



**AGENDA**

**AUDIT AND RISK MANAGEMENT  
COMMITTEE**

**to be held on**

**Thursday, 17 September 2020**

**at 5.15pm**



WESTERN AUSTRALIA'S  
WILDFLOWER COUNTRY

*'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'*

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## DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

*Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local Government (Administration) Regulation 34C*

|  |  |           |              |
|--|--|-----------|--------------|
| <i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C</i> |  |           |              |
| Name of person declaring the interest  |  |           |              |
| Position   |  |           |              |
| Date of Meeting  |  |           |              |
| Type of Meeting (Please circle one)  | Council Meeting/ Committee Meeting/ Special Council Meeting<br>Workshop/ Public Agenda Briefing/ Confidential Briefing |           |              |
| Interest Disclosed   |  |           |              |
| Item Number and Title  |  |           |              |
| Nature of Interest   |  |           |              |
| Type of Interest (please circle one)   | Financial  | Proximity | Impartiality |
| Interest Disclosed   |  |           |              |
| Item Number and Title  |  |           |              |
| Nature of Interest   |  |           |              |
| Type of Interest (please circle one)   | Financial  | Proximity | Impartiality |
| Interest Disclosed   |  |           |              |
| Item Number and Title  |  |           |              |
| Nature of Interest   |  |           |              |
| Type of Interest (please circle one)   | Financial  | Proximity | Impartiality |

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important Note:** Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered. For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

*“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

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**Item 1 Opening of Meeting**

The Presiding Member to declare the meeting open.

**Item 2 Acknowledgement of Traditional Owners and Dignitaries**

The Presiding Member acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elders past, present and future, in working together for the future of Morawa.

*This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.*

**Item 3 Recording of Attendance**

**3.1 Attendance**

**Committee Members**

President Councillor Karen Chappel (Presiding Member)  
Deputy President Councillor Dean Carslake  
Councillor Jane Coaker  
Councillor Debbie Collins  
Councillor Yvette Harris  
Councillor Shirley Katona

**Staff**

|  |                   |
|--|-------------------|
| Acting Chief Executive Officer                   | Robert Paul       |
| Executive Manager Corporate & Community Services | John van der Meer |
| Economic Development Manager                     | Ellie Cuthbert    |
| Executive Assistant                              | Rondah Toms       |

**3.2 Attendance by Telephone / Instantaneous Communications**

In accordance with section 14 of the *Local Government (Administration) Regulations 1996* "Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))", the President to declare that this Meeting may take place via instantaneous communication. All Councillors and staff are to be available either via telephone (teleconference) or in person.

**3.3 Apologies**

**3.4 Approved Leave of Absence**

Councillor Ken Stokes

**3.5 Disclosure of Interests**

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**Item 4 Applications for Leave of Absence**

**Item 5 Response to Previous Questions**

**Item 6 Questions from Members without Notice**

**Item 7 Announcements by Presiding Member without Discussion**

**Item 8 Declarations of All Members to have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting**

The Elected Members to declare that they had given due consideration to all matters contained in the agenda.

**Item 9 Confirmation of Minutes of Previous Meeting**

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**OFFICER’S RECOMMENDATION**

**That the Audit Committee Meeting Minutes held on Thursday, 16 July 2020 are confirmed to be a true and correct record.**

***SIMPLE MAJORITY VOTE REQUIRED***

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*Disclaimer*

*Members of the public are cautioned against taking any action on Council decisions, on items in this agenda in which they may have an interest, until formal notification in writing from the Shire has been received. Decisions made at this meeting can be revoked pursuant to the Local Government Act 1995.*

**Item 10 Reports of Officers****10.1.1 Shire of Morawa Asbestos Register**

**Author:** Consultant Environmental Health Officer

**Authorising Officer:** Executive Manager Corporate and Community Services

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

**OFFICER'S RECOMMENDATION**

That with respect to the Shire of Morawa Asbestos Register the Audit and Risk Management Committee recommends to Council as follows:

1. Adopt the Shire of Morawa Public Asbestos Register as presented in Attachment 1;
2. Authorise the Chief Executive Officer to undertake the necessary arrangements to ensure publication meets the statutory requirements; and
3. Authorise the Chief Executive Officer to proactively inform current occupants of Shire owned buildings about the asbestos findings in those buildings.

***SIMPLE MAJORITY VOTE REQUIRED***

**PURPOSE**

To inform Council about the updated Shire of Morawa Asbestos Register and request endorsement to publish the report and inform parties who are currently using Shire facilities about potential asbestos in the buildings.

**DETAIL**

Asbestos was once used in Australia in more than 3,000 different products including fibro, flue pipes, drains, roofs, gutters, (automotive) brakes, clutches and gaskets. Asbestos becomes a health risk when its fibres are released into the air and breathed in. Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

The risk of contracting these diseases increases with the number of fibres inhaled. The risk of lung cancer from inhaling asbestos fibres is greater if you smoke. Those who get health problems from inhaling asbestos have usually been exposed to high levels of asbestos for a long time. Symptoms don't usually appear until 20 to 30 years after initial exposure.

A total ban on asbestos came into effect in Australia on 31 December 2003. It is illegal to make it, use it or import it from another country. Workers must not handle asbestos unless they have been trained and hold a licence that is current and appropriate for the type of work being done.



The Shire of Morawa has many older buildings which contain asbestos. Some Shire staff housing facilities contain asbestos. The Shire's landfill site located on Jones Lake Road has an asbestos pit where asbestos is to be buried following strict guidelines and protocols.

Finally, there are privately owned houses and dwellings, especially within the townsite, which are very likely to have asbestos components in it. The Shire's obligation is to ensure public safety and in some cases the Shire gains ownership of a property and then becomes responsible for the management and costs of asbestos that resides on the land. An example of this is the Old Morawa Hospital which is vested in the Shire and known to have asbestos in building. The level of asbestos is being determined through an independent audit and the results will be reported to Council via the Audit and Risk Management Committee when available.

## **LEVEL OF SIGNIFICANCE**

High – It is mandatory to have an Asbestos Register readily available to be consulted by external stakeholders in case of utilising or altering, repairing or conducting maintenance to any Shire facility containing asbestos.

