIOTT'S IRRIGATION PTY LTD	CARRY OUT MONTHLY SERVICE FOR THE IRION FILTER AT RIDLEY PLACE AUSTRALIND FORESHORE	320.10	1	CSH
EFT63186	09/11/2022	ENVIRONEX INTERNATIONAL	SUPPLY 2000L SODIUM HYPOCHLORITE	2,323.40	1	CSH
EFT63187	09/11/2022	EUROFINS ARL PTY LTD	ASBESTOS SAMPLE - BURNT PROPERTY - 193 ROTHESAY CRESCENT AUSTRALIND	242.00	1	CSH
EFT63188	09/11/2022	FIFTH ESTATE WINES	RED WINE FOR HRCC CULTURAL PROGRAMS	88.44	1	CSH
EFT63189	09/11/2022	FLEX EVENTS	BALANCE PAYMENT OUTDOOR CINEMA AND BEANBAGS	2,350.00	1	CSH
EFT63190	09/11/2022	FLOWERS BY DANAE	WREATH - REMEMBRANCE DAY HARVEY CEREMONY	110.00	1	CSH
EFT63191	09/11/2022	GARRIGAN INVESTMENTS PTY LTD T/A GARRIGAN SMASH REPAIRS	OWNER: ABANDON VEHICLE TOWAGE, DROP OFF: HARVEY SHIRE DEPOT	348.70	1	CSH
EFT63192	09/11/2022	GARRY SPENCER	REIMBURSEMENT FOR MEALS AND PARKING DURING TRAINING	175.80	1	CSH
EFT63193	09/11/2022	GEOGRAPHE EXCAVATION AND UNDERGROUND POWER	SERVICE LOCATING AT SMITH ST FOR DRAINAGE UPGRADES	456.72	1	CSH
EFT63194	09/11/2022	GILLETT PAUL	COMMS / IT ALLOW - NOV 2022	6,561.25	1	CSH
EFT63195	09/11/2022	GIUSEPPE MICHELE CAPOGRECO	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63196	09/11/2022	HARVEY COMMUNITY RESOURCE CENTRE	PAYMENT OF INFRASTRUCTURE COMMUNITY GRANT	16,899.30	1	CSH
EFT63197	09/11/2022	HARVEY FISH AND CHIPS	REFRESHMENTS - JDAP MEETING	69.00	1	CSH
EFT63198	09/11/2022	HARVEY MITRE 10	CABLE TIES 300MM X 4.8MM PACKETS	133.25	1	CSH
EFT63199	09/11/2022	HARVEY PARTONS IGA	WELCOME PACK AND HAMPER	712.40	1	CSH
EFT63200	09/11/2022	HARVEY WATER	WATER CHARGES TWE4872 - HARVEY POOL LOT 36 HINGE ROAD PERIOD: 29.08.22 - 30.10.22	1,657.32	1	CSH
EFT63201	09/11/2022	HASTIJ CORPORATION PTY LTD T/AS COOLPRO REFRIGERATION & AIR	SERVICE TO DAIKIN WALL SPLITS & DAIKIN CASSETTE AIR CONDITIONERS - HARVEY ADMIN. OFFICE, BECHER ST.	508.20	1	CSH
EFT63202	09/11/2022	HODGE COLLARD PRESTON UNIT TRUST T/AS HODGE COLLARD	SCHEMATIC DESIGN, MASTER PLANNING, REVISED CONCEPT DESIGN - LLC	131,287.20	1	CSH
EFT63203	09/11/2022	INDUSTRY MAINTENANCE SOLUTIONS	REFUND OF BUILDING SERVICES LEVY	61.65	1	CSH

EFT63204	09/11/2022	IXOM OPERATIONS PTY LTD	SUPPLY 1 X 920KG CHLORINE DRUM	3,272.98	1	CSH
EFT63205	09/11/2022	J & T O'KEEFE T/A ALLSORTS CARPENTRY & MAINTENANCE	CALL OUT TO COVER BROKEN WINDOW ON SATURDAY MORNING - AUSTRALIND LIBRARY	1,075.25	1	CSH
EFT63206	09/11/2022	JACK BROMELL	ECO MUSEUM, MURAL PAINTING	7,254.50	1	CSH
EFT63207	09/11/2022	JADE BIANCA HOCKING	PARKING, TRAIN & LUNCH EXPENSES - TRAINING	35.70	1	CSH
EFT63208	09/11/2022	JANICE PLATT	LLC REFUND - SWIMMING LESSONS	73.95	1	CSH
EFT63209	09/11/2022	JASON MADDERN	WELFARE FOR INCIDENT REIMBURSEMENT	194.90	1	CSH
EFT63210	09/11/2022	JIM'S TEST & TAG	EXIT & EMERGENCY LIGHTING SYSTEM DISCHARGE TESTING & INSPECTION (AFTER HRS)	577.50	1	CSH
EFT63211	09/11/2022	JOANNA LOW	REFUND OF DOUBLE UP FOR CAT REGISTRATION	42.50	1	CSH
EFT63212	09/11/2022	JOHANNA SCOTT	BOND REFUND - HIRE OF BRUNSWICK HALL	1,000.00	1	CSH
EFT63213	09/11/2022	JOHN KENNETH BROMHAM	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63214	09/11/2022	JOMAR (WA) PTY LTD	TIMBER SHEETING/PROPPING - WELLESLEY ROAD NORTH BRIDGE #3735	2,722.50	1	CSH
EFT63215	09/11/2022	JOSHUA GAFFNEY & CHELCIE N MAHONY	REFUND RATES	150.00	1	CSH
EFT63216	09/11/2022	KARL WOOD	PARKING REIMBURSEMENT	12.28	1	CSH
EFT63217	09/11/2022	KINGSWAY BAY PTY LTD T/A SPORTSWORLD OF WA	ZOGGS PRODUCT PURCHASE	1,120.90	1	CSH
EFT63218	09/11/2022	KOTARA HOLDINGS PTY LTD T/A BUNBURY TYREPOWER &	4 X TYRES, WHEEL ALIGNMENT AND BALANCE	2,535.00	1	CSH
EFT63219	09/11/2022	LESCHENAULT PROGRESS ASSN	CONTRIBUTION FOR CARPARK LIGHTING SYNERGY PERIOD: 03.08.22-30.09.22	126.87	1	CSH
EFT63220	09/11/2022	LOCAL GOVERNMENT PROFESSIONALS AUST WA	SHIRE STAFF - LOCAL GOVERNMENT NETWORKING EVENT	24.00	1	CSH
EFT63221	09/11/2022	MAJOR MOTORS PTY LTD T/A SOUTH WEST ISUZU	60,000KM SERVICE - H9061 (MONDAY 07 NOVEMBER)	450.00	1	CSH
EFT63222	09/11/2022	MALATESTA GROUP HOLDINGS PTY LTD	SUPPLY AND LAY ASPHALT COOKERNUP FOOTPATH	34,711.60	1	CSH
EFT63223	09/11/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	19,264.14	1	CSH
EFT63224	09/11/2022	MICHELLE LEE BOYLAN	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63225	09/11/2022	MICKAZ NOMINEES PTY LTD T/AS SOUTH WEST CLEANING	UNDERTAKE BBQ CLEANING THROUGHOUT THE SHIRE	4,431.16	1	CSH
EFT63226	09/11/2022	MJB INDUSTRIES PTY LTD [E]	1800MM X 1.2M SOAKWELL, CIRC JP COVER, STORMWATER LINER, WEEPHOLE ROUND	4,214.11	1	CSH
EFT63227	09/11/2022	MONSTERBALL AMUSEMENTS & HIRE	SPORTDAZE INFLATABLE CHALLENGE	2,395.00	1	CSH
EFT63228	09/11/2022	NATURALISTE TURF	TURF RENOVATIONS SERVICES TO LLC 3	6,545.00	1	CSH
EFT63229	09/11/2022	NIXON ELECTRICS (WA) PTY LTD	ATTEND PTMSP & INVESTIGATE & REPLACE LIGHTS THAT DON'T WORK, INVESTIGATE MAIN CIRC PUMP NOISY CONTACTOR	1,631.00	1	CSH
EFT63230	09/11/2022	NORCAPE TREE AND CONTRACTING SERVICES PTY LTD	TREE REMOVAL SERVICES AT VARIOUS SHIRE LOCATIONS	5,260.75	1	CSH
EFT63231	09/11/2022	OFFICEWORKS - 10504848	SPORTDAZE CONSUMABLES & QUITE ZONE	292.54	1	CSH
EFT63232	09/11/2022	OUTDOOR TACTICAL PTY LTD	STAFF UNIFORM	796.40	1	CSH
EFT63233	09/11/2022	PANETTA'S LAWN MOWING & GARDENING SERVICES	WHIPPER SNIPPED EDGES & MOWED LAWN ON (10/10/2022 & 31/10/2022) - HARVEY SWIMMING POOL	2,482.70	1	CSH
EFT63234	09/11/2022	PARKFIELD PRIMARY SCHOOL	DONATION YEAR 6 GRADUATION	50.00	1	CSH
EFT63235	09/11/2022	PARLAN PTY LTD T/AS ENVIRONMENTAL & AGRICULTURAL TESTING	OCTOBER TESTING LLC 4 BORE, PH, EC, TDS	180.00	1	CSH
EFT63236	09/11/2022	PEEL RESOURCE RECOVERY PTY LTD	DISPOSAL OF OLD CONCRETE KERB & PATH - LUCY VICTORIA AVENUE	3,663.00	1	CSH
EFT63237	09/11/2022	PFD FOOD SERVICES PTY LTD (LLC ONLY)	FOOD ITEMS	1,295.00	1	CSH
EFT63238	09/11/2022	PHILIP JOHN SCANTLEBURY	RATES REFUND DUE TO OVER PAYMENT	490.06	1	CSH
EFT63239	09/11/2022	PRIME INDUSTRIAL PRODUCTS	120MTS HD LAYFLAT HOSE FITTINGS TO CONNECT	891.46	1	CSH
EFT63240	09/11/2022	PROMOTE YOU!	SPORTDAZE - MERCHANDISE	3,884.65	1	CSH
EFT63241	09/11/2022	R & D QUALITY CONCRETE	FOOTPATH & KERB RENEWAL - LUCY VICTORIA AVENUE	50,238.10	1	CSH
EFT63242	09/11/2022	RANGE ELECTRICAL	REPAIRS TO THE BORE CONTROL SYSTEM	5,000.00	1	CSH
EFT63243	09/11/2022	RIVERLINKS CHILD CARE AND COMMUNITY CENTRE	DCP GRANT 2022-2023	12,122.00	1	CSH
EFT63244	09/11/2022	ROBYN IDA COLEMAN	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH

EFT63245	09/11/2022	ROYAL LIFE SAVING SOCIETY WA	COMMUNITY LIFEGUARD TRAINING COURSE	551.44	1	CSH
EFT63246	09/11/2022	RYLAN CONCRETE	SUPPLY & LAY 300m MOUNTABLE KERB IN LUCY VICTORIA AVENUE BETWEEN HARDING WAY AND WHATMAN WAY	10,008.60	1	CSH
EFT63247	09/11/2022	SCOPE BUSINESS IMAGING	PREVENTATIVE SERVICE PLAN	633.83	1	CSH
EFT63248	09/11/2022	SITE SAFE TEMPORARY FENCING SOUTH WEST	RE-HIRE 72m OF TEMPORARY FENCE AT THE OLD STATION MASTERS HOUSE - HARPER STREET HARVEY	792.00	1	CSH
EFT63249	09/11/2022	SMS GLOBAL PTY LTD	SMS MONTHLY ACCOUNT - HARVEY HILLS BRIGADE	174.08	1	CSH
EFT63250	09/11/2022	SOS OFFICE EQUIPMENT	HARVEY COPIER CHARGES	1,563.51	1	CSH
EFT63251	09/11/2022	SOUTHERN LOCK & SAFE	SUPPLY 5 OFF PADLOCKS No 780 - HARVEY RECREATION GROUND	863.06	1	CSH
EFT63252	09/11/2022	SOUTHERN SHUTTERS	ROLLER SHUTTER MAINTENANCE	110.00	1	CSH
EFT63253	09/11/2022	STALEY FOOD & PACKAGING	PAPER AND SOAP SUPPLIES	1,702.62	1	CSH
EFT63254	09/11/2022	SYNERGY - ENERGY RETAIL CORPORATION	SYNERGY ACC: 847 863 070 PERIOD: 25.07.22 - 24.10.22 STREET LIGHTING	56,161.48	1	CSH
EFT63255	09/11/2022	TANIA GAE JACKSON	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63256	09/11/2022	THE TRUSTEE FOR THE DOWD FAMILY TRUST T/A THYME AND PLACE	COUNCILLOR DINNER OCTOBER 2022	300.00	1	CSH
EFT63257	09/11/2022	TREENDALE PET MEDICAL	IMPOUNDED DOG REQUIRED TREATMENT, ONCE IMPOUNDED DUE TO AN INJURY ON THE LEG AREA	156.30	1	CSH
EFT63258	09/11/2022	TRIPLE F PTY LTD T/A STOCKMAN HOLDEN [E]	VEHICLE HIRE RANGER SERVICES, NEW TYRES H9007	2,376.00	1	CSH
EFT63259	09/11/2022	UNITING GLOBAL PTY LTD	PROVISION OF TEMPORARY CLEANING SERVICES LLC / LRP MONDAY 31/10 - SUNDAY 06/11	2,915.00	1	CSH
EFT63260	09/11/2022	V VERSACI BOBCAT HIRE	ESTABLISH A FIRE ACCESS TRACK SUPPLY LIMESTONE & SPREAD, TRAFFIC CONTROLLERS. TRUCK & BOBCAT HIRE	25,520.00	1	CSH
EFT63261	09/11/2022	VANGUARD UNIT TRUST & VIKING TRUST T/AS VANGUARD PRESS	12 MONTHS WAREHOUSING, DISTRIBUTION AND BROCHURE RACKING OF THE HARVEY REGION MAP (NEW ONE)	39.47	1	CSH
EFT63262	09/11/2022	VL GARIC DISCRETIONARY TRUST T/A ROBERTS TILT TRAY & HIAB	TRANSPORT FOR BLEACHERS - BRUNSWICK TO LRG	687.50	1	CSH
EFT63263	09/11/2022	WA SKILLS TRAINING	INTRODUCTORY HEALTH AND SAFETY REPRESENTATIVE COURSE	2,925.00	1	CSH
EFT63264	09/11/2022	WENDY MARJORIE DICKINSON	MEETING ATTENDANCE FEE - NOV 2022	1,539.66	1	CSH
EFT63265	09/11/2022	WEST AUSTRALIAN NEWSPAPERS LTD	FORTNIGHTLY ADVERTISING OF THE 4 O'CLOCK REPORT	3,345.50	1	CSH
EFT63266	09/11/2022	WHITE ROCK CO P/L ATF STRACHAN FAMILY TRUST T/AS SOUTHERN	SES BUILDING, AUSTRALIND-INSTALL. GLASS SAFETY HOLDE IN DOOR FROM CORRIDOR, ADJUST SHOWER SEAT	1,238.60	1	CSH
EFT63267	09/11/2022	WILLAM YORK	ATHLETE TRAVEL SUBSIDY SCHEME-CLAIM FOR JUNE 2022 HARVEY BRUNSWICK LESCHENAULT JUNIOR FOOTBALL CLUB	300.00	1	CSH
EFT63268	09/11/2022	WILLSHER ROOFING PTY LTD	SUPPLY & INSTALL NEW COLOURBOND PATIO - AUSTRALIND ADMINISTRATION OFFICE	5,731.00	1	CSH
EFT63269	09/11/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD - COLES CARD	LIGHT REFRESHMENTS FOR AUTHOR TALK - NATASHA LESTER AUSTRALIND LIBRARY	258.42	1	CSH
EFT63270	09/11/2022	ZILLA (WA) PTY LTD T/AS BUNBURY & BUSSELTON AIR	INVESTIGATE FAULT WITH HP3	1,727.18	1	CSH
EFT63271	09/11/2022	ZIPFORM	FINAL NOTICES 2022/23 - TESTING AND SAMPLES, PRINT NOTICE, EMAIL FEE ETC.	3,120.91	1	CSH
EFT63272	09/11/2022	ZOE MILLS	SWIMMING LESSONS REFUND	109.27	1	CSH
EFT63273	09/11/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	607.60	1	CSH
EFT63274	09/11/2022	CSA EMPLOYER WITHHOLDING TEAM CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1,486.01	1	CSH
EFT63275	09/11/2022	DESPERATE PIRATES SYNDICATE	PAYROLL DEDUCTIONS	200.00	1	CSH
EFT63276	09/11/2022	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	219.95	1	CSH
EFT63277	09/11/2022	WESTPAC	PAYROLL DEDUCTIONS	172.00	1	CSH
EFT63278	10/11/2022	DEPARTMENT OF PLANNING LANDS & HERITAGE	DAP/22/02336-SOH-P310/22-LOT 9540 THE PROMENADE AUSTRALIND (PROPOSED LARGE FORMAT RETAIL DEVELOPMENT)	10,883.00	1	CSH
EFT63279	16/11/2022	3E CONSULTING ENGINEERS PTY TLD	KINGSTON DRIVE EXTENSION-STAGES 1 & 2 ROAD LIGHTING & ELECTRICAL SERVICES CONSTRUCTION PHASE VERIFICATION	1,980.00	1	CSH
EFT63280	16/11/2022	A & D AUS SOLUTIONS PTY LTD	RATES REFUND	454.77	1	CSH
EFT63281	16/11/2022	AECAA PTY LTD T/AS AUTOMOTIVE, ELECTRICAL & 4WD ACCESSORIES	VMS CONTROLLER VIII, LED PANEL, REPLACE GPS ANTENNA	2,882.00	1	CSH
EFT63282	16/11/2022	ALINTA ENERGY	GAS USAGE WET SIDE 30 SEP TO 28 OCT	4,891.95	1	CSH
EFT63283	16/11/2022	AMITY SIGNS	NO THROUGH ROAD SIGNS	253.00	1	CSH
EFT63284	16/11/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	LEGAL FEES	156.75	1	CSH
EFT63285	16/11/2022	AQUATIC SERVICES WA P/L	SERVICE OF CHLORINE GAS EQUIPMENT	2,554.20	1	CSH

EFT63286	16/11/2022	AS TRUSTEE FOR THE M & B FAMILY TRUST TA DIR DESIGN WA PTY	ADDL. WORKS TO BARNES AVE EARTH WORKS MULCHING TRAFFIC MANAGEMENT	11,867.70	1	CSH
EFT63287	16/11/2022	AUSTRALIA POST	POSTAGE - OCT 2022	3,700.91	1	CSH
EFT63288	16/11/2022	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEBINAR EVENT - RESIDENTIAL TIMBER FRAMES AND CHANGES TO AS 1684 - SHIRE STAFF	190.00	1	CSH
EFT63289	16/11/2022	AUSTRALIAN MEDICAL SUPPLIES PTY LTD	TYVEK WRISTBANDS - SPA/STEAM ROOM - QUANTITY 3 BOXES - LLC	797.69	1	CSH
EFT63290	16/11/2022	AUSTRALIAN TAX OFFICE - (PAYG)	PAYG WEEK ENDING 9.11.22 & INTERIMS	118,046.00	1	CSH
EFT63291	16/11/2022	AUSTRALIND GLASS COMPANY	REGLAZE SMASHED GLASS TO OFFICE WINDOW & RE-TINT TO MATCH EXISTING - AUSTRALIND LIBRARY	364.80	1	CSH
EFT63292	16/11/2022	BELL FIRE EQUIPMENT CO PTY LTD	MONTHLY SERVICE OF WATER STORAGE TANKS FOR FIRE PROTECTION SYSTEMS & MONTHLY SERVICE OF AUTOMATIC FIRE PUMPSET	223.68	1	CSH
EFT63293	16/11/2022	BLACK BOX CONTROL PTY LTD	INCONTROL MONTHLY TRACKING FEE	203.70	1	CSH
EFT63294	16/11/2022	BLUEWATER MARINE	REPAIR TO ALUMINIUM BOAT OUTBOARD MOTOR (AP627) NEW SPRINGS, JOCKEY WHEEL, FUEL LINE AND SERVICE	1,387.49	1	CSH
EFT63295	16/11/2022	BOC LTD	SUPPLY AND DELIVERY OF CO2 GAS	1,121.32	1	CSH
EFT63296	16/11/2022	BOLINDA PUBLISHING PTY LTD	BOOKS FOR HARVEY LIBRARY	54.23	1	CSH
EFT63297	16/11/2022	BROWNES FOODS OPERATION PTY LTD	REFRESHMENTS FOR STAFF KITCHEN	297.43	1	CSH
EFT63298	16/11/2022	BUNBURY GEOGRAPHE CHAMBER OF COMMERCE & INDUSTRIES	INFORMATION SESSION FOR PSYCHOSOCIAL HAZARDS AT WORK - LUNCH & LEARN	60.00	1	CSH
EFT63299	16/11/2022	BUNBURY HARVEY REGIONAL COUNCIL	MEMBER COUNCIL CONTRIBUTION AS PER AGREEMENT - NOVEMBER 22	145,000.00	1	CSH
EFT63300	16/11/2022	BUNBURY MOWER SERVICE	ATOM EDGER BLADES	340.00	1	CSH
EFT63301	16/11/2022	BURGESS RAWSON (WA) PTY LTD	WATER USAGE FOR PERIOD 06.09.22 TO 04.11.22	3.08	1	CSH
EFT63302	16/11/2022	BURSWOOD NOMINEES T/AS CROWN PERTH	WALGA ACCOMMODATION	4,997.85	1	CSH
EFT63303	16/11/2022	CB TRAFFIC SOLUTIONS	SUPPLY TRAFFIC MANAGEMENT LATOUR ST. AUSTRALIND, LOGUE RD. HARVEY	11,031.52	1	CSH
EFT63304	16/11/2022	CIRCUITWEST INC	PERFORMANCE COSTS FOR TONY GALATI THE MUSICAL	4,675.00	1	CSH
EFT63305	16/11/2022	CLEANAWAY - (OTHER)	OCTOBER 13 X CLEAR 3.0M BIN	1,743.58	1	CSH
EFT63306	16/11/2022	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	MATTRESS COLLECTION - 18 OCTOBER 2022	4,859.80	1	CSH
EFT63307	16/11/2022	CONSTRUCTIVE PD PTY LTD	YARLOOP STEAM WORKSHOP - STRUCTURAL TIMBER & CLADDING - PROGRESS CLAIM 3	96,076.85	1	CSH
EFT63308	16/11/2022	DAVEY PAINTING CONTRACTORS	URGENT REMOVAL OF GRAFFITI FROM PAVILION PUBLIC TOILETS - CHECK ALL TOILETS	198.00	1	CSH
EFT63309	16/11/2022	DORMAKABA AUSTRALIA PTY LTD	AUTO DOORS LLC	198.00	1	CSH
EFT63310	16/11/2022	ERROL GRANT EWEN	RATES REFUND	2,746.40	1	CSH
EFT63311	16/11/2022	GEOGRAPHE CIVIL PTY LTD	THE PROMENADE EXTENSION TENDER T102021	134,365.57	1	CSH
EFT63312	16/11/2022	GEOGRAPHE EXCAVATION AND UNDERGROUND POWER	SERVICE LOCATIONS - KEALY STREET	7,616.73	1	CSH
EFT63313	16/11/2022	GEORGE GALLAGHER	POLICE CLEARANCE APPLICATION	58.70	1	CSH
EFT63314	16/11/2022	HARVEY COMMUNITY RADIO 96.5FM	HARVEY COMMUNITY RADIO - INFRASTRUCTURE GRANT	58,000.00	1	CSH
EFT63315	16/11/2022	HARVEY MITRE 10	SNAIL PELLETS	41.00	1	CSH
EFT63316	16/11/2022	HASTIE WASTE PTY LTD	27/10 CARDBOARD RECYCLING	30.00	1	CSH
EFT63317	16/11/2022	HERSEY'S SAFETY PTY LTD	GREASE NIPPLE KIT	384.78	1	CSH
EFT63318	16/11/2022	IXOM OPERATIONS PTY LTD	CHLORINE DRUM SERVICE FEE OCTOBER 2022	196.74	1	CSH
EFT63319	16/11/2022	J BLACKWOOD & SON LTD	MULTI PURPOSE CLEANER	10.43	1	CSH
EFT63320	16/11/2022	J.A.K CIVIL PTY LTD	SUPPLY DRAINAGE MATERIALS INC. LINERS, LIDS, PIPES, MESH & CONCRETE FOR DRAINAGE UPGRADES IN BRUNSWICK	22,500.14	1	CSH
EFT63321	16/11/2022	JASON'S STAGE LIGHTING & SOUND	LIGHTING AND SOUND PRODUCTION - HRCC	1,650.00	1	CSH
EFT63322	16/11/2022	JEM MCKELVIE PTY LTD T/A VOGUE FURNITURE	3 X CHAIRS PLUS DELIVERY	880.00	1	CSH
EFT63323	16/11/2022	JIM'S TEST & TAG	ANNUAL TEST AND TAG	3,099.25	1	CSH
EFT63324	16/11/2022	JONOR CONSTRUCTION PTY LTD	HIRE OF TEMPORARY PROPPING - BRIDGE 4930 KRONES BRIDGE (OCTOBER 2022)	2,943.60	1	CSH
EFT63325	16/11/2022	KINGSWAY BAY PTY LTD T/A SPORTSWORLD OF WA	ASSORTED GOGGLES - LLC	1,346.40	1	CSH
EFT63326	16/11/2022	KLEEN WEST DISTRIBUTORS	HAND SOAP 20LT	236.12	1	CSH