## **CONSULTATION**

Executive Management Team  
(Consultant) Environmental Health Officer  
Asbestos Certified Shire employee

## **LEGISLATION AND POLICY CONSIDERATIONS**

Given the high levels of perceived risk that come with asbestos, many different Acts, Regulations, Guidelines and Rules apply. The lists below are non-exhaustive and should be considered a guide only.

On a State Government level, we have identified the following Acts and Regulations.

- *Residential Tenancy Act 1987*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Waterfront Workers (Compensation for Asbestos Related Diseases) Act 1986*
- *Environmental Protection (Rural Landfill) Regulations 2002*
- *Health (Asbestos) Regulations 1992*
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *Environmental Protection Act 1986*
- *Environmental Protection (Rural Landfill) Regulations 2002*

From a Commonwealth perspective, the following

- *Work Health and Safety (How to Manage and Control Asbestos in the Workplace) Code of Practice 2015*
- *Work Health and Safety (How to Safely Remove Asbestos) Code of Practice 2015*
- *Asbestos Safety and Eradication Agency Act 2013*

On a local basis:

- Council's policy *CORP02 Asbestos Policy*

**STRATEGIC AND SUSTAINABILITY IMPLICATIONS**

*Shire of Morawa Community Strategic Plan 2018-2028 (Desktop Review June 2020)*

**Outcome 3.3** Retain a safe environment.

**Outcome 4.3** A local government that is respected, professional and accountable.

**FINANCIAL AND RESOURCES IMPLICATIONS**

Non-compliance with rules, regulation and other guidelines may expose staff, contractors or users to asbestos. Considerable payment settlements have been awarded to people who suffered health issues due to asbestos related work and non-compliant employers or owners of dwellings.

In its 2020/2021 budget, Council has allocated \$35,000 to be used in cases where the Shire has contracted statutory responsibility for privately owned dwellings which are suspected to contain asbestos. The Shire also allocated \$5,000 in its 2020/2021 budget for LGIS to conduct the asbestos assessment for the old hospital site.

**RISK MANAGEMENT CONSIDERATIONS**

High – working with asbestos or in asbestos rich environments may cause health related issues which may only materialise years into the future.

Anyone working with asbestos should be certified to do so and disposing of asbestos is a process subject to strict protocols.

**CONCLUSION**

Asbestos containing materials are a high risk and should be treated as such. The Shire owns or has responsibility for multiple buildings, houses, dwellings and other infrastructure containing asbestos and adequate plans and protocols should be implemented to inform all users of the potential dangers and risks.

**ATTACHMENTS**

*Attachment 1 – 10.1.1 Shire of Morawa Asbestos Register update 2020*

**10.1.2 Western Australian Auditor General’s Report Regulation of Consumer Food Safety by Local Government Entities**

**Author:** Consultant Environmental Health Officer

**Authorising Officer:** Executive Manager Corporate and Community Services

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

**OFFICER’S RECOMMENDATION**

That with respect to the Western Australian Auditor General’s Report Regulation of Consumer Food Safety by Local Government Entities, the Audit and Risk Management Committee recommends to Council as follows:

1. To note the Report.

**SIMPLE MAJORITY VOTE REQUIRED**

**PURPOSE**

Local government entities (LG entities) are responsible for regulating food businesses in their local area. They ensure food businesses comply with the *Food Act 2008* and the Australia New Zealand Food Standards Code through a range of compliance activities such as food business inspections and enforcement actions. When food businesses are effectively regulated, the public can be more confident that the food they consume is safe. LG entities have environmental health officers (EHOs) to conduct food business registrations and inspections.

**DETAIL**

The Office of the Auditor General undertook an Audit to assess whether local LG entities effectively regulate consumer food safety in food businesses in their local area. The Audit titled: *“Regulation of Consumer Food Safety by Local Government Entities”* (Audit Report) focused on inspection and enforcement processes at a metropolitan and a regional LG entity.

The Audit Report focussed on the regulation of consumer food safety at two LG entities with a large number of food businesses such as restaurants, cafes and bars in their area. The audit found many inspections were overdue, recordkeeping was poor, and follow-up and enforcement was not always completed or consistent. These weaknesses increase the risk that unsafe food practices are not rectified, and the public consumes hazardous food.

The findings highlight the importance of a fair and equitable regulatory framework which focusses on the areas of highest risk to consumer safety.

The Audit Report found:

- Nearly 30% of high and medium risk food business inspections were overdue;
- Record management shortcomings have reduced LG entities’ ability to effectively regulate food businesses; and

- LG entities did not always follow-up food safety issues consistently and enforce compliance. The Audit Report recommend that LG entities should:

- “1. *ensure food business inspections are prioritised and carried out according to their risk classification.*
2. *ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or other urgent requirement.*
3. *improve recordkeeping for food business inspections and compliance reporting to:*
  - a) *better understand inspection and compliance history;*
  - b) *identify compliance issues and follow-up activities; and*
  - c) *respond to emerging food safety issues.*
4. *develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner.*
5. *work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems”.*

The following are responses to the Audit Report in relation to the Shire of Morawa.

**1. *ensure food business inspections are prioritised and carried out according to their risk classification***

*Comment:*

All Shire food premises have been allocated a level of risk and the minimum frequency of inspections undertaken by the EHO is based on those risk considerations. All food premises in the Shire have been inspected to the level required.

**2. *ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or other urgent requirement***

*Comment:*

There have been no changes to the minimum frequency of inspections undertaken by the EHO.

**3. *improve recordkeeping for food business inspections and compliance reporting to:***

- a) *better understand inspection and compliance history;*
- b) *identify compliance issues and follow-up activities; and*
- c) *respond to emerging food safety issues.*

*Comment:*

Current record keeping includes electronic inspection sheets which record any non-compliance and action taken (currently no non-compliances). Should premises be the subject of non-compliance, they would be sent formal correspondence advising of required works. This correspondence would be recorded in both ‘hard copy’ and on the Shire’s electronic records system.

With regards emerging food safety issues, the EHO avails himself of the regular food safety updates from the Department of Health and participates in an ongoing state-wide EHO forum where matters pertaining to food are raised and addressed on an ongoing basis.

**d) *develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner.***

*Comment:*

EHO conducts own follow-ups as required and all premises are dealt with in a consistent manner.  
**1. work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.**

*Comment:*

The use of iAuditor allows the electronic collection of inspection data and photographs for a range of activities including food premises inspection. The EHO has implemented the use of the program’s templates for the Shire’s food premises. In addition, the Shire is in compliance as follows:

- None of the Shire’s high and medium (and low) risk food business inspections are overdue;
- There are no record management shortcomings that reduce the Shire’s ability to effectively regulate food businesses
- The Shire does not have problems with the follow-up of food safety issues and the enforcement of compliance for its food premises.

*Other Inspections*

It can also be reported that, aside from some of the Shire’s public buildings which were programmed for during the COVID period (i.e. April/May 2020), all other statutory inspections (i.e. lodging houses, public buildings, school and child care facilities etc) for the 2019/2020 period were conducted on schedule and found to be in compliance. Those inspections missed during the first half of the year have been reprogrammed and will be conducted in Q4 2020.

**LEVEL OF SIGNIFICANCE**

High – Educating food businesses on safe food handling practices is an important part of the regulatory regime, and it was also pleasing to see examples of LG entities providing support to food businesses where there is a lack of knowledge, or where there is repeated noncompliance. However, it is also up to food businesses to make sure their staff understand and implement safe food handling practices. Ultimately, it makes good business sense to maintain clean premises and comply with food safety standards to avoid any reputational damage from serving food that makes people ill.

**CONSULTATION**

Executive Management Team

**LEGISLATION AND POLICY CONSIDERATIONS**

*Food Act 2008*  
*Food Regulations 2009*

***Shire of Morawa Community Strategic Plan 2018-2028 (Desktop Review June 2020)***

**Outcome 3.3** Retain a safe environment.

**3.3.3 Develop a Public Health Plan**

*It is noted that a draft Public Health Plan is currently being prepared and is anticipated that a draft will be provided to Council for consideration within the next 3-4 months.*

**Outcome 4.3** A local government that is respected, professional and accountable.

## **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no known financial or resources implications associated with this Item.

## **RISK MANAGEMENT CONSIDERATIONS**

High – The programs and regime of inspections undertaken by the Shire of Morawa EHO are in place to significantly reduce the chance of the community being at put at risk.

## **CONCLUSION**

EHOs assess each new food business and assign it with either a high, medium or low risk classification. This classification determines how often businesses are inspected. LG entities charge annual fees to recover the costs of these regulatory activities. EHOs also carry out other duties such as investigating noise complaints, hazardous waste assessments and event approvals.

## **ATTACHMENT**

*Attachment 1 – 10.1.2 “Regulation of Consumer Food Safety by Local Government Entities”*

**Item 11 Motions of Which Previous Notice Has Been Given**

**Item 12 New Business of an Urgent Nature**

**Item 13 Closure**

There being no further business, the Presiding Member to declare the meeting closed.

## SHIRE OF MORAWA ASBESTOS REGISTER









Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa**  
**Administration and Library**  
**Winfield Street**  
**B.Walkley**  
**8th March 2011**



**AREA**

Proposed Archive Storage Room

**AFFECTED PERSONS**

Admin Staff

**CONDITION**

Hazardous (1)

**REQUIRED ACTION**

Cat(1) Immediate isolation Immediate removal of ACM

**RESPONSIBLE PERSON**

CEO

**LOCATION**

Ceiling

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Elimination



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Town Hall  
Lot 143 Prater Street  
B.Walkley  
8th March 2011**



**AREA**

Fence between hall and chambers

**AFFECTED PERSONS**

Gardener

Public

**CONDITION**

Poor (2)

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Supervisor

**STRUCTURE**

Fence

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Elimination



**AREA**

Stage front

**AFFECTED PERSONS**

Public

Volunteers

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Environmental Health Officer

**LOCATION**

Wall

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Stage power and lighting

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Kitchen

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**AREA**

Kitchen

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

**LOCATION**

Ceiling

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative

**LOCATION**

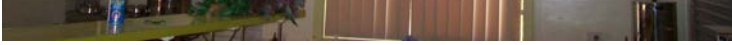
Cornice/Batten

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Archive storage(engineers office)

**LOCATION**

Ceiling

**AFFECTED PERSONS**

Admin Staff

**IDENTIFIED**

Building Maintenance

ACM

**CONDITION**

Hazardous (1)

**CORRECTIVE ACTION**

Elimination

**REQUIRED ACTION**

Cat(1) Immediate isolation Immediate removal of ACM

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Archive storage (engineers Office)

**LOCATION**

Electrical Switchboard

**AFFECTED PERSONS**

Building Maintenance

**IDENTIFIED**

ACM

**CONDITION**

Average (3)

**CORRECTIVE ACTION**

Engineering

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor







Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Depot  
Lot 357 Valentine Street  
B.Walkley  
8th March 2011**



**AREA**

Toilet Block

**AFFECTED PERSONS**

Outdoor Crew

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Lunchroom

**AFFECTED PERSONS**

Contractor

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Lunchroom  
 Lunchroom  
 Lunchroom  
 Office  
 Office

**LOCATION**

Ceiling  
 Wall  
 Floor Covering  
 Ceiling  
 Wall

**IDENTIFIED**

ACM  
 ACM  
 Possible ACM  
 ACM  
 ACM

**AFFECTED PERSONS**

Outdoor Crew

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Lunchroom

**LOCATION**

Sink Lining

**AFFECTED PERSONS**

Outdoor Crew

**IDENTIFIED**

Possible ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Parts storage

**AFFECTED PERSONS**

Mechanic

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Wall

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Elimination



**AREA**

Fuel bowser hut

**AFFECTED PERSONS**

Outdoor Crew

**CONDITION**

Poor (2)

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Manager

**LOCATION**

Wall

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Elimination



**AREA**  
Small sign storage shed

**AFFECTED PERSONS**  
Outdoor Crew

**CONDITION**  
Poor (2)

**REQUIRED ACTION**  
CAT(2) Remove source or isolate ACM

**AREA**  
Small sign storage shed

**AFFECTED PERSONS**  
Outdoor Crew

**CONDITION**  
Poor (2)

**REQUIRED ACTION**  
CAT(2) Remove source or isolate

**RESPONSIBLE PERSON**  
Works Supervisor

**LOCATION**  
Wall

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Elimination

**LOCATION**  
Ceiling

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Elimination



**AREA**  
Large Vehicle/equipment shed

**AFFECTED PERSONS**  
Contractor

**CONDITION**  
Average (3)

**REQUIRED ACTION**  
CAT(3) Remove before possible

**RESPONSIBLE PERSON**  
Works Supervisor

**LOCATION**  
Electrical Switchboard

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Administrative



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Child Care/Playgroup  
Lot 59 Dreghorn Street  
B.Walkley  
8th March 2011**