EFT63327	16/11/2022	KOTARA HOLDINGS PTY LTD T/A BUNBURY TYREPOWER &	WHEEL BALANCE AND ALIGNMENT	140.00	1	CSH
EFT63328	16/11/2022	LANDGATE	GRV INTERIM VALUATIONS	1,653.00	1	CSH
EFT63329	16/11/2022	LANDGATE (VG)	COST OF COPY OF TRANSFER OF LAND ACT DOCUMENT, COPY OF CERTIFICATE OF TITLE	84.60	1	CSH
EFT63330	16/11/2022	LOUISE NOMINEES PTY LTD T/A HARVEY SUPA IGA	GROCERY ITEMS	852.81	1	CSH
EFT63331	16/11/2022	MAJOR MOTORS PTY LTD T/A SOUTH WEST ISUZU	PURCHASE ISUZU TRUCK INCL. AFTER MARKET ACCESSORIES & PASSENGER SIDE MOD FOR SIGN RACK. INCL TRADE IN	32,969.00	1	CSH
EFT63332	16/11/2022	MALATESTA GROUP HOLDINGS PTY LTD	CATEMUL	640.00	1	CSH
EFT63333	16/11/2022	MATTHEWS BRONZE PTY LTD T/A ARROW BRONZE	SINGLE BRONZE PLAQUE FOR JENKINSON 143x117	414.76	1	CSH
EFT63334	16/11/2022	MICHAEL WILLIAM GOOD	REFUND OF BUILDING LICENCE FEES - CANCELLED PERMIT 20210988	171.65	1	CSH
EFT63335	16/11/2022	MPS PLUMBING / GAS & HANDYMAN SERVICES	REPAIR LEAKING CISTERN	148.50	1	CSH
EFT63336	16/11/2022	NIGHTGUARD SECURITY SERVICE (WA) PTY LTD	ALARM RESPONSE	110.00	1	CSH
EFT63337	16/11/2022	NORCAPE TREE AND CONTRACTING SERVICES PTY LTD	REMOVE LARGE BLUEGUM FROM BRUNSWICK CRC	2,139.50	1	CSH
EFT63338	16/11/2022	OFFICEWORKS (LLC USE ONLY)	ASSORTED STATIONERY	150.87	1	CSH
EFT63339	16/11/2022	OFFICEWORKS - 10504848	STILFORD S2 ELECTRIC CORNER WORKSTATION WHITE/OAK WITH WHITE LEGS - HARVEY ADMINISTRATION OFFICE	5,600.75	1	CSH
EFT63340	16/11/2022	ONYX JANITORIAL SERVICES	HRCC DAILY CLEANING	6,660.06	1	CSH
EFT63341	16/11/2022	PAATSCH CONSULTING PTY LTD T/AS PAATSCH GROUP	CONSULTANCY FOR THE NEEDS ASSESSMENT, FEASIBILITY STUDY & CONCEPT PLAN FOR DEVELOPMENT OF AQUATIC SERVICES	27,383.62	1	CSH
EFT63342	16/11/2022	PEEL RESOURCE RECOVERY PTY LTD	KERB REMOVAL - UPTON PLACE	594.00	1	CSH
EFT63343	16/11/2022	PFD FOOD SERVICES PTY LTD (LLC ONLY)	FOOD ITEMS	3,077.25	1	CSH
EFT63344	16/11/2022	POSITION PARTNERS	BIPOD THUMB RELEASE ECONOMY YELLOW	207.90	1	CSH
EFT63345	16/11/2022	PRESTIGE FREIGHTLINES	CHEMICAL DELIVERY	155.87	1	CSH
EFT63346	16/11/2022	PRINTSYNC	PHOTOCOPYING 27 SEP TO 26 OCT	529.04	1	CSH
EFT63347	16/11/2022	QUBE LOGISTICS (WA) PTY LTD	PICK UP EMPTY 920KG CHLORINE DRUM AND TRANSPORT TO IXOM OPERATIONS KWINANA	1,211.91	1	CSH
EFT63348	16/11/2022	RANGE ELECTRICAL	REPAIR MINOR ELECTRICAL FAULTS TO BRUNSWICK SHOWGROUNDS	227.70	1	CSH
EFT63349	16/11/2022	REAL STEEL ELECTRICS	FIND FAULT & DISCONNECT & REPLACE VANDAL LIGHT TO TOILETS - YARLOOP RECREATION GROUND	436.17	1	CSH
EFT63350	16/11/2022	RODNEY JAMES FULLER	RATES REFUND	321.08	1	CSH
EFT63351	16/11/2022	ROYAL LIFE SAVING SOCIETY WA	POOL LIFEGUARD REQUALIFICATION - SHIRE STAFF	159.00	1	CSH
EFT63352	16/11/2022	SAGE COPYWRITING	COMMUNICATIONS ASSISTANCE	415.80	1	CSH
EFT63353	16/11/2022	SANPOINT PTY LTD T/A LD TOTAL	SUPPLY & INSTALL REPLACEMENT PUMP AND ASSOCIATED WORKS, FOR THE REPAIRS DUE TO LIGHTNING STRIKE AT LLC OVAL	15,376.90	1	CSH
EFT63354	16/11/2022	SJ TRAFFIC MANAGEMENT PTY LTD	SUPPLY TRAFFIC MANAGEMENT, CLIFTON RD., RIVER RD./BROCKMAN RD., THOMPSON/BROCKMAN RD.	21,238.53	1	CSH
EFT63355	16/11/2022	SJR CIVIL CONSULTING PTY LTD	CONCEPT PLAN - ROUNDABOUT OPTION - GOVERNMENT ROAD, UDUC ROAD & FORESTRY ROAD	858.00	1	CSH
EFT63356	16/11/2022	SOS OFFICE EQUIPMENT	HARVEY COPIER CHARGES	812.67	1	CSH
EFT63357	16/11/2022	SOUTHWEST FILTER SUPPLIES PTY LTD T/AS BUNBURY AUTO ONE	TRAILER LIGHT BAR	140.31	1	CSH
EFT63358	16/11/2022	SYNERGY - ENERGY RETAIL CORPORATION	A/C 321145500 10.09.22 TO 09.11.22	133.60	1	CSH
EFT63359	16/11/2022	TATJANA GRIMBEEK	MEDICAL AND POLICE CLEARANCE - PRE EMPLOYMENT	270.60	1	CSH
EFT63360	16/11/2022	TELSTRA	ACCNO. 060 7453 500 5 OCT TO 4 NOV LLC	124.89	1	CSH
EFT63361	16/11/2022	TERMI HOME AND COMMERCIAL (SW)	TERMITES BAITING STATIONS	110.00	1	CSH
EFT63362	16/11/2022	TOLL IPEC PTY LTD	31.10.22 & 03.11.22 WINC	253.21	1	CSH
EFT63363	16/11/2022	TOTALLY SOUND	REPAIRS TO PA SYSTEM SUPPLY 2 X EMIC'S	1,239.80	1	CSH
EFT63364	16/11/2022	TRIPLE F PTY LTD T/A STOCKMAN HOLDEN [E]	VEHICLE HIRE - HOLDEN EVOKE SEDAN 1END822 - OCTOBER 2022	3,588.00	1	CSH
EFT63365	16/11/2022	TRISTAN'S ODD JOBS	REPAIRS AT LLC	300.00	1	CSH
EFT63366	16/11/2022	V VERSACI BOBCAT HIRE	BROOME SWEEPER HIRE, TRUCK & BOBCAT HIRE, SLASHER HIRE	40,450.50	1	CSH
EFT63367	16/11/2022	WESFARMERS KLEENHEAT GAS PTY LTD	2 x 45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGE - BRUNSWICK TOWN HALL	607.75	1	CSH

EFT63368	16/11/2022	WINC - LLC ONLY	ASSORTED STATIONERY	1,048.46	1	CSH
EFT63369	16/11/2022	WINC AUSTRALIA PTY LIMITED	PRINTER COPIER STATIONARY	770.07	1	CSH
EFT63370	16/11/2022	WOOLWORTHS GROUP LIMITED T/A BIG W RETAIL ACCOUNTS	SPORTDAZE LOLLY BAGS AND PRIZES	338.95	1	CSH
EFT63371	16/11/2022	WORK CLOBBER [E]	STAFF UNIFORM	911.40	1	CSH
EFT63372	16/11/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD - COLES CARD	REFRESHMENTS-SCHOOL HOLIDAY PROG., COMM. DEVELOPMENT PROJECTS AT RIVERLINKS, FAREWELL MORNING TEA	737.32	1	CSH
EFT63373	16/11/2022	XIN BAO INVESTMENT PTY LTD T/A DOMINO'S TREENDALE	YOUTH COLLECTIVE MEETING CATERING -- DOMINOS PIZZA	86.96	1	CSH
EFT63374	16/11/2022	ZILLA (WA) PTY LTD T/AS BUNBURY & BUSSELTON AIR	REPAIRS TO RETURN AIR DUCTWORK	880.00	1	CSH
EFT63375	23/11/2022	ABC FILTER EXCHANGE	RANGEHOOD FILTER EXCHANGE	73.70	1	CSH
EFT63376	23/11/2022	ALLMARK & ASSOCIATES PTY LTD	THE BOUNDARY VOLUNTEERS HONOUR BOARD	2,029.50	1	CSH
EFT63377	23/11/2022	AMITY SIGNS	CUSTOM DANGEROUS BRIDGE SIGNS 900X600	1,135.20	1	CSH
EFT63378	23/11/2022	AQUATIC SERVICES WA P/L	REPLACE ALL FACE PIPEWORK LLC MAJOR MAINT. WORKS	22,000.00	1	CSH
EFT63379	23/11/2022	AUSSIE VOLTS ELECTRICAL	ELECTRICAL MAINTENANCE	1,142.90	1	CSH
EFT63380	23/11/2022	AUSTRALIAN DEVELOPMENT CAPITAL PTY LTD T/AS HOLIDAY INN	ACCOMMODATION FOR SHIRE STAFF FOR TRAINING	990.00	1	CSH
EFT63381	23/11/2022	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	WEBINAR - SHIRE STAFF - AS2870 VS THE NCC 2022 HOUSE PROVISIONS FOOTING REQUIREMENTS	120.00	1	CSH
EFT63382	23/11/2022	AXION SD PTY LTD T/AS Altora	AXION SUBSCRIPTION TO ALTORA: PREMIUM + CMS ADD-ON $602.80 MONTHLY - 12 NOV 2022 TO 12 DEC 2022	602.80	1	CSH
EFT63383	23/11/2022	BATTERY ALL TYPES	UPS BATTERIES - 12SB7.2P F2	388.20	1	CSH
EFT63384	23/11/2022	BELL FIRE EQUIPMENT CO PTY LTD	REPAIR HOSE REEL - LESCHENAULT LIGHT TANKER	209.00	1	CSH
EFT63385	23/11/2022	BIG SKY ENTERTAINMENT WA PTY LTD	BIG SKY ENTERTAINMENT - THE SWEET TEAS TRIO	1,210.00	1	CSH
EFT63386	23/11/2022	BLACKMAN BUSINESS TRUST	KANE BLACKMAN COMMUNITY WORKSHOP - SPORTDAZE 5.11.22	1,000.00	1	CSH
EFT63387	23/11/2022	BLAIR ANTHONY ELDER	REFUND OF 20220798 INCORRECTLY SUBMITTED - APPLICATION FEE	171.65	1	CSH
EFT63388	23/11/2022	BOC LTD	SUPPLY AND DELIVERY OF CO2 GAS	1,014.22	1	CSH
EFT63389	23/11/2022	BROWNES FOODS OPERATION PTY LTD	REFRESHMENTS FOR STAFF KITCHEN	248.51	1	CSH
EFT63390	23/11/2022	BUNBURY HARVEY REGIONAL COUNCIL	TIP PASSES - OCTOBER, 2022	116,753.89	1	CSH
EFT63391	23/11/2022	BUNBURY MACHINERY	4 X SET OF BLADES F3690-- RCK72R-F36AU	653.40	1	CSH
EFT63392	23/11/2022	BUNNINGS WAREHOUSE	SMOKE ALARMS AND REPLACEMENT CASTORS	131.86	1	CSH
EFT63393	23/11/2022	CAMILLES DELI SOCIAL	CATERING - ADVISORY GROUP MEETINGS	341.00	1	CSH
EFT63394	23/11/2022	CARLO CELISANO T/A BOBBY C' s CONCRETE	RESHAPING OF KERBING TO IMPROVE WATER CATCHMENT INTO NEW STORMWATER DRAINS	4,730.00	1	CSH
EFT63395	23/11/2022	CB TRAFFIC SOLUTIONS	SUPPLY TRAFFIC MANAGEMENT FOR HARVEY GALA NIGHT	391.60	1	CSH
EFT63396	23/11/2022	CIRCUITWEST INC	STORIES OF SWING LIVE PERFORMANCE - HRCC IN THE HOUSE EVENTS	8,800.00	1	CSH
EFT63397	23/11/2022	CLEANAWAY	CLEAR BINS 8X 4.5M RECYCLE BINS 2X 3.0M CO-MINGLE BINS	2,607.61	1	CSH
EFT63398	23/11/2022	CLEANAWAY - (OTHER)	CLEAR 4.0M BIN, DELIVER 4.0M BIN X 1 ENVIRONMENTAL FEE	396.44	1	CSH
EFT63399	23/11/2022	CLOUD PAYMENT GROUP	PAYMENT HUB-TRANSACTION FEES AUG. 22, SEPT.22, MERCHANT FEES AUG. 22, SEPT.22 & MONTHLY HOSTING FEE SEPT.22	6,094.11	1	CSH
EFT63400	23/11/2022	COATES HIRE OPERATIONS PTY LTD	LIGHT TOWER HIRE 170K- 240K MINE SPEC LED -29385 JULY 21 TO OCTOBER 24 22, BRUNSWICK REC GROUND	11,616.58	1	CSH
EFT63401	23/11/2022	COCA COLA AMATIL (AUST) PTY LTD	DRINKS	1,653.27	1	CSH
EFT63402	23/11/2022	COOLMIST SYSTEMS AUSTRALIA	UNDERTAKE SERVICING OF MISTER PUMP AND REPLACE BLOCKED NOZZLES & REPAIR ANY LEAKS INCL. TRAVEL AND PARTS	6,347.80	1	CSH
EFT63403	23/11/2022	CORY CROMBIE	SPORTDAZE: WHEELCHAIR BASKETBALL AND HANDCYCLES	2,500.00	1	CSH
EFT63404	23/11/2022	COUNTRY LANDSCAPING PTY LTD	SUPPLY AND INSTALL PUMP AND HEADWORK'S	9,287.76	1	CSH
EFT63405	23/11/2022	CREATIVE ADM	CREATIVE COMMUNITIES BRAND DEVELOPMENT	2,631.75	1	CSH
EFT63406	23/11/2022	D & S BERRY PTY LTD T/A BERRYS WELDING SERVICE	12 X TOILET ROLL HOLDERS & 12 X TOILET ROLL PINS	695.64	1	CSH
EFT63407	23/11/2022	DATA #3 LTD	MICROSOFT SOFTWARE ENTERPRISE AGREEMENT RENEWAL AS PER QUOTE HARVEY EA RENEWAL 2022	20,038.97	1	CSH
EFT63408	23/11/2022	DATALINE VISUAL LINK PTY LTD	INTEGRITI ALARM SYSTEM UPGRADE INCL DURESS SYSTEM & INTEGRATION INTO SHIRE'S SOFTWARE CONTROL SYSTEM	4,596.57	1	CSH