**AREA**  
Blue wall main play room

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**  
Envirnmental Health Officer

**LOCATION**  
Wall

**IDENTIFIED**  
Possible ACM

**CORRECTIVE ACTION**  
Administrative

**AREA**  
Main play area

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**  
Works Supervisor

**LOCATION**  
Floor Covering

**IDENTIFIED**  
Possible ACM

**CORRECTIVE ACTION**  
Administrative



**AREA**  
Front Verandah

**AFFECTED PERSONS**  
Contractor

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**  
Works Supervisor

**LOCATION**  
Electrical Switchboard

**IDENTIFIED**  
Possible ACM

**CORRECTIVE ACTION**  
Administrative



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Swimming Pool  
Lot 408 Croote Street  
B.Walkley  
8th March 2011**



|  |                          |
|--|--------------------------|
| <b>AREA</b>                                | <b>LOCATION</b>          |
| Kiosk                                      | Electrical Switchboard   |
| <b>AFFECTED PERSONS</b>                    | <b>IDENTIFIED</b>        |
| Contractor                                 | Possible ACM             |
| <b>CONDITION</b>                           | <b>CORRECTIVE ACTION</b> |
| Good (4)                                   | Administrative           |
| <b>REQUIRED ACTION</b>                     |                          |
| CAT(4) Monitor according to risk assesment |                          |
| <b>RESPONSIBLE PERSON</b>                  |                          |
| Pool Manager                               |                          |





Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Golf and Bowling Club  
Lot 53 Club Road  
B.Walkley  
8th March 2011**



|   |                          |
|---|--------------------------|
| <b>AREA</b>   | <b>LOCATION</b>          |
| Roof  | Roof                     |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Contractor  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Average (3)   | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(4) Monitor according to risk assesment                              |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Roof  | Ventilation Pipe         |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Average (3)   | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(4) Monitor according to risk assesment                              |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Roof  | Facia Board/Eves         |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Poor (2)  | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(3) Remove before possible disturbance such as demolition renovation |                          |
| <b>RESPONSIBLE PERSON</b>   |                          |
| Envirnmental Health Officer   |                          |
| Works Supervisor  |                          |



|  |                          |
|--|--------------------------|
| <b>AREA</b>                                | <b>LOCATION</b>          |
| Ladies toilet and change rooms             | Ceiling                  |
| <b>AFFECTED PERSONS</b>                    | <b>IDENTIFIED</b>        |
| Building Maintenance                       | ACM                      |
| <b>CONDITION</b>                           | <b>CORRECTIVE ACTION</b> |
| <b>REQUIRED ACTION</b>                     |                          |
| CAT(4) Monitor according to risk assesment |                          |
| <b>AREA</b>                                | <b>LOCATION</b>          |
| Ladies toilet and change rooms             | Wall                     |
| <b>AFFECTED PERSONS</b>                    | <b>IDENTIFIED</b>        |
| Building Maintenance                       | ACM                      |
| <b>CONDITION</b>                           | <b>CORRECTIVE ACTION</b> |
| Good (4)                                   | Administrative           |
| <b>REQUIRED ACTION</b>                     |                          |
| CAT(4) Monitor according to risk assesment |                          |
| <b>AREA</b>                                | <b>LOCATION</b>          |
| Ladies toilet and change rooms             | Ventilation Pipe         |
| <b>AFFECTED PERSONS</b>                    | <b>IDENTIFIED</b>        |
| Building Maintenance                       | ACM                      |
| <b>CONDITION</b>                           | <b>CORRECTIVE ACTION</b> |
| Good (4)                                   | Administrative           |
| <b>REQUIRED ACTION</b>                     |                          |
| CAT(4) Monitor according to risk assesment |                          |
| <b>RESPONSIBLE PERSON</b>                  |                          |
| Works Supervisor                           |                          |
| Envirnmental Health Officer                |                          |



|   |                          |
|---|--------------------------|
| <b>AREA</b>   | <b>LOCATION</b>          |
| Bowling club office   | Ceiling                  |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Good (4)  | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(4) Monitor according to risk assesment                              |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Office behind bar   | Wall                     |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | Possible ACM             |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Average (3)   | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(3) Remove before possible disturbance such as demolition renovation |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Store room behind bar   | Wall                     |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Average (3)   | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(3) Remove before possible disturbance such as demolition renovation |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Store room behind bar   | Ceiling                  |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Good (4)  | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(4) Monitor according to risk assesment                              |                          |
| <b>RESPONSIBLE PERSON</b>   |                          |
| Works Supervisor  |                          |
| Envirnmental Health Officer   |                          |



**AREA**  
Male toilet and changeroom

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**LOCATION**  
Ceiling

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Administrative

**AREA**  
Male toilet and changeroom

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**LOCATION**  
Wall

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Administrative

**AREA**  
Male toilet and changeroom

**AFFECTED PERSONS**  
Cleaners

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**LOCATION**  
Floor Covering