EFT63409	23/11/2022	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2022/23 ESL QUARTER 2 CONTRIBUTION	433,069.07	1	CSH
EFT63410	23/11/2022	DIRECT MOTORS PTY LTD T/A BUNBURY TOYOTA	NEW TOYOTA RAV4 2WD PET CVT GXL INC. WINDOW TINT	36,417.95	1	CSH
EFT63411	23/11/2022	EATON TROPHIES	MEDALLIONS FOR AUSTRALIND READS 2022 AUSTRALIND LIBRARY	442.30	1	CSH
EFT63412	23/11/2022	ECHO FIELD PTY LTD t/a SPRAYMOW SERVICES	FORTNIGHTLY MOWING OF SHIRE RESERVES	2,197.80	1	CSH
EFT63413	23/11/2022	ELECTRICITY NETWORKS CORP T/A WESTERN POWER	PROMENADE / BOULEVARD AUSTRALIND WESTERN POWER REF: SP048922	45,649.00	1	CSH
EFT63414	23/11/2022	EQUANS MECHANICAL SERVICES AUSTRALIA	HRCC AIR CON MAINTENANCE	870.76	1	CSH
EFT63415	23/11/2022	FREESTYLE NOW	SPORTDAZE - SKATE PARK ACTIVATION	2,310.00	1	CSH
EFT63416	23/11/2022	FRONTLINE TECHNOLOGY SERVICES PTY LTD	NUTANIX RENEWAL PRODUCTION SUPPORT TIER 1 YEAR	9,450.91	1	CSH
EFT63417	23/11/2022	FW & AL BELLAIRS & CO	LOADER HIRE - RICHARDSON ROAD LANDFILL SITE - OCTOBER 2022	9,069.50	1	CSH
EFT63418	23/11/2022	GEM KATHERINE FIELDER	REFUND LLC SWIMMING LESSONS	119.14	1	CSH
EFT63419	23/11/2022	GEMMA TOBIAS	SPORTDAZE - MESSY PLAY	350.00	1	CSH
EFT63420	23/11/2022	GEOGRAPHE CIVIL PTY LTD	PROMENADE EXTN. - DRAINAGE ADJUSTMENT AND DEWATERING - OCTOBER	70,668.35	1	CSH
EFT63421	23/11/2022	GP FORESTRY	WEED CONTROL (SEATS) - RESERVE 47920 (ROASMEL)	715.00	1	CSH
EFT63422	23/11/2022	GRESLEY ABAS PTY LTD	YARLOOP WORKSHOPS STAGE 1 - VARIATION 6 WORKS AGREED FOR OCT 2022	8,503.00	1	CSH
EFT63423	23/11/2022	HANNAH SAYER	BOND REFUND SWIMMING LESSONS LLC	132.82	1	CSH
EFT63424	23/11/2022	HANSEN PTY LTD T/A FORPARK AUSTRALIA	6 X REPLACEMENT TABLE SLATS AND FITTINGS	691.68	1	CSH
EFT63425	23/11/2022	HARVEY COURIER SERVICE	TRANSPORT EWP KEWDALE - HARVEY	655.93	1	CSH
EFT63426	23/11/2022	HARVEY FISH AND CHIPS	REGIONAL MEETING CATERING	95.00	1	CSH
EFT63427	23/11/2022	HARVEY MITRE 10	STANLEY KNIFE BLADES, 4 GRINDING DISCS	63.50	1	CSH
EFT63428	23/11/2022	HATCH FAMILY TRUST T/A SHAZAM WINDOW CLEANING	EXTERNAL CLEANING OF WINDOWS - AUSTRALIND TOWN HALL	49.50	1	CSH
EFT63429	23/11/2022	HENRY EDWARD QUICKE	RATES REFUND	310.00	1	CSH
EFT63430	23/11/2022	HOPBROKER PTY LTD T/A WOKALUP TAVERN	TALKING TOURISM NOVEMBER NETWORKING EVENT) WEDNESDAY 09/11/2022	1,165.15	1	CSH
EFT63431	23/11/2022	ILLION AUSTRALIA PTY LTD T/A TENDERLINK.COM	T102022 - EOI FOR EARLY CONSTRUCTION OF BRUNSWICK RIVER COTTAGES STAGE 3	194.70	1	CSH
EFT63432	23/11/2022	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	ATTAIN COMPLIANCE SOFTWARE RENEWAL SEPTEMBER 2022 - SEPTEMBER 2023	8,470.00	1	CSH
EFT63433	23/11/2022	J & T O'KEEFE T/A ALLSORTS CARPENTRY & MAINTENANCE	RESECURE MESH UNDER BRIDGE - THE BOULEVARD TREENDALE	781.00	1	CSH
EFT63434	23/11/2022	J BLACKWOOD & SON LTD	VARIOUS SAFETY EQUIPMENTS	1,804.58	1	CSH
EFT63435	23/11/2022	JIM'S TEST & TAG	TEST AND TAG HRCC ELECTRICAL EQUIPMENT	2,740.10	1	CSH
EFT63436	23/11/2022	KAREN LESLEY GOBBY	REFUND OF SEARCH FEE FOR BUILDING PLAN REQUEST - NO PLANS HELD FOR PROPERTY	100.00	1	CSH
EFT63437	23/11/2022	KAZI ZIAUL ISLAM	BOND REFUND - HIRE OF GIBBS POOL AMPHITHEATRE	200.00	1	CSH
EFT63438	23/11/2022	KEITH WAYNE BOYLE	REIMBURSEMENT FOR PRESCRIPTION SAFETY GLASSES	450.00	1	CSH
EFT63439	23/11/2022	KIORA INVESTMENTS PTY LTD T/A CRAVEN FOODS	CHIPS & LOLLIES	254.98	1	CSH
EFT63440	23/11/2022	KIRSTIE DAVIS	STAFF MEALS REIMBURSEMENT SPORTDAZE	156.00	1	CSH
EFT63441	23/11/2022	LESLEY MAY NELSON	BOND REFUND HIRE OF AUSTRALIND HALL OCTOBER 22	500.00	1	CSH
EFT63442	23/11/2022	LOCAL GOVERNMENT PROFESSIONALS AUST WA	ATTENDANCE AT LG PROFESSIONALS WA COMMUNITY DEVELOPMENT EVENT	29.00	1	CSH
EFT63443	23/11/2022	MAJOR MOTORS PTY LTD T/A SOUTH WEST ISUZU	60,000KM SERVICE - H9012	599.00	1	CSH
EFT63444	23/11/2022	MAROSCA PTY LTD AS TRUSTEE FOR THE DELLAWICK FAMILY TRUST	WORKSHOP SPACE: MARQUEE, FLOORING, LIGHTING, CHAIRS AND TABLES	2,847.00	1	CSH
EFT63445	23/11/2022	MCDONALD FENCING - DARDANUP	REPLACE DAMAGED FENCE PANELS AND POSTS HIT BY TRACTOR. 13 MCDOWELL ST, YARLOOP.	896.50	1	CSH
EFT63446	23/11/2022	MELISSA MAY ROBBINS	REFUND OF SWIMMING LESSONS LLC	118.32	1	CSH
EFT63447	23/11/2022	MPS PLUMBING / GAS & HANDYMAN SERVICES	CHECK HOT WATER SYSTEM. HARVEY SENIOR CITIZENS	242.00	1	CSH
EFT63448	23/11/2022	MYALUP GLASS & ALUMINIUM	REPAIR BROKEN GLASS WINDOW INSTALL ALUGARD TO TWO WINDOWS	800.00	1	CSH
EFT63449	23/11/2022	MYXPLOR PTY LTD	XPLOR FEES NOV19-DEC19	275.01	1	CSH

EFT63450	23/11/2022	NATURALISTE TURF	BLACK BEETLE SPRAY AND FOLLOW UP APPLICATION TWO WEEKS AFTER ORIGINAL APPLICATION.	6,747.07	1	CSH
EFT63451	23/11/2022	NORCAPE TREE AND CONTRACTING SERVICES PTY LTD	REMOVE & TRIM TREES-LOGUE RD SURVEY & CONSTRUCTION WORKS, CART MULCH TO STOCKPILE , SUPPLY TRAFFIC CONTROL	21,463.20	1	CSH
EFT63452	23/11/2022	NORDIC FITNESS EQUIPMENT	GYM ANTIBACTERIAL WIPES	595.00	1	CSH
EFT63453	23/11/2022	OFFICEWORKS BUSINESS DIRECT (HRCC ONLY)	OFFICE STATIONERY	101.05	1	CSH
EFT63454	23/11/2022	ONYX JANITORIAL SERVICES	THE BOUNDARY DAILY CLEANING	1,742.44	1	CSH
EFT63455	23/11/2022	PEEL RESOURCE RECOVERY PTY LTD	CONCRETE REMOVAL - OLD COAST ROAD	1,386.00	1	CSH
EFT63456	23/11/2022	PFD FOOD SERVICES PTY LTD (LLC ONLY)	FOOD ITEMS	1,722.70	1	CSH
EFT63457	23/11/2022	PFI SUPPLIES	CLEANING SUPPLIES	248.10	1	CSH
EFT63458	23/11/2022	PLAY CHECK	COMPLIANCE & SAFETY AUDIT ASSESSMENT ON 35 PLAYGROUNDS, INCL. AUDIT REPORTS SUMMARY OF ISSUES IDENTIFIED	7,122.50	1	CSH
EFT63459	23/11/2022	PRIME INDUSTRIAL PRODUCTS	1 X BOX TINTED SAFETY GLASSES	204.60	1	CSH
EFT63460	23/11/2022	PROUD 2 PLAY INC	SPORTDAZE: INCLUSION GUESTS, ACTIVITY HOSTS AND FACILITATORS	4,754.67	1	CSH
EFT63461	23/11/2022	RAC MOTORING PTY LTD T/AS RAC BUSINESS WISE	TOWING H9012 - EXCESS 100KM	550.00	1	CSH
EFT63462	23/11/2022	RAGS CLEANING	CLEANING - HARVEY ADMINISTRATION BUILDING - OCTOBER, 2022	4,782.45	1	CSH
EFT63463	23/11/2022	RANGE ELECTRICAL	INSTALL 4 x USB CHARGING POINTS - AUSTRALIND SKATEPARK	734.80	1	CSH
EFT63464	23/11/2022	RG UPTON & CO	BLOWER - BFA57 (INCLUDES CHARGER AND BATTERY	813.65	1	CSH
EFT63465	23/11/2022	ROYAL LIFE SAVING SOCIETY WA	INFANTS TRAINING COURSE SHIRE STAFF	150.00	1	CSH
EFT63466	23/11/2022	RURAL WEED CONTROL	SPRAYING AROUND 13 BRIDGES AS PER MAIN ROADS VEGETATION CLEARANCE ENVELOPE - WITHIN THE SHIRE OF HARVEY	2,575.87	1	CSH
EFT63467	23/11/2022	SANPOINT PTY LTD T/A LD TOTAL	REPAIR MAINLINE ALONG SHERWOOD DRIVE KINGSTON	2,391.85	1	CSH
EFT63468	23/11/2022	SCOTT WILLIAM DAVEY	RATES REFUND	718.46	1	CSH
EFT63469	23/11/2022	SIMPLE BEN STORIES	SPORTDAZE VIDEOGRAPHY	1,936.00	1	CSH
EFT63470	23/11/2022	SJ TRAFFIC MANAGEMENT PTY LTD	SUPPLY TRAFFIC MANAGEMENT, BRUNSWICK AG. SHOW, HACKET RD./RIVER RD., BROCKMAN RD.	17,182.99	1	CSH
EFT63471	23/11/2022	SONGGEN DU	REFUND OF DOG REGISTRATION FEES	75.00	1	CSH
EFT63472	23/11/2022	SOUTHERN LOCK & SAFE	SUPPLY CYLINDER No 256 KEYED TO SHIRE'S AB MASTER KEY SYSTEM - MEMBERS BAR BUILDING BRUNSWICK REC. GROUND	113.30	1	CSH
EFT63473	23/11/2022	STEVEN PATRICK CAPOGRECO	POST SHOW ENGAGEMENT	359.90	1	CSH
EFT63474	23/11/2022	SUNIL CHOPRA	CPA MEMBERSHIP 01.01.2023 - 31.12.2023	790.00	1	CSH
EFT63475	23/11/2022	SUPERIOR NOMINEES PTY LTD T/AS MIRACLE RECREATION	1 X JUNIOR DISABLED SWING SEAT	924.00	1	CSH
EFT63476	23/11/2022	SV HAOUST PTY LTD T/A GO WEST HERTZ	SPORTDAZE - EVENT TRANSPORT BOOKING ID 218028	3,245.00	1	CSH
EFT63477	23/11/2022	TECHNOLOGY ONE LTD	PROVIDE CONSULTING SERVICES TO ROLLOUT FIREBREAK2022 ESTIMATED DAY	2,574.00	1	CSH
EFT63478	23/11/2022	TJC CARPENTRY	MAINTENANCE WORKS TO TABLE/SEATING ARRANGEMENT-BARRINGTON KNIGHT RD, RAILWAY PARADE & STATION ST	863.50	1	CSH
EFT63479	23/11/2022	TRIMBOLI BRICKLAYING CONTRACTORS	REFUND DEVELOPMENT APPLICATION	147.00	1	CSH
EFT63480	23/11/2022	TRIPLE F PTY LTD T/A STOCKMAN HOLDEN [E]	CAR SERVICE - H9062	255.00	1	CSH
EFT63481	23/11/2022	TRISTAN'S ODD JOBS	GENERAL MAINTENANCE	1,060.00	1	CSH
EFT63482	23/11/2022	TROPHIES WEST	END OF SEASON TROPHIES	373.50	1	CSH
EFT63483	23/11/2022	UNITING GLOBAL PTY LTD	SPORTDAZE EVENT CLEANING SERVICES	1,452.00	1	CSH
EFT63484	23/11/2022	VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	RECYCLING/COMING LED WASTE - OCTOBER 2022	11,755.40	1	CSH
EFT63485	23/11/2022	VISHWESH SONI	BOND REFUND - HIRE OF AUSTRALIND HALL 17/9/22	500.00	1	CSH
EFT63486	23/11/2022	VL GARIC DISCRETIONARY TRUST T/A ROBERTS TILT TRAY & HIAB	SPORTDAZE - TRANSPORT BLEACHERS FROM LRG TO BRUNSWICK	687.50	1	CSH
EFT63487	23/11/2022	WESTERN ALLPEST SERVICES PTY LTD	ANT TREATMENT TO NATURE PLAY	280.00	1	CSH
EFT63488	23/11/2022	WESTERN RESOURCE RECOVERY PTY LTD - HARVEY SHIRE ONLY	COLLECTION / PUMP OUT - TRANSPORT / COLLECTIONS K110 L GREAT TRAP WASTE	216.70	1	CSH
EFT63489	23/11/2022	WESTRAC	7D-1577 CUTTING EDGE	3,386.08	1	CSH
EFT63490	23/11/2022	WILLSHER ROOFING PTY LTD	SUPPLY & INSTALL NEW COLOURBOND GUTTERS & DOWNPIPES TO OLD CATHOLIC CHURCH YOUNG STREET HARVEY	2,849.00	1	CSH