**IDENTIFIED**  
Possible ACM

**CORRECTIVE ACTION**  
Administrative

**AREA**  
Disabled toilet

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**LOCATION**  
Ceiling

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Administrative

**RESPONSIBLE PERSON**  
Envirnmental Health Officer  
Works Supervisor



|                                     |                          |
|-------------------------------------|--------------------------|
| <b>AREA</b>                         | <b>LOCATION</b>          |
| Small machinery shed                | Door                     |
| <b>AFFECTED PERSONS</b>             | <b>IDENTIFIED</b>        |
| Gardener                            | ACM                      |
| <b>CONDITION</b>                    | <b>CORRECTIVE ACTION</b> |
| Poor (2)                            | Elimination              |
| <b>REQUIRED ACTION</b>              |                          |
| CAT(2) Remove source or isolate ACM |                          |
| <b>AREA</b>                         | <b>LOCATION</b>          |
| Small machinery shed                | Wall                     |
| <b>AFFECTED PERSONS</b>             | <b>IDENTIFIED</b>        |
| Gardener                            | ACM                      |
| <b>CONDITION</b>                    | <b>CORRECTIVE ACTION</b> |
| Poor (2)                            | Elimination              |
| <b>REQUIRED ACTION</b>              |                          |
| CAT(2) Remove source or isolate ACM |                          |
| <b>RESPONSIBLE PERSON</b>           |                          |
| Works Supervisor                    |                          |



|                                   |                          |
|-----------------------------------|--------------------------|
| <b>AREA</b>                       | <b>LOCATION</b>          |
| Cool room                         | Electrical Switchboard   |
| <b>AFFECTED PERSONS</b>           | <b>IDENTIFIED</b>        |
| Contractor                        | ACM                      |
| <b>CONDITION</b>                  | <b>CORRECTIVE ACTION</b> |
| Average (3)                       | Administrative           |
| <b>REQUIRED ACTION</b>            |                          |
| CAT(3) Remove before possible dis |                          |
| <b>RESPONSIBLE PERSON</b>         |                          |
| Works Supervisor                  |                          |



|   |                          |
|---|--------------------------|
| <b>AREA</b>   | <b>LOCATION</b>          |
| Bar   | Facia Board/Eves         |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | Possible ACM             |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Good (4)  | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(4) Monitor according to risk assesment                              |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Bar   | Floor Covering           |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Cleaners  | Possible ACM             |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Average (3)   | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(3) Remove before possible disturbance such as demolition renovation |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Bar   | Wall                     |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | Possible ACM             |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Good (4)  | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(4) Monitor according to risk assesment                              |                          |
| <b>AREA</b>   | <b>LOCATION</b>          |
| Bar   | Sink Lining              |
| <b>AFFECTED PERSONS</b>   | <b>IDENTIFIED</b>        |
| Building Maintenance  | ACM                      |
| <b>CONDITION</b>  | <b>CORRECTIVE ACTION</b> |
| Good (4)  | Administrative           |
| <b>REQUIRED ACTION</b>  |                          |
| CAT(3) Remove before possible disturbance such as demolition renovation |                          |
| <b>RESPONSIBLE PERSON</b>   |                          |
| Envirnmental Health Officer   |                          |
| Works Supervisor  |                          |



**AREA**

Kitchen

**AFFECTED PERSONS**

Public

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative





Client: **Shire of Morawa**  
Site Name: **Old police station museum**  
Site Location: **Lot 409 Prater Street**  
Inspector: **B.Walkley**  
Date: **8th March 2011**

**AREA**

Front Entrance

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer



**AREA**  
Front exhibition room

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**  
Envirnmental Health Officer

**LOCATION**  
Ceiling

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Administrative

**AREA**  
Front exhibition room

**AFFECTED PERSONS**  
Building Maintenance

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**  
Envirnmental Health Officer

**LOCATION**  
Wall

**IDENTIFIED**  
ACM

**CORRECTIVE ACTION**  
Administrative



**AREA**  
Front exhibition room

**AFFECTED PERSONS**  
Contractor

**CONDITION**  
Good (4)

**REQUIRED ACTION**  
CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**  
Works Supervisor

**LOCATION**  
Electrical Switchboard

**IDENTIFIED**  
Possible ACM

**CORRECTIVE ACTION**  
Administrative



**AREA**

Front Entrance (metre box)

**AFFECTED PERSONS**

Contractor

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa |  
Tourist bureau  
Lot 68 Winfield Street  
B.Walkley  
8th March 2011**



**AREA**

Roof

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Roof

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Fenceline

**AFFECTED PERSONS**

Gardener

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Fence

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Reception

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Kitchen

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Sink Lining

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Reception

**AFFECTED PERSONS**

Contractor

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Rear Entrance Door Interior

**AFFECTED PERSONS**

Volunteers

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Architrave

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Substitution

**AREA**

Toilet

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Ceiling

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa |  
Caravn Park  
Lot 425 White Ave  
B.Walkley  
8th March 2011**

**AREA**

Ablution Block

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer





Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa**  
**Sporting complex (recreation centre)**  
**Lot 421 Club Road**  
**B.Walkley**  
**8th March 2011**



**AREA**

Kiosk

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Kitchen

**AFFECTED PERSONS**

Rec Centre Staff

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



Client: **Shire of Morawa**  
Site Name: **Frostys yard (workshop)**  
Site Location: **Wubin - Mullewa Road**  
Inspector: **B.Walkley**  
Date: **8th March 2011**

**AREA**

Site Office (front)

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Poor (2)

**CORRECTIVE ACTION**

Isolation

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Site Office

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Site Office (rear)

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Poor (2)

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



**AREA**

Bathroom

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Ceiling

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



**AREA**

Bathroom

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative

**AREA**

Office/Reception/Store room

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Ceiling

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative

**AREA**

Main Workshop

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



**AREA**

Brick outbuilding

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Poor (2)

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



**AREA**

Brick outbuilding

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Roof

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Hairdresser  
Prater Street  
B.Walkley  
8th March 2011**

**AREA**

Exterior

**AFFECTED PERSONS**

Building Maintenance

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Wall

**CONDITION**

Good (4)

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Substitution





**AREA**

Main Salon

**LOCATION**

Ceiling

Wall

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer



**AREA**

Kitchen/Toilet

**LOCATION**

Wall

**AFFECTED PERSONS**

Other

**IDENTIFIED**

ACM

**CONDITION**

Average (3)

**CORRECTIVE ACTION**

Engineering

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Kitchen/Toilet

**AFFECTED PERSONS**

Other

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Wall

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



**AREA**

Toilet

**AFFECTED PERSONS**

Contractor

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Wall

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative

**AREA**

Beauticians Room

**LOCATION**Ceiling  
Wall**AFFECTED PERSONS**

Other

**IDENTIFIED**

ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**AREA**

Exterior

**LOCATION**

Electrical Switchboard

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

ACM

**CONDITION**

Average (3)