EFT63491	23/11/2022	WINC - LLC ONLY	STATIONERY ADMIN	231.55	1	CSH
EFT63492	23/11/2022	WOOLWORTHS GROUP LIMITED T/A BIG W RETAIL ACCOUNTS	BOOKS FOR HARVEY LIBRARY	79.75	1	CSH
EFT63493	23/11/2022	WORK CLOBBER [E]	3 X HI VIS SHIRTS + NAME AND LOGO 1 X JUMPER + NAME AND LOGO 3 X PANTS 1 X STEEL CAPPED BOOTS	1,042.92	1	CSH
EFT63494	23/11/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD - COLES CARD	FOOD ITEMS	71.58	1	CSH
EFT63495	23/11/2022	ZILLA (WA) PTY LTD T/AS BUNBURY & BUSSELTON AIR	SUPPLY AND INSTALL 5KW WALL SPLIT TO HARVEY POOL OFFICE	5,089.60	1	CSH
EFT63496	23/11/2022	ZIPFORM	RATES NOTICES-ARTWORK, PROGRAMMING,TESTING,PRINT,EMAIL FEE, MAIL MACHINE SET UP FEE & INSERT INTO ENVELOPE	2,639.14	1	CSH
EFT63497	23/11/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	587.70	1	CSH
EFT63498	23/11/2022	CSA EMPLOYER WITHHOLDING TEAM CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1,635.73	1	CSH
EFT63499	23/11/2022	DESPERATE PIRATES SYNDICATE	PAYROLL DEDUCTIONS	200.00	1	CSH
EFT63500	23/11/2022	HEALTH INSURANCE FUND OF WA	PAYROLL DEDUCTIONS	219.95	1	CSH
EFT63501	23/11/2022	WESTPAC	PAYROLL DEDUCTIONS	172.00	1	CSH
EFT63502	24/11/2022	TREENDALE NOMINEES PTY LTD	REFUND OF DEFECTS LIABILITY BOND - ANDROMEDA ROAD - STAGE 2 WAPC 154881	1,691.12	2	CSH
EFT63503	30/11/2022	MARION DANDRIDGE	DISBURSEMENT FROM JTPS NO.1 TO LANDOWNERS, APPROVED IN THE JTPS COMMITTEE MEETING, HELD 5/9/22	2,265.35	2	CSH
EFT63504	30/11/2022	RAYMOND PAUL GARTRELL	DISBURSEMENT FROM JTPS NO.1 TO LANDOWNERS, APPROVED IN THE JTPS COMMITTEE MEETING, HELD 5/9/22	2,265.35	2	CSH
EFT63505	30/11/2022	ALINTA ENERGY	HRCC GAS 4 AUG-31 OCT 22	120.70	1	CSH
EFT63506	30/11/2022	AMANDA HARRIS	LLC REFUND SWIMMING LESSONS	59.16	1	CSH
EFT63507	30/11/2022	ASHLEE TURNBULL	LLC REFUND FOR SWIMMING LESSONS	60.80	1	CSH
EFT63508	30/11/2022	AUSTRALIND TYRE SERVICE	TYRE REPAIR 2 X TYRES	660.00	1	CSH
EFT63509	30/11/2022	B & J CATALANO PTY LTD	GRAVEL AND LIMESTONE FOR ROADWORKS AT VARIOUS LOCATIONS WITHIN THE SHIRE	57,911.45	1	CSH
EFT63510	30/11/2022	BIANCA TURRI PHOTOGRAPHER	HARVEY REGION PHOTOSHOOT-INCL. PHOTOGRAPHY,DELIVERY OF CHOSEN IMAGES,PREPARATION OF VIDEO FILES & MODELS	4,525.00	1	CSH
EFT63511	30/11/2022	BIG SKY ENTERTAINMENT WA PTY LTD	50% DEPOSIT - PERFORMANCE FEES FOR STIRLING COTTAGE CONCERT	3,987.50	1	CSH
EFT63512	30/11/2022	BRECKEN HEALTHCARE / MEDILOSS AUSTRALIA	PRE EMPLOYMENT MEDICAL & D & A SCREENING - NEW STAFF	442.20	1	CSH
EFT63513	30/11/2022	BRUNSWICK AGRICULTURAL SOCIETY INC	2022-23 SHIRE COMMUNITY GRANT RECIPIENT - ALAN EVANS SELLING COMPLEX UPGRADE - INFRASTRUCTURE GRANT	10,037.00	1	CSH
EFT63514	30/11/2022	BUNBURY HARVEY REGIONAL COUNCIL	BIN COLLECTION FROM THE SHIRE'S WASTE TRANSFER STATION & TRANSPORTED TO CLEANAWAY	1,815.00	1	CSH
EFT63515	30/11/2022	BUNBURY MOWER SERVICE	CLIP FOR BLOWER	16.00	1	CSH
EFT63516	30/11/2022	CAMILLES DELI SOCIAL	REFRESHMENTS COUNCIL MEETING	319.00	1	CSH
EFT63517	30/11/2022	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT FOR SOFT SPOT REPAIR ON HARVEY QUINDANNING RD.	5,346.00	1	CSH
EFT63518	30/11/2022	CHIVELL, CHERIE	REIMBURSEMENT FOR GRILL/ SANDWICH PRESS FOR HARVEY LUNCH ROOM	64.95	1	CSH
EFT63519	30/11/2022	COUNTRY LANDSCAPING PTY LTD	SUPPLY & INSTALL HEADWORKS @ BROTHERTON WAY BORE AND AUSTRALIND ADMIN BORE	10,164.38	1	CSH
EFT63520	30/11/2022	DAKOTA DOUGLAS KRISPYN	REIMBURSEMENTS WHILST ATTENDING TRAINING	30.45	1	CSH
EFT63521	30/11/2022	DATA #3 LTD	YEAR 1 SOPHOS FINANCE, CENTRAL INTERCEPT X ADVANCED WITH XDR 140 USERS AND 30 SERVERS	23,556.33	1	CSH
EFT63522	30/11/2022	DORMAKABA AUSTRALIA PTY LTD	BATTERY REPLACEMENTS (4 BATTERIES) - AUSTRALIND ADMIN	614.30	1	CSH
EFT63523	30/11/2022	EBONIE LYNETTE SHAW	RATES REFUND	1,102.37	1	CSH
EFT63524	30/11/2022	ELIZABETH ANNE ZAPPELLI	RATES REFUND	750.00	1	CSH
EFT63525	30/11/2022	FASTBET INVESTMENTS PTY LTD	RATES REFUND	325.51	1	CSH
EFT63526	30/11/2022	FITONIA PTY LTD T/A TJ DEPIAZZI	5 CUBES TOP DRESS LAWN MIX	919.16	1	CSH
EFT63527	30/11/2022	FLOOR CARE PLUS	CLEAN WINDOWS & GLASS PANELS - AUSTRALIND ADMINISTRATION OFFICE	450.00	1	CSH
EFT63528	30/11/2022	GEOGRAPHE EXCAVATION AND UNDERGROUND POWER	SERVICE LOCATIONS - SEVENTH STREET	857.45	1	CSH
EFT63529	30/11/2022	GROUP TRAINING SOUTH WEST	STAFF TRAINING	298.32	1	CSH
EFT63530	30/11/2022	HANNELIE ELOFF	CHRISTMAS DECORATIONS REIMBURSEMENT	138.00	1	CSH
EFT63531	30/11/2022	HARVEY COMMUNITY RESOURCE CENTRE	PARTNERSHIP GRANT - HARVEY COMMUNITY RESOURCE CENTRE - PART PAYMENT	15,500.00	1	CSH

EFT63532	30/11/2022	HARVEY FISH AND CHIPS	MORNING TEA FAREWELL	70.00	1	CSH
EFT63533	30/11/2022	HARVEY FOOTBALL CLUB INCORPORATED	SYNERGY BILL 1.10.22 - 31.10.22	66.14	1	CSH
EFT63534	30/11/2022	HARVEY MITRE 10	TRADE LADDER	431.25	1	CSH
EFT63535	30/11/2022	HARVEY NEWSAGENCY	TEXTAS & EXERCISE BOOKS	70.73	1	CSH
EFT63536	30/11/2022	HARVEY TYREPOWER [E]	FIT/REPLACE 4 TYRES - H9099	2,304.00	1	CSH
EFT63537	30/11/2022	HASTIJ CORPORATION PTY LTD T/AS COOLPRO REFRIGERATION & AIR	DIAGNOSE & FAULT FINDING TO AIR CONDITIONER - AUSTRALIND ADMINISTRATION OFFICE	220.00	1	CSH
EFT63538	30/11/2022	INSTITUTE OF BUILDING TECHNOLOGY WESTERN AUSTRALIA	STAFF - CPC60121 ADVANCED DIPLOMA OF BUILDING SURVEYING	335.92	1	CSH
EFT63539	30/11/2022	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST LTD	IPWEA PRACTICE NOTE 3 - BUILDINGS BUILDING CONDITION & PERFORMANCE ASSESSMENT GUIDELINES	479.00	1	CSH
EFT63540	30/11/2022	J.A.K CIVIL PTY LTD	REPLACE VEHICLE WHEEL STOP - AUSTRALIND ADMINISTRATION OFFICE	594.00	1	CSH
EFT63541	30/11/2022	KAREN KNOWLES ENTERPRISES PTY LTD	50% DEPOSIT FOR PERFORMANCE FEES FOR KAREN KNOWLES FOR UNDER THE MILKY WAY TONIGHT PERFORMANCE AT HRCC	5,087.50	1	CSH
EFT63542	30/11/2022	KELSIE LOUISE PHOTOGRAPHY	KELSIE LOUISE PHOTOGRAPHY - YOUTH PHOTOGRAPHY WORKSHOP, SEPTEMBER SCHOOL HOLIDAY PROGRAM	350.00	1	CSH
EFT63543	30/11/2022	KIORA INVESTMENTS PTY LTD T/A CRAVEN FOODS	CHOCOLATES & LOLLIES	422.95	1	CSH
EFT63544	30/11/2022	KLEEN WEST DISTRIBUTORS	KONVOY 20LT	170.89	1	CSH
EFT63545	30/11/2022	KOTARA HOLDINGS PTY LTD T/A BUNBURY TYREPOWER &	STRIP & FIT TUBE RHINO 751R16 TR75A	80.00	1	CSH
EFT63546	30/11/2022	LANDGATE	GRV INT ALS CTRY SHD AND FESA 0 - 21500	909.00	1	CSH
EFT63547	30/11/2022	LESCHENAULT VOLUNTEER FIRE BRIGADE	REIMBURSEMENT FOR MEALS PURCHASED FOR FIRE FIGHTERS WHILST ATTENDING INCIDENT	121.98	1	CSH
EFT63548	30/11/2022	LIONS CLUB OF HARVEY INC	DONATION FOR DELIVERY OF COMPOSTABLE BAGS AND WASTE GUIDES 2022/23	1,512.00	1	CSH
EFT63549	30/11/2022	MARK LEWIS PTY LTD T/A WEATHERSAFE WA	SHADECLOTH TARP/COVER 3550MM X 3250MM	704.00	1	CSH
EFT63550	30/11/2022	MILLARD MARINE (BUNBURY) PTY LTD	SERVICE - TWIN SUZUKI BOAT ENGINE - AUSTRALIND SES	965.55	1	CSH
EFT63551	30/11/2022	MJB INDUSTRIES PTY LTD [E]	HIGH CONCRETE LINER, STORMWATER LINER, JP COVER FOR DRAINAGE WORKS AT SOUTH BRUNSWICK TOWNSITE	18,213.87	1	CSH
EFT63552	30/11/2022	MPS PLUMBING / GAS & HANDYMAN SERVICES	REPLACE HEAT PUMP WITH ELECTRIC STORAGE HOT WATER SYSTEM - AUSTRALIND OFFICE	5,531.35	1	CSH
EFT63553	30/11/2022	NAJA BUSINESS CONSULTING SERVICES	HARVEY LAND OPTIMISATION PORTFOLIO REVIEW	19,470.00	1	CSH
EFT63554	30/11/2022	NIGHTGUARD SECURITY SERVICE (WA) PTY LTD	OPEN / CLOSE AUSTRALIND BUILDINGS	4,697.00	1	CSH
EFT63555	30/11/2022	OFFICEWORKS - 10504848	BRTN253Y BROTHER TN-253 TONER YELLOW BRTN253M BROTHER TN-253 TONER MAGENTA	240.00	1	CSH
EFT63556	30/11/2022	OWNA CORP PTY LTD	PREMIUM APP 1ST OCT - 31ST OCT 22	100.00	1	CSH
EFT63557	30/11/2022	PARKS & LEISURE AUSTRALIA	PLAWA STATE CONFERENCE - SHIRE STAFF	1,265.00	1	CSH
EFT63558	30/11/2022	PAUL HIGGINS	POLICE CLEARANCE AND PRE-EMPLOYMENT MEDICAL	212.70	1	CSH
EFT63559	30/11/2022	RANGE ELECTRICAL	SUPPLY AND INSTALL REPAIRS AS QUOTED AT PEPPERWOOD SOAK GECKO LANE BINNINGUP	1,588.40	1	CSH
EFT63560	30/11/2022	REAL STEEL ELECTRICS	REPLACE SUBMAINS OVERHEAD CABLE TO TOILET BLOCK - YARLOOP RECREATION GROUND	244.20	1	CSH
EFT63561	30/11/2022	SANPOINT PTY LTD T/A LD TOTAL	MONTHLY PLAYGROUND INSPECTIONS AND REPORTS. AUSTRALIND. NOVEMBER.	11,529.33	1	CSH
EFT63562	30/11/2022	SCHWEPPES AUSTRALIA PTY LTD	SOFT DRINKS	336.61	1	CSH
EFT63563	30/11/2022	SEEK LTD	ADVT. FOR STAFF VACANCIES	638.00	1	CSH
EFT63564	30/11/2022	SHIRE OF HARVEY (PLEASE PAY CASH)	OPERATOR ERROR PLATE REMAKE	368.95	1	CSH
EFT63565	30/11/2022	SJ TRAFFIC MANAGEMENT PTY LTD	SUPPLY TRAFFIC MANAGEMENT 8/11/2022 AND 10/11/2022	6,416.03	1	CSH
EFT63566	30/11/2022	SOUTH WEST AUDIO VISUAL	AUDIO VISUAL MAINTENANCE OF HARVEY CHAMBER, INCL. BALANCING & ENHANCING QUALITY OF AUDIO SYSTEM	2,411.20	1	CSH
EFT63567	30/11/2022	SPENCER SIGNS	BLACK CUT VINYL DECALS, 150 X 150MM - INVOICE NO. 28809.	56.76	1	CSH
EFT63568	30/11/2022	STATE LIBRARY OF WA	FREIGHT RECOUP JULY TO DECEMBER 2022 FOR SHIRE OF HARVEY LIBRARIES	1,848.68	1	CSH
EFT63569	30/11/2022	SUPERIOR NOMINEES PTY LTD T/AS MIRACLE RECREATION	YARLOOP EXERCISE EQUIPMENTS	30,967.20	1	CSH
EFT63570	30/11/2022	SYNERGY - ENERGY RETAIL CORPORATION	SYNERGY GROUP BILL 899 281 800 PERIOD: 10.06.22-27.10.22	37,875.85	1	CSH
EFT63571	30/11/2022	TELSTRA	SERVICES, EQUIPMENT TO 24 NOV USAGE TO 24/10	100.00	1	CSH
EFT63572	30/11/2022	THE DSR TRUST T/A THE PRINT SHOP	BROCHURES FOR REVIEW OF SYSTEM OF REPRESENTATION CONSULTATION	646.80	1	CSH

EFT63573	30/11/2022	THOMAS CONTRACTING SERVICES PTY LTD	MULCHING OF STOCKPILED GREENWASTE	22,493.90	1	CSH
EFT63574	30/11/2022	TJC CARPENTRY	INSTALLATION OF TELEVISION BRACKET AND TELEVISION ON THE WALL - MYALUP BRIGADE	341.00	1	CSH
EFT63575	30/11/2022	TRIPLE F PTY LTD T/A STOCKMAN HOLDEN [E]	SERVICE - H9097	259.80	1	CSH
EFT63576	30/11/2022	TRISTAN'S ODD JOBS	REPAIRS COUNTER	450.00	1	CSH
EFT63577	30/11/2022	TURNER & TOWNSEND PTY LTD	PROFESSIONAL FEES FOR PROVIDING SERVICES IN CONNECTION WITH LLC COURT EXPANSION DESIGN DEVELOPMENT	13,200.00	1	CSH
EFT63578	30/11/2022	V VERSACI BOBCAT HIRE	REMOVE CLIPPINGS FROM BRUNSWICK REC GROUND	1,386.00	1	CSH
EFT63579	30/11/2022	VANGUARD UNIT TRUST & VIKING TRUST T/AS VANGUARD PRESS	WAREHOUSING AND TRANSPORT	92.84	1	CSH
EFT63580	30/11/2022	WINC AUSTRALIA PTY LIMITED	STATIONERY ADMIN	1,740.94	1	CSH
EFT63581	30/11/2022	WOOLWORTHS GROUP LIMITED T/A BIG W RETAIL ACCOUNTS	CHRISTMAS ITEMS	55.00	1	CSH
EFT63582	30/11/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD - COLES CARD	CATERING (LOLLIES) FOR SCHOOL YOUTH SURVEY	31.00	1	CSH
EFT63583	30/11/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD - MOTORPASS BFB FUEL	FUEL COSTS - OCTOBER, 2022	1,961.85	1	CSH
				4,440,305.57		
117439	02/11/2022	SHIRE OF HARVEY - ALIND LIB **PLEASE PAY CASH**	04/10/2022 - COLES - BISCUITS FOR RHYME TIME	65.65	1	CSH
117440	09/11/2022	LESCHENAULT LEISURE CENTRE (PC & REF'S) PAY CASH	LADIES NETBALL	2,328.00	1	CSH
117441	09/11/2022	SHIRE OF DARDANUP	LONG SERVICE LEAVE LIABILITY	4,247.02	1	CSH
117442	16/11/2022	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATE APPLICATION	200.00	1	CSH
117443	16/11/2022	LESCHENAULT LEISURE CENTRE (PC & REF'S) PAY CASH	LADIES NETBALL	2,602.45	1	CSH
117444	23/11/2022	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATE 417H	326.55	1	CSH
117445	23/11/2022	LESCHENAULT LEISURE CENTRE (PC & REF'S) PAY CASH	LADIES NETBALL	1,377.85	1	CSH
117446	23/11/2022	SHIRE OF DARDANUP	WALGA ELECTED MEMBER TRAINING - PROFESSIONALLY SPEAKING WITH LANNA HILL	1,100.00	1	CSH
117447	29/11/2022	SHIRE OF HARVEY (PLEASE PAY CASH)	FLOAT FOR HARVEY POOL	400.00	1	CSH
117448	30/11/2022	DEPARTMENT OF TRANSPORT	SPECIAL SERIES PLATE APPLICATION 165 H	200.00	1	CSH
117449	30/11/2022	SHIRE OF HARVEY	BIN CHARGES 22/23 - A6352	345.00	1	CSH
117450	30/11/2022	SHIRE OF HARVEY (PLEASE PAY CASH)	KMART SERVING TRAY FOR GROUPS	72.45	1	CSH
				13,264.97		
DD24727.1	09/11/2022	AWARE SUPER PTY LTD - AWARE SUPER	PAYROLL DEDUCTIONS	56,850.89	6	CSH
DD24727.2	09/11/2022	AMP FLEXIBLE LIFETIME	SUPERANNUATION CONTRIBUTIONS	827.61	6	CSH
DD24727.3	09/11/2022	MLC SUPER FUND	PAYROLL DEDUCTIONS	1,077.59	6	CSH
DD24727.4	09/11/2022	SUNSUPER - DO NOT USE	PAYROLL DEDUCTIONS	1,120.11	6	CSH
DD24727.5	09/11/2022	HOST PLUS PTY LTD	PAYROLL DEDUCTIONS	2,504.40	6	CSH
DD24727.6	09/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	254.09	6	CSH
DD24727.7	09/11/2022	IOOF	SUPERANNUATION CONTRIBUTIONS	265.95	6	CSH
DD24727.8	09/11/2022	HESTA SUPER FUND	PAYROLL DEDUCTIONS	1,545.42	6	CSH
DD24727.9	09/11/2022	AMP SUPER FUND (SIGNATURESUPER) 956085855	SUPERANNUATION CONTRIBUTIONS	527.52	6	CSH
DD24736.1	03/11/2022	FOXTEL	DD - A/C 15907308 - 01/11/22 TO 31/11/22	360.00	1	CSH
DD24736.2	02/11/2022	LES MILLS AUSTRALIA	DD - LES MILLS NOVEMBER 22	1,346.58	1	CSH
DD24736.3	02/11/2022	WESTNET PTY LTD	DD - MONTHLY CHARGE FOR ADSL - 01/11/22 TO 01/12/22	94.94	1	CSH
DD24736.4	09/11/2022	IINET LTD	DD - BUSINESS NBN - 08/11/22 TO 08/12/22	109.99	1	CSH
DD24759.1	16/11/2022	FLEET PARTNERS PTY LTD	DD - LEASE 270699 - 29/11/22 TO 28/12/22	621.48	1	CSH
DD24759.2	01/11/2022	SG FLEET AUSTRALIA PTY LTD	DD - LEASE RENTAL CONTRACT 942439 & 942440 - 29/11/22 TO 28/12/22	2,763.33	1	CSH
DD24759.3	16/11/2022	MOTORCHARGE LIMITED - GULL CARD	DD - A/C 137081931-8 FUEL CARD FOR PE 30/11/22	11.24	1	CSH

DD24777.1	19/11/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 278 Interest payment - BRUNSWICK RIVER COTTAGES	22,928.54	1	CSH
DD24781.1	17/11/2022	FINES ENFORCEMENT REGISTRY	DD - LODGEMENT FEE FOR REGISTERING 3 UNPAID INFRINGEMENTS	243.00	1	CSH
DD24781.2	01/11/2022	WEX AUSTRALIA - PUMA CARD	DD - FUEL CARD PE 31/11/22	5.00	1	CSH
DD24781.3	22/11/2022	WEX AUSTRALIA - PUMA CARD	DD - FUEL CARD PE 31/11/22	5.00	1	CSH
DD24789.1	09/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	21.00	6	CSH
DD24790.1	23/11/2022	AWARE SUPER PTY LTD - AWARE SUPER	PAYROLL DEDUCTIONS	56,035.51	6	CSH
DD24790.2	23/11/2022	AMP FLEXIBLE LIFETIME	SUPERANNUATION CONTRIBUTIONS	797.60	6	CSH
DD24790.3	23/11/2022	MLC SUPER FUND	PAYROLL DEDUCTIONS	1,086.00	6	CSH
DD24790.4	23/11/2022	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1,376.23	6	CSH
DD24790.5	23/11/2022	HOST PLUS PTY LTD	PAYROLL DEDUCTIONS	2,532.02	6	CSH
DD24790.6	23/11/2022	HESTA SUPER FUND	PAYROLL DEDUCTIONS	1,522.18	6	CSH
DD24790.7	23/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	251.86	6	CSH
DD24790.8	23/11/2022	IOOF	SUPERANNUATION CONTRIBUTIONS	265.95	6	CSH
DD24790.9	23/11/2022	AMP SUPER FUND (SIGNATURESUPER) 956085855	SUPERANNUATION CONTRIBUTIONS	546.26	6	CSH
DD24713.12	08/11/2022	IINET LTD	DD - BUSINESS NBN - 08/10/22 TO 08/11/22	109.99	1	CSH
DD24727.10	09/11/2022	JANSE VAN RENSBURG SUPERFUND	SUPERANNUATION CONTRIBUTIONS	64.87	6	CSH
DD24727.11	09/11/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	191.11	6	CSH
DD24727.12	09/11/2022	NETWEALTH	PAYROLL DEDUCTIONS	1,152.14	6	CSH
DD24727.13	09/11/2022	COMMONWEALTH BANK - SUPER SAVINGS	PAYROLL DEDUCTIONS	542.02	6	CSH
DD24727.14	09/11/2022	ANZ SMART CHOICE - SUPER	PAYROLL DEDUCTIONS	559.45	6	CSH
DD24727.15	09/11/2022	MACQUARIE SUPER MANAGER II	PAYROLL DEDUCTIONS	754.18	6	CSH
DD24727.16	09/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	301.78	6	CSH
DD24727.17	09/11/2022	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	327.02	6	CSH
DD24727.18	09/11/2022	AMP - (MEMBER9066,208/1)	SUPERANNUATION CONTRIBUTIONS	646.15	6	CSH
DD24727.19	09/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	6,378.11	6	CSH
DD24727.20	09/11/2022	C BUS SUPER	SUPERANNUATION CONTRIBUTIONS	1,847.26	6	CSH
DD24727.21	09/11/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2,029.58	6	CSH
DD24727.22	09/11/2022	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	249.74	6	CSH
DD24727.23	09/11/2022	HUB24 SUPER FUND	SUPERANNUATION CONTRIBUTIONS	258.03	6	CSH
DD24727.24	09/11/2022	BENDIGO SMARTSTART SUPER- MEMBER NO: 16455680	SUPERANNUATION CONTRIBUTIONS	319.87	6	CSH
DD24790.10	23/11/2022	JANSE VAN RENSBURG SUPERFUND	SUPERANNUATION CONTRIBUTIONS	11.28	6	CSH
DD24790.11	23/11/2022	ANZ SMART CHOICE - SUPER	PAYROLL DEDUCTIONS	576.38	6	CSH
DD24790.12	23/11/2022	NETWEALTH	PAYROLL DEDUCTIONS	1,152.14	6	CSH
DD24790.13	23/11/2022	COMMONWEALTH BANK - SUPER SAVINGS	PAYROLL DEDUCTIONS	534.53	6	CSH
DD24790.14	23/11/2022	MACQUARIE SUPER MANAGER II	PAYROLL DEDUCTIONS	754.18	6	CSH
DD24790.15	23/11/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	276.28	6	CSH
DD24790.16	23/11/2022	AMP - (MEMBER9066,208/1)	SUPERANNUATION CONTRIBUTIONS	646.15	6	CSH
DD24790.17	23/11/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	6,169.98	6	CSH
DD24790.18	23/11/2022	C BUS SUPER	SUPERANNUATION CONTRIBUTIONS	1,879.56	6	CSH
DD24790.19	23/11/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	2,104.19	6	CSH
DD24790.20	23/11/2022	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	245.31	6	CSH

DD24790.21	23/11/2022	HUB24 SUPER FUND	SUPERANNUATION CONTRIBUTIONS	258.03	6	CSH
DD24790.22	23/11/2022	BENDIGO SMARTSTART SUPER- MEMBER NO: 16455680	SUPERANNUATION CONTRIBUTIONS	321.68	6	CSH
				188,558.28		