**CORRECTIVE ACTION**

Engineering

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor



Client: **Shire of Morawa**  
Site Name: **Youth Christian Centre**  
Site Location: **Cnr Prater and Gill Street**  
Inspector: **B.Walkley**  
Date: **8th March 2011**

**LOCATION IDENTIFIED**  
No ACM found No ACM Found



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa  
Function Centre  
Lot 10874 Evans Street  
B.Walkley  
8th March 2011**



**AREA**

Front Foyer

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Ceiling

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative

**AREA**

Front Foyer

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative

Works Supervisor



**AREA**

Umpire Change Room

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Ceiling

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Umpire Change Room

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative

**AREA**

Main Function Room interior

**LOCATION**

Facia Board/Eves

**AFFECTED PERSONS**

Building Maintenance

**IDENTIFIED**

Possible ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**AREA**

Main Function Room interior

**LOCATION**

Electrical Switchboard

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

Possible ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Envirnmental Health Officer





**AREA**

Kitchen

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Ceiling

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Kitchen

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



Client: **Shire of Morawa**  
 Site Name: **Recreation Grounds**  
 Site Location: **Lot 10874 Evans Street**  
 Inspector: **B.Walkley**  
 Date: **8th March 2011**

|   |                  |                          |
|---|------------------|--------------------------|
| <b>AREA</b>   | <b>LOCATION</b>  | <b>IDENTIFIED</b>        |
| Exterior upper level  | Facia Board/Eves | ACM                      |
| <b>AFFECTED PERSONS</b>   | <b>CONDITION</b> | <b>CORRECTIVE ACTION</b> |
| Building Maintenance  | Average (3)      | Substitution             |
| <b>REQUIRED ACTION</b>  |                  |                          |
| CAT(3) Remove before possible disturbance such as demolition renovation |                  |                          |
| <b>RESPONSIBLE PERSON</b>   |                  |                          |
| Works Supervisor  |                  |                          |



**AREA**

Change room

**AFFECTED PERSONS**

Contractor

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Change room Interior (cable tray)

**AFFECTED PERSONS**

Public

**CONDITION**

Poor (2)

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Facia Board/Eves

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Elimination



**AREA**

Change room shower

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Floor Covering

**IDENTIFIED**

Possible ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Change room shower/toilet

**AFFECTED PERSONS**

Building Maintenance

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

Ceiling

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



Client:  
Site Name:  
Site Location:  
Inspector:  
Date:

**Shire of Morawa**  
**Gutha public Hall**  
**Lot 14 Simpson Street**  
**B.Walkley**  
**8th March 2011**



**AREA**

Hall Entrance

**AFFECTED PERSONS**

Contractor

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Electrical Switchboard

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Female Toilet

**AFFECTED PERSONS**

Public

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Wall

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Engineering



**AREA**

Female toilet

**AFFECTED PERSONS**

Contractor

**CONDITION**

Average (3)

**REQUIRED ACTION**

CAT(3) Remove before possible disturbance such as demolition renovation

**RESPONSIBLE PERSON**

Works Supervisor

**LOCATION**

Ceiling

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative



**AREA**

Kitchen

**AFFECTED PERSONS**

Contractor

**CONDITION**

Good (4)

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**LOCATION**

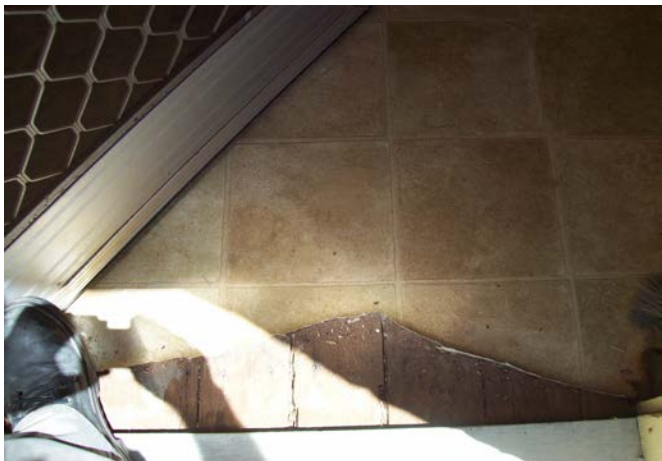
Ceiling

**IDENTIFIED**

ACM

**CORRECTIVE ACTION**

Administrative

**AREA**

Kitchen

**LOCATION**

Floor Covering

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

Possible ACM

**CONDITION**

Poor (2)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(2) Remove source or isolate ACM

**RESPONSIBLE PERSON**

Works Supervisor

**AREA**

Kitchen

**LOCATION**

Electrical Switchboard

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Works Supervisor



**AREA**

Front of Stage

**LOCATION**

Facia Board/Eves

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

**AREA**

Main Hall

**LOCATION**

Electrical Switchboard

**AFFECTED PERSONS**

Contractor

**IDENTIFIED**

ACM

**CONDITION**

Good (4)