CBA CREDIT CARD PAYMENTS LISTING - NOVEMBER 2022

DATE	PAYEE	DETAILS	AMOUNT
25/11/2022	CBA Credit Card Payment		$ 7,446.59
	CESM CREDIT CARD		
9/11/2022	BCF BUNBURY Engel Fridge Replacement - Binningup BFB	$ 1,388.00	
9/11/2022	CD SPACE Stick On Magnetic Whiteboard	$ 165.00	
10/11/2022	TENTWORLD Engek Base - Binningup BFB	$ 146.39	
15/11/2022	BUNNINGS ARMADALE Storage for CESM Vehicle	$ 1,400.55	
17/11/2022	HARVEY SUPA IGA Welfare for Brigade Water Replacement - Harvey Hills	$ 105.15	
18/11/2022	SUPACHEAP AUTO Monitors for CESM Vehicle	$ 458.00	
21/11/2022	BP BALDIVIS Fuel for CESM Vehicle	$ 294.57	
	ADMINISTRATION CREDIT CARDS		
31/10/2022	BENESSE BUNBURY Meeting with DPLH - DSD	$ 17.10	
31/10/2022	CAFÉ ON UDUC Meeting - DCS	$ 15.30	
1/11/2022	DEPARTMENT OF JUSTICE Legal Costs for Dog Prosecution - CEO	$ 166.30	
1/11/2022	CASEWAY STORE Iphone Cover - DIS	$ 109.90	
1/11/2022	CBA Annual Card Fee	$ 80.01	
2/11/2022	CROWN PERTH Accomodation for Conference - DCL	$ 514.34	
2/11/2022	BP BALDIVIS Meal LGPro - DCS	$ 39.88	
4/11/2022	STIRLING COTTAGE Refreshments for meeting with Councillor - DSD	$ 13.62	
7/11/2022	CROWN PERTH Charges to Room - DCL	$ 44.88	
7/11/2022	KMART EATON Gifts for Rhymetime at the park - Manager Libraries	$ 54.00	
8/11/2022	EVENTBRITE Webinar Henville vs City of Armadale Park Homes - DSD	$ 55.00	

CBA CREDIT CARD PAYMENTS LISTING - NOVEMBER 2022

8/11/2022	MCDONALDS TREENDALE DCL	$ 20.10	
8/11/2022	BENESSE AUSTRALIND DCL	$ 16.00	
9/11/2022	BUNNINGS AUSTRALIND Single use ear plugs - Manager LLC	$ 64.92	
10/11/2022	DEPARTMENT OF JUSTICE Legal Costs for Dog Prosecution - CEO	$ 166.30	
11/11/2022	LATER.COM INSTAGRAM Social Media Tool - DSD	$ 39.85	
14/11/2022	HARPER STREET BAKERY Refreshments for Meeting with Indian Delegation re event - DSD	$ 63.25	
14/11/2022	HYATT REGENCY PERTH Accomodation HRCC Staff Conference - DCL	$ 1,017.60	
14/11/2022	BENESSE AUSTRALIND DCL	$ 30.00	
16/11/2022	MAILCHIMP Media Communications - CEO	$ 274.60	
17/11/2022	KMART EATON Gifts for Library Volunteers - Manager Libraries	$ 37.00	
18/11/2022	PRICELINE Gifts for Library Volunteers - Manager Libraries	$ 115.00	
21/11/2022	MAANE GROUP SOUTH PERTH - T/A QUEST Accomodation - CEO	$ 201.60	
21/11/2022	BENESSE AUSTRALIND DCL	$ 11.60	
23/11/2022	3VINES.COM.AU BUSSELTON Purchase of Turf - DIS	$ 320.78	
		$ 7,446.59	$ 7,446.59

ELECTRONIC FUNDS PAID - NOVEMBER 2022

DATE	PAYEE	DETAILS
1/11/2022	Westnet Internet - LLC & Binningup Library	94.94
1/11/2022	Les Mills LLC Invoice	1,346.58
2/11/2022	Foxtel LLC	205.00
2/11/2022	Foxtel HRCC	155.00
2/11/2022	Shire of Harvey EFTPOS Transport Transfer	45,932.70
2/11/2022	Shire of Harvey Superannuation	80,285.88
8/11/2022	Shire of Harvey EFTPOS Transport Transfer	56,969.45
8/11/2022	IINET Internet Admin	109.99
9/11/2022	Shire of Harvey Staff Disbursement	411,656.35
15/11/2022	Fleet Partners CESM Vehicle	2,763.33
15/11/2022	MOTORCHARGE Fuel Roelands BFB	11.24
15/11/2022	Fleet Partners HRCC Vehicle	621.48
15/11/2022	Shire of Harvey EFTPOS Transport Transfer	47,160.05
16/11/2022	FER Fines Enforcement - Fines issued	243.00
17/11/2022	Shire of Harvey EFTPOS Transport Transfer	20,696.25
21/11/2022	Puma Card Fuel Card - Myalup & Binningup BFB	5.00
21/11/2022	Puma Card HRCC Manager Vehicle - Fuel	5.00
23/11/2022	Shire of Harvey Staff Disbursement	405,223.30
28/11/2022	Shire of Harvey Superannuation	80,594.89
30/11/2022	Shire of Harvey Superannuation	79,364.30
		1,233,443.73

SHIRE OF HARVEY
A Breath of Fresh Air

Shire of Harvey
Grant Funding Program

Annual Review



December 2022

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Introduction

Community grants programs and strategic funding agreements are one of the key ways in which the Shire can enter into partnership with community organisations and groups to meet community needs, support local networks, encourage participation in community life, facilitate innovation and responsiveness in community service provision, and promote access, inclusion and acceptance of diversity.

When local government support and resource community groups in seeking funds and achieving outcomes, the relationship between the council and local communities can be strengthened.

The Shire of Harvey Grant Funding Program aims to acknowledge and strengthen the valuable contribution that community groups and organisations make towards the Shire being a vibrant, inclusive and connected community.

In March 2022 Council endorsed the review of the previous program known as Community Budget Submissions. This new process included aligning the annual program with the Strategic Community Plan and the creation of grant categories that provide a structured framework to equitably award and acquit funds.

This also comprised of the allocation of a $450,000 total funding pool that was distributed between the categories with any unallocated amounts transferred to a Community Grants Reserves account. The establishment of a reserve pool will allow these funds to meet future needs of the community and any unexpected financial obligations for Council assets used by community groups or organisations. In June 2022, it was requested that a review of the current financial model which determines the allocation of the total future funding pool be provided for the December Ordinary Council Meeting.

The Shire offers a suite of funding programs alongside the Grant Funding Program including Alcoa Harvey Sustainability Fund and Coastal Communities Fund and are designed to meet a particular community need. These programs require their own funding policy and process and this review is limited only to the Grant Funding Program.

A recommendation as part of this report is that the Partnerships category is reviewed as a separate item and presented to Council in February 2023 to allow for further detail and proper assessment.

Background

In May 2021, Council received submissions for the 2021-2022 Annual Budget and requested a review of the process for 2022-2023 and ongoing.

A thorough review was undertaken with a number of considerations presented including the need to:

- Align grant applications with the Shire's Strategic Community Plan.
- Create grant categories including community support, placemaking, infrastructure, arts, culture and heritage, community events and partnership agreements that will provide a structured framework to equitably award and acquit funds.
- Outline objectives for each grant category.
- Set a maximum funding allocation and total funding pool for each category.
- Outline the contributions required from the applicant which may include financial contributions, other sources of funding or in-kind support.
- Determine a clear and transparent process for the assessment of applications and funding recommendations presented to Council.
- Create a scoring matrix that weights applications for each category.

At the Ordinary Council Meeting of 22 March 2022, Council endorsed this review of the program to include funding across six grant categories including:

1. **Community Support Grant –** funding for projects that build the capacity and wellbeing of the Shire of Harvey community.

   This grant category provides funding to community groups for projects and that build community resilience and support a safe, accessible, and connected community where everyone has the opportunity to contribute and belong.

   The objectives of this grant are to:

   - Contribute to capacity of community groups and organisations.
   - Contribute to life-long learning.
   - Celebrate and encourage cultural diversity and social inclusion.
   - Contribute to capacity and support wellbeing of young people.
   - Enhance community identity and sense of belonging.

- Promote an active and healthy lifestyle.
- Grow and develop an age-friendly community.
- Facilitate the emotional and social development of children.
- Contribute the Shire's ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.
- Encourage conservation and appreciation of our natural resources.
- Contribute to community resilience.

Applications for up to $1,000 are open all year until the total funding pool of $10,000 has been exhausted. 100% of the total project cost is available to be funded.

Applications for up to $5,000. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation, other sources of funding or in-kind support.

The total funding pool is $50,000.

Evaluation Criteria	Weighting
Alignment to the Shire's Strategic Community Plan and Grant Objectives	**20%**
Demonstrated need for the project including achievable outcomes	**20%**
Demonstrated innovation	**10%**
Demonstrated partnerships	**10%**
Value for Money	**20%**
Demonstrated eligibility, skills, experience and capacity of the applicant	**20%**

2. **Placemaking Grant –** funding for community-led initiatives that make a positive contribution to the physical character, amenity or activation of a community.

   This grant category supports the principles of placemaking to inspire communities to collectively reimagine and reinvent public spaces as the heart of every community.

   The objectives of this grant are to:

   - Activate public spaces.
   - Create entertaining, engaging and inclusive town centres.
   - Create or foster the distinctive character of the place.
   - Create collaborative partnerships between community groups or organisations.

As placemaking is a collaborative process only one Placemaking Grant can be funded in a locality in each round to ensure partnerships and consultation between community groups and organisations.

Applications for up to $2,000. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation, other sources of funding or in-kind support.

The total funding pool is $20,000.

Evaluation Criteria	Weighting
Alignment to the Shire's Strategic Community Plan and Grant Objectives	**20%**
Demonstrated need for the project including achievable outcomes	**20%**
Demonstrated innovation	**10%**
Demonstrated partnerships	**10%**
Value for Money	**20%**
Demonstrated eligibility, skills, experience and capacity of the applicant	**20%**

3. **Infrastructure Grant – funding to upgrade, extend or construct well planned community and recreation facilities.**

This grant category provides funding to local not-for-profit community groups or organisations to upgrade, extend or construct well planned sport, recreation and community facilities that contribute to a vibrant, inclusive and healthy Shire.

The objectives of this grant are to:

- Encourage and support well planned community driven infrastructure projects.
- Build the capacity of not-for-profit organisations to plan, fund and deliver local community infrastructure projects.

The allocation of funding in this grant category will be prioritised and influenced by the Shire's Forward Capital Works Plan. Prior to submission it is essential that the community group or organisation discuss the proposed project with the Shire and that any building plans are developed in consultation with relevant Shire Officers.

A further requirement of this grant is the provision of feasibility study and an asset management plan.

Applications for up to $50,000. The applicant must contribute at least one third of the total project cost from either the applicant's organisation, other sources of funding or in-kind support.

The total funding pool is $100,000.

Evaluation Criteria	Weighting
Alignment to the Shire's Strategic Community Plan and Grant Objectives	**20%**
Demonstrated need for the project including achievable outcomes	**20%**
Demonstrated innovation	**10%**
Demonstrated partnerships	**10%**
Value for Money	**20%**
Demonstrated eligibility, skills, experience and capacity of the applicant	**20%**

4. **Arts, Culture and Heritage Grant – funding to support projects that provide opportunities to participate in arts, culture and heritage.**

   This grant category provides funding to support arts, culture and heritage projects that contribute to a vibrant, diverse and engaged community.

   The objectives of this grant are to:

   - Develop, showcase or exhibit new work by local artists.
   - Activate places and engage people through the creation and delivery of original and quality arts and cultural experiences.
   - Provide cultural impact by bringing a vibrant mix of creative practices to be enjoyed by the wider Shire community.

   Applications for up to $5,000. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation, other sources of funding or in-kind support.

   The total funding pool is $30,000.

Evaluation Criteria	Weighting
Alignment to the Shire's Strategic Community Plan and Grant Objectives	**20%**
Demonstrated need for the project including achievable outcomes	**20%**
Demonstrated innovation	**10%**
Demonstrated partnerships	**10%**
Value for Money	**20%**
Demonstrated eligibility, skills, experience and capacity of the applicant	**20%**

5. **Community Events Grant – funding to support events run by and for the local community.**

   Funds to assist community groups and organisations located within the Shire of Harvey to conduct community based events that encourage participation, engage local businesses and add vibrancy to the area.

The objectives of this grant are to:

- Encourage volunteering to help facilitate active, confident, resilient, cohesive and inclusive communities.
- Celebrate and connect the community.
- Celebrate and encourage cultural diversity and social inclusion.
- Enhance community identity and sense of belonging.

Applications for up to $5,000. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation, other sources of funding or in-kind support.

The total funding pool is $50,000.

Evaluation Criteria	Weighting
Alignment to the Shire's Strategic Community Plan and Grant Objectives	**20%**
Demonstrated need for the project including achievable outcomes	**20%**
Demonstrated innovation	**10%**
Demonstrated partnerships	**10%**
Value for Money	**20%**
Demonstrated eligibility, skills, experience and capacity of the applicant	**20%**

6. Partnership Agreement – funding to achieve longer term community development outcomes through strategic partnerships.

The purpose of the Partnership Agreement is to support the operating capacity of not-for-profit community groups and organisations to deliver activities, programs and services to the local community over a five-year agreement term.

This grant recognises that over a number of years the Shire has received applications from the same community groups and organisations for the same activities, programs or services. This not only creates an administrative burden on both the Shire and the group or organisation, but does not provide longer term financial stability or an assurance of continued service delivery which does not foster sustained community development outcomes.

This grant category will support both existing community groups and organisations as well as the establishment of partnership agreements with new, grass roots groups and organisations. Once a Partnership Agreement has been established, the funding allocation will be listed in the Shire's Annual Budget each year for a five-year period. This agreement will then be reviewed and a decision made as to whether to extend or cease the agreement.

Each group or organisation that enters into an agreement with the Shire will be required to report against key performance indicators which will be developed in partnership with the Shire. The outcomes of these key performance indicators will relate the Shire's Strategic Community Plan, the grant objectives and the evaluation criteria outlined below. These reports will be communicated to community and Council via quarterly and annual reporting.

There will also be a requirement for a community group or organisation that receives funding under a Partnership Agreement to maintain regular contact with Shire Officers as well as arrange and attend quarterly progress meetings which will form part of the reporting process.

The objectives of this grant are to:

- Contribute to capacity of community groups and organisations.
- Contribute to life-long learning.
- Celebrate and encourage cultural diversity and social inclusion.
- Contribute to capacity and support wellbeing of young people.
- Enhance community identity and sense of belonging.
- Promote an active and healthy lifestyle.
- Grow and develop an age friendly community.
- Facilitate the emotional and social development of children.
- Contribute the Shire's ongoing aspiration to become the most accessible and inclusive community in regional Western Australia.
- Encourage conservation and appreciation of our natural resources.
- Encourage the establishment of community led and managed community gardens.
- Contribute to community resilience.

The total funding pool is $200,000

Evaluation Criteria	**Weighting**
Alignment to the Shire's Strategic Community Plan	20%
Demonstrated need for the project including achievable outcomes	20%
Demonstrated innovation	10%
Demonstrated partnerships	10%
Value for Money	20%
Demonstrated eligibility, skills, experience and capacity of the applicant	20%

Shire of Harvey Strategic Community Plan

The Shire of Harvey's Strategic Community Plan 2021-2031 describes the community's vision for the future and the values that underpin everything the Shire does.

The plan maps out the strategic direction, goals and objectives under five areas:

- Diversified Economy.
- Connected Communities.
- Protected Natural Environment.
- Sustainable Built Environment.
- Effective Civic Leadership.

The Shire of Harvey Grant Funding Program supports projects that contribute to the delivery of the Strategic Community Plan in order to optimise the use of Shire funds. Applicants are required to align their project with one or more of the Plan's objectives to be eligible to apply for funding.

Eligibility and Exclusions

Grants are available to not-for-profit community groups and organisations to deliver projects in the Shire of Harvey.

To be eligible for funding, groups must be incorporated or be auspiced by an incorporated organisation.

Applications need to address the following criteria:

- The project aligns with one or more of the objectives of the Shire's Strategic Community Plan.
- The project aligns with one or more of the objectives of the grant category.
- The project provides achievable outcomes and clear benefits for the community.
- The project takes place within the Shire of Harvey.
- Applicants have clearly indicated contributions to the project, either financial or in-kind, including volunteer hours.

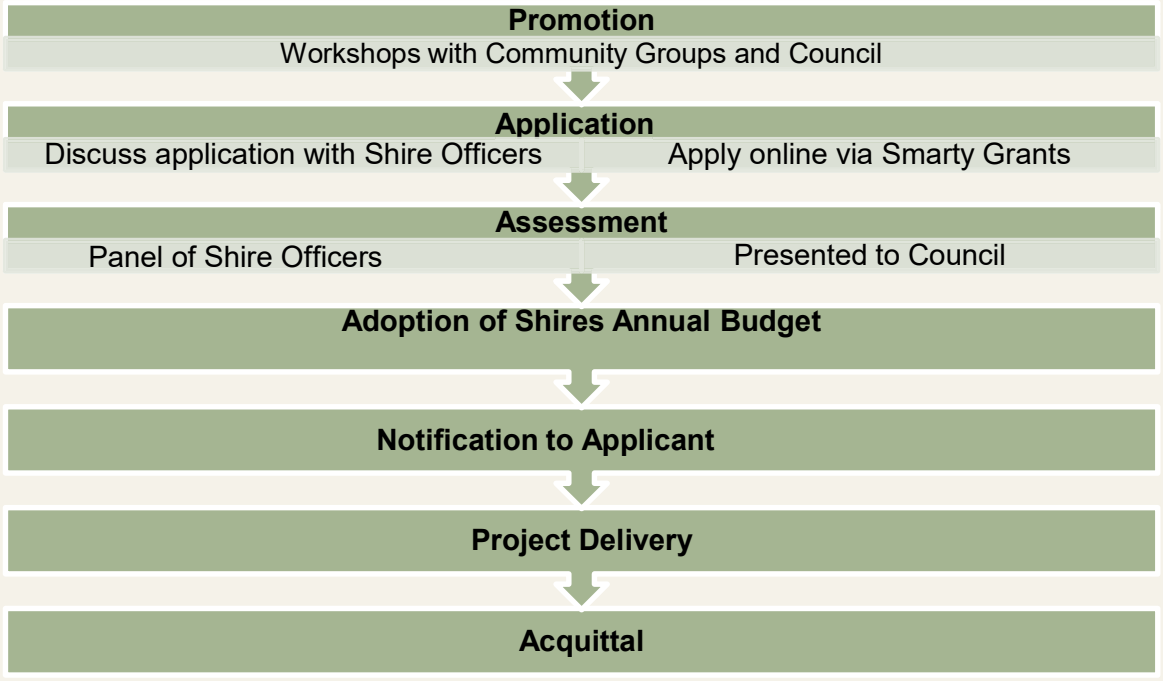
Grant funding will not be considered for:

- Projects that have already started.

- Projects that cannot demonstrate support from the landowner.
- Projects restricted to private or exclusive participation.
- Commercial organisations or activities.
- Fundraising activities.
- Projects with a political purpose.
- Projects that contravene the policies of the Shire.
- Applicants that have not met conditions for previous Shire funding.
- Projects where multiple applications have been submitted across multiple categories for the same project in the same financial year.
- Incomplete applications or applications which do not meet the closing date (where applicable).

Grant Process

The Grant Funding program is promoted through the Shire's social media platforms, website and community networks before applications are officially opened. It is envisioned with the appointment of a Grants Officer more support will be offered to community groups and organisations and workshops that offer advice and tips for the writing of grant applications.



Applications need to include the following information:

- Certificate of Incorporation or Auspicing Agreement
- Public Liability Certificate of Currency
- At least two Letters of Support
- Quotes for all items requested for funding in line with the following procurement policy

Amount of Purchase	Quotes Required
Up to $5,000	One written quotation
$5,001 - $19,999	Two written quotations
$20,000 - $49,999	Three written quotations
$50,000 - $249,999	At least three written quotations, containing price and specification of goods and services with procurement decision based on all value for money considerations
Above $250,0000	Conduct a public tender process

Assessment

All eligible applications will undergo an assessment against the evaluation criteria outlined under each grant category.

This assessment is undertaken by a panel of Shire Officers for all six of the grant categories including:

- Chief Executive Officer
- Director Community and Lifestyle
- Director Infrastructure Services
- Manager Special Projects
- Manager Governance and Strategy
- Manager Finance
- Manager Park Services
- Manager Economic Development

Any applications that do not meet the closing dates or eligibility criteria will not be assessed.

The assessment panel determines a recommendation to Council regarding the funding of projects. This recommendation is presented to Council prior to the adoption of the draft Annual Budget.

Community Support Grant – Ongoing Grant Assessment

Applications up to $1000 are open all year for the Community Support Grant and are assessed by Community Development after a meeting with the applicant. An internal assessment document has been developed for the valuation and approval of each grant by Director Community and Lifestyle.

Notification

Following the adoption of the Shire's Annual Budget, all applicants are notified of the outcome of their application.

Successful applicants are required to complete a Funding Agreement. The Funding Agreement will include conditions and reporting requirements. Certain special conditions may be placed upon an applicant's funding at the Assessment Panel's discretion.

Payment of funds will occur in negotiation between the Shire and successful applicants. An invoice will be required following the signing of the Funding Agreement in order for the payment of funds to be made. All financial information provided should be exclusive of GST. Successful entities that are registered for GST will receive the allocated grant amount plus GST. Successful entities that are not registered for GST will receive the allocated grant amount, which is exclusive of GST.

Project Delivery

Delivery of the agreed project must occur within the timeframe listed in the Funding Agreement.

If a successful recipient requires a variation to either the project, delivery time or Funding Agreement, a variation request must be submitted to the Shire's Community Development team for consideration by the Assessment Panel.

Acquittal Report

Successful applicants must provide a final Acquittal Report within 30 days of project completion.

The information required will be specified in the Funding Agreement and may include:

- Final accounts (audited, if appropriate).
- An assessment of project outcomes and benefits for the community.
- Evidence of how the Shire was acknowledged during the project.
- Formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to the Shire).

Annual Budget

As part of the review requested by Council in 2021, an investigation of allocated funding amounts for the Grants Program previously known as Community Budget Submissions in the past five years was completed.

A comparison of total funding allocated for the last 5 years is displayed in the table below:

Community Budget Submissions 2019-2020	$333,966
Community Budget Submissions 2020-2021	$464,694
Community Budget Submissions 2021-2022	$370,785
Grant Funding Program 2022-2023	$360,852

This determined a suitable total funding pool and was divided between the grant categories in the 2022-2023 annual budget as follows:

Community Support Grant	**$45,500**
Placemaking Grant	**$3,275**
Infrastructure Grant	**$98,200**
Arts, Culture and Heritage Grant	**$13,506**
Community Events Grant	**$21,371**
Partnership Agreement	**$179,000**
Transfer to Reserves	**$89,148**

Total	**$450,000**

At the Ordinary Council Meeting of 28 June 2022, Council endorsed $360,852 of funds to be included in the 2022-2023 budget and to hold aside any surplus of funds remaining for allocation to future Community Grants Programs.

The establishment of the Community Grants Reserve pool will allow these funds to meet future needs of the community and account for any unexpected financial obligations required for the maintenance of Council assets that are you used by community groups or organisations.

Consultation

Shire Officers have been given an opportunity for feedback into the assessment process and provided the following information for consideration:

- Overview of all applications including a detailed summary from the panel before assessment.
- Justification for what is being asked i.e. infrastructure requests etc.
- Whole of life added into the consideration.
- Providing more information on the deliverables of the project.
- Providing more information on the acquittal process.
- Operational VS project costs.

Consultation with community organisations that were successful in the 2022-2023 program provided feedback via a satisfaction survey that included an opportunity to provide suggestions or improvements ***(Refer Attachment 1).***

Survey results indicated that:

- Applicants were satisfied with the process in 2022-2023 and using the smarty grants portal that was a new initiative for this year's program.
- Applicants found using smarty grants easier than previous years.
- Applicants were satisfied in the flexibility of the Shire to accommodating change (e.g. changing deadlines, budgets or deliverables)
- Suggestion for an opportunity to request a resubmission to grant amount to reflect increased quotes.

Comments were also made on the changes expected to the organisation in 1-3 years and then 4-6 years with Shire funding including:

- Improved facilities and services to the community.
- Better outcomes for the community and aligning with the Shire of Harvey Strategic Community Plan.
- Reduction of electricity fees (for solar panel projects)
- New initiatives for the community.
- Better support local youth.

Face to face interviews confirmed that COVID-19 continues to be a challenge for our community groups and organisations including, but not limited to, a significant decrease in volunteers, increase in demand for services, social distancing/mandatory vaccination requirements and consequently have had an impact on donations and fundraising income.

As COVID-19 continues to have an unprecedented impact on the community, the proposed grant funding model supports a flexible, streamlined grants program that has been informed by, and is responsive to, community activity and needs.

Recommendations

This review has highlighted internal improvements to ensure transparency of funding decisions and establish funding principles.

1. Develop a Community Funding Policy

Council receives a large number of requests from community organisations and individuals throughout the year for funding.

A funding policy will seek to demonstrate and outline Council's role in supporting the community and will apply to all applications received for donations, sponsorships, grants and in-kind support. In addition, the development of a policy for the assessment of applications will ensure there are some principles that include:

- A broad framework, which will guide the provision of consistent grant administration and assessment processes across Council.

- The administration and assessment of all Council grant programs are transparent, equitable, inclusive and understood by the community.

- Make certain that the approval of a grant will not involve Shire of Harvey Council in

controversial issues such as political or cultural sensitivities, or expose the organisation to adverse criticism.

- Encourage cooperation and sharing between community groups to ensure that all residents and organisations benefit from common resources.

2. **Review the Shire of Harvey Grant Funding Program annually and report outcomes to Council and Community.**

   It is recommended that a review of the total funding pool and funding categories are completed annually to ensure:

   - Alignment with the Strategic Community Plan objectives and community needs.
   - The effectiveness of each individual category is responding to the priorities. This process will assist in identifying new and emerging needs and inform adjustments of priorities and allocations of funding and;
   - The effectiveness and efficiency of operational and administrative processes of the funding includes but is not limited to eligibility and assessment, decision making, monitoring and reporting, review and evaluation.

   The review will be used by Council to inform and improve updates to the Community Funding Policy once developed.

3. **Workshop all eligible projects with Council before presentation.**

   Providing a workshop series for Council after the program has closed will provide an opportunity for Councillors to discuss the projects that are presented before endorsement. This process will include the Alcoa Harvey Sustainability Fund and the Coastal Communities Fund to ensure Council is well informed on what is being presented.

   This workshop would include feedback from the internal panel including but not limited to the lifecycle of the project, planning and communication of the project or event, supporting information of need and benefit with evidence and suggestions from Council that can be considered in the final presentation and individual reports.

4. **Continues with the current maximum funding allocation and total funding pool for each category and holds the surplus of funds remaining in the Community Grants Reserve for allocation to future community infrastructure improvements.**

The Shire of Harvey is a growing community with diverse needs. This review has indicated the need for the total allocation of grant funding to remain at $450,000 and continue with individual grant categories and maximum funding pools for the 2023 program.

Continuing with the current maximum funding allocation for 2023-2024 will ensure Council is able to provide financial assistance to encourage, engage and support community groups and organisations to make a positive contribution to the Shire's economic, social wellbeing and environmental sustainability.

Council is responsible for a large number of community facilities that are utilised by community groups and organisations. This often comes with unexpected financial costs and obligations that are required to be resolved immediately. Holding the surplus of funds in the Community Grants reserve will benefit Council by enabling the allocation of funds for future community infrastructure improvements relating to major infrastructure works, replacing, renewing and procuring significant assets.

Another Grant Funding Program review will be completed by the Grants Officer and presented to Council at the December Ordinary Council Meeting in 2023. This is in addition improvements continually made to internal processes and promotion to ensure best practice in grants and funding management across Council.
This will be another opportunity to gather more data once community organisations, acquit their projects and Officers engage in further consultation with community as we emerge from the challenges of COVID-19. It is recommended the program is advertised for applications in March 2023