**CORRECTIVE ACTION**

Administrative

**REQUIRED ACTION**

CAT(4) Monitor according to risk assesment

**RESPONSIBLE PERSON**

Envirnmental Health Officer

| Building Name/Type          | Describe                    | Location in Structure  | Effectuated Persons  | Responsible                         |  | Condition     | Identified    | Required Action  | Corrective Action  |                |
|-----------------------------|-----------------------------|------------------------|----------------------|-------------------------------------|--|---------------|---------------|--|--|----------------|
|                             |                             |                        |                      | Person                              |  |               |               |  |  |                |
| Admin Office                | Archive Storage Room        | Ceiling                | Admin Staff          | CEO                                 |  | Hazardous (1) | ACM           | Category 1 Immediate isolation until remedial action completed<br>Immediate removal of asbestos containing material  | Elimination  |                |
| Town Hall                   | Between Hall and Chambers   | Fence                  | Gardeners            |                                     |  | Poor (2)      | ACM           | Category 2 Remove source of disturbance, or<br>Isolate asbestos containing material  | Elimination  |                |
|                             | Stage Front                 | Wall                   | Public               |                                     |  | Average (3)   | Possible ACM  | Category 3 Remove before possible disturbance, such as demolition, partial<br>demolition, renovation or refurbishment to ensure potential health risks do not<br>arise.<br>Monitor risk until remedial action is completed | Administrative   |                |
|                             |                             |                        |                      | Volunteers                          |  |               | Good (4)      | ACM  | Category 4 Monitor and manage in accordance with the review of risk<br>assessments   | Administrative |
|                             | Stage Power & Lighting      | Electrical Switchboard | Building Maintenance |                                     |  |               |               |  |  |                |
|                             |                             | Kitchen                | Ceiling              | Contractors<br>Building Maintenance |  |               | Good (4)      | ACM  | Category 4 Monitor and manage in accordance with the review of risk<br>assessments   | Administrative |
|                             |                             | Kitchen                | Ceiling              | Building Maintenance                |  |               | Poor (2)      | ACM  | Category 3 Remove before possible disturbance, such as demolition, partial<br>demolition, renovation or refurbishment to ensure potential health risks do not<br>arise.<br>Monitor risk until remedial action is completed | Engineering    |
|                             | Archive Storage (Engineers) |                        | Ceiling              | Admin Staff                         |  |               | Hazardous (1) | ACM  | Category 1 Immediate isolation until remedial action completed<br>Immediate removal of asbestos containing material  | Elimination    |
| Archive Storage (Engineers) |                             |                        | Building Maintenance |                                     |  |               |               |  |  |                |
| Archive Storage (Engineers) |                             | Electrical Switchboard | Building Maintenance |                                     |  | Average (3)   | ACM           | Category 3 Remove before possible disturbance, such as demolition, partial<br>demolition, renovation or refurbishment to ensure potential health risks do not<br>arise.<br>Monitor risk until remedial action is completed | Engineering  |                |

|       |                              |                        |              |             |              |  |                |
|-------|------------------------------|------------------------|--------------|-------------|--------------|--|----------------|
| Depot | Toilet Block                 | Facia Board/Eaves      | Outdoor Crew | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|       | Lunchroom                    | Electrical Switchboard | Outdoor Crew | Good (4)    | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|       | Lunchroom                    | Ceiling                | Outdoor Crew | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|       | Lunchroom                    | Wall                   | Outdoor Crew | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|       | Lunchroom                    | Floor Covering         | Outdoor Crew | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|       | Office                       | Ceiling                | Outdoor Crew | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|       | Office                       | Wall                   | Outdoor Crew | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|       | Lunchroom                    | Sink Lining            | Outdoor Crew | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|       | Parts Storage                | Wall                   | Mechanic     | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Elimination    |
|       | Fuel Bowser Hut              | Wall                   | Outdoor Crew | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |
|       | Small Sign Storage Shed      | Wall                   | Outdoor Crew | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |
|       | Small Sign Storage Shed      | Ceiling                | Outdoor Crew | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |
|       | Large Vehicle/equipment shed | Electrical Switchboard | Contractors  | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |

|                      |                          |                        |                        |             |              |  |   |
|----------------------|--------------------------|------------------------|------------------------|-------------|--------------|--|---|
| Child Care/Playgroup | Blue wall main play room | Wall                   | Building Maintenance   | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Main Play Area           | Floor Covering         | Building Maintenance   | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Front Verandah           | Electrical Switchboard | Contractors            | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
| Swimming Pool        | Kiosk                    | Electrical Switchboard | Contractors            | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
| Golf & Bowling Club  | Roof                     | Roof                   | Contractors            | Average (3) | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Ventilation Pipe         | Roof                   | Building Maintenance   | Average (3) | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Facia Board/Eaves        | Roof                   | Building Maintenance   | Poor (2)    | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  | Administrative  |
|                      | Ladies Ablutions         | Ceiling                | Building Maintenance   | Good (4)    | ACM          | Monitor risk until remedial action is completed<br>Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative  |
|                      | Ladies Ablutions         | Wall                   | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Ladies Ablutions         | Ventilation Pipe       | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Bowling Club Office      | Ceiling                | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Office bar               | Wall                   | Building Maintenance   | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  | Administrative  |
|                      | Bar Store Room           | Wall                   | Building Maintenance   | Average (3) | ACM          | Monitor risk until remedial action is completed<br>Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. | Administrative  |
|                      | Bar Store Room           | Ceiling                | Building Maintenance   | Good (4)    | ACM          | Monitor risk until remedial action is completed<br>Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative  |
|                      | Male Ablutions           | Ceiling                | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Male Ablutions           | Wall                   | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Male Ablutions           | Floor Covering         | Cleaners               | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Disabled Ablution        | Ceiling                | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Small Machinery Shed     | Door                   | Gardeners              | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination   |
|                      |                          | Cool Room              | Electrical Switchboard | Contractors | Average (3)  | ACM  | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. |
|                      | Bar                      | Facia Board/Eaves      | Building Maintenance   | Good (4)    | Possible ACM | Monitor risk until remedial action is completed<br>Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative  |
|                      | Bar                      | Floor Covering         | Cleaners               | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  | Administrative  |
|                      | Bar                      | Wall                   | Building Maintenance   | Good (4)    | Possible ACM | Monitor risk until remedial action is completed<br>Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative  |
|                      | Bar                      | Sink Lining            | Building Maintenance   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative  |
|                      | Kitchen                  | Floor Covering         | Public                 | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative  |

|                |                             |                        |                      |             |              |  |                |
|----------------|-----------------------------|------------------------|----------------------|-------------|--------------|--|----------------|
| Museum         | Front Entrance              | Facia Board/Eaves      | Building Maintenance | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Front Exhibition Room       | Ceiling                | Building Maintenance | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Front Exhibition Room       | Wall                   | Building Maintenance | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Front Exhibition Room       | Electrical Switchboard | Contractors          | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Front Entrance              | Electrical Switchboard | Contractors          | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Tourist Bureau | Roof                        | Roof                   | Building Maintenance | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|                | Boundary                    | Fence                  | Building Maintenance | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|                | Reception                   | Floor Covering         | Building Maintenance | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|                | Kitchen                     | Sink Lining            | Building Maintenance | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Rear Entrance Door Interior | Architrave             | Volunteers           | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|                | Toilet                      | Ceiling                | Building Maintenance | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Caravan Park   | Ablution Block              | Facia Board/Eaves      | Building Maintenance | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Rec Centre     | Kiosk                       | Facia Board/Eaves      | Building Maintenance | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Kitchen                     | Floor Covering         | Hirers               | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Frosty's Yard  | Site Office (Front)         | Facia Board/Eaves      | Building Maintenance | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Isolation      |
|                | Site Office (Front)         | Electrical Switchboard | Contractors          | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |
|                | Site Office (Rear)          | Facia Board/Eaves      | Building Maintenance | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Engineering    |
|                | Bathroom                    | Ceiling                | Building Maintenance | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |
|                | Bathroom                    | Floor Covering         | Building Maintenance | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Office/Reception/Storeroom  | Ceiling                | Building Maintenance | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Main Workshop               | Electrical Switchboard | Building Maintenance | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|                | Brick Outbuilding           | Facia Board/Eaves      | Building Maintenance | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Engineering    |
|                | Brick Outbuilding           | Roof                   | Building Maintenance | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |

|   |   |                        |                      |              |   |  |                |
|---|---|------------------------|----------------------|--------------|---|--|----------------|
| Hairdresser   | Exterior                                    | Wall                   | Building Maintenance | Good (4)     | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   | Ceiling                | Building Maintenance | Good (4)     | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   | Main Salon                                  | Wall                   | Building Maintenance | Good (4)     | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   | Wall                   | Building Maintenance | Average (3)  | ACM   | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  | Engineering    |
|   | Kitchen/ Toilet                             | Wall                   | Other                | Average (3)  | ACM   | Monitor risk until remedial action is completed  | Engineering    |
|   |   |                        |                      |              |   | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  |                |
|   | Kitchen/ Toilet                             | Wall                   | Contractors          | Good (4)     | ACM   | Monitor risk until remedial action is completed  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
|   | Beautician's Room                           | Ceiling                | Other                | Good (4)     | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
| Beautician's Room   | Ceiling                                     | Contractors            | Good (4)             | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative   |                |
|   |   |                        |                      |              | Category 4 Monitor and manage in accordance with the review of risk assessments   |  |                |
| Beautician's Room   | Electrical Switchboard                      | Contractors            | Average (3)          | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. | Engineering  |                |
|   |   |                        |                      |              | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. |  |                |
| Exterior  |   |                        |                      |              | Monitor risk until remedial action is completed   |  |                |
|   |   |                        |                      |              | Monitor risk until remedial action is completed   |  |                |
| Youth Christian Centre  |   |                        |                      |              | No ACM Found  |  |                |
| Oval Function Room  | Front Foyer                                 | Ceiling                | Building Maintenance | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   | Ceiling                | Building Maintenance | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   | Umpire Change Room                          | Floor Covering         | Building Maintenance | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
|   | Main Function Room interior                 | Facia Board/Eaves      | Building Maintenance | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
|   | Main Function Room interior                 | Electrical Switchboard | Contractors          | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
|   | Kitchen                                     | Ceiling                | Building Maintenance | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Category 4 Monitor and manage in accordance with the review of risk assessments |   |                        |                      |              |   |  |                |
| Kitchen   | Floor Covering                              | Building Maintenance   | Good (4)             | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative   |                |
|   |   |                        |                      |              | Category 4 Monitor and manage in accordance with the review of risk assessments   |  |                |
| Oval Changerooms  | "Recreation Grounds" - Exterior upper level | Facia Board/Eaves      | Building Maintenance | Average (3)  | ACM   | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  | Substitution   |
|   |   | Electrical Switchboard | Contractors          | Average (3)  | ACM   | Monitor risk until remedial action is completed<br>Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. | Administrative |
|   | Change Room                                 | Facia Board/Eaves      | Public               | Poor (2)     | ACM   | Monitor risk until remedial action is completed  | Elimination    |
|   |   |                        |                      |              |   | Category 2 Remove source of disturbance, or Isolate asbestos containing material   |                |
|   | Change Room/Interior (cable tray)           | Floor Covering         | Building Maintenance | Good (4)     | Possible ACM  | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
|   | Changeroom Shower                           | Ceiling                | Building Maintenance | Good (4)     | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Category 4 Monitor and manage in accordance with the review of risk assessments |   |                        |                      |              |   |  |                |
| Guthha Hall   | Hall Entrance                               | Electrical Switchboard | Contractors          | Average (3)  | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
|   |   | Wall                   | Public               | Average (3)  | ACM   | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  | Engineering    |
|   | Female Toilet                               | Ceiling                | Contractors          | Average (3)  | ACM   | Monitor risk until remedial action is completed  | Administrative |
|   |   |                        |                      |              |   | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.  |                |
|   | Female Toilet                               | Ceiling                | Contractors          | Good (4)     |   | Monitor risk until remedial action is completed  | Administrative |
|   |   |                        |                      |              |   | Category 4 Monitor and manage in accordance with the review of risk assessments  |                |
|   | Kitchen                                     | Floor Covering         | Contractors          | Poor (2)     | Possible ACM  | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |
|   |   |                        |                      |              |   | Category 2 Remove source of disturbance, or Isolate asbestos containing material   |                |
|   | Kitchen                                     | Electrical Switchboard | Contractors          | Good (4)     | ACM   | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |
| Category 4 Monitor and manage in accordance with the review of risk assessments |   |                        |                      |              |   |  |                |
| Front of Stage  | Facia Board/Eaves                           | Contractors            | Good (4)             | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments   | Administrative   |                |
|   |   |                        |                      |              | Category 4 Monitor and manage in accordance with the review of risk assessments   |  |                |

| Building Name/Type | Describe                    | Location in Structure  | Condition     | Identified   | Required Action  | Corrective Action | Cost |
|--------------------|-----------------------------|------------------------|---------------|--------------|--|-------------------|------|
| Admin Office       | Archive Storage Room        | Ceiling                | Hazardous (1) | ACM          | Category 1 Immediate isolation until remedial action completed<br>Immediate removal of asbestos containing material  | Elimination       |      |
| Town Hall          | Between Hall and Chambers   | Fence                  | Poor (2)      | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination       |      |
|                    | Stage Front                 | Wall                   | Average (3)   | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative    |      |
|                    |                             |                        | Good (4)      | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative    |      |
|                    | Stage Power & Lighting      | Electrical Switchboard |               |              |  |                   |      |
|                    | Kitchen                     | Ceiling                | Good (4)      | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative    |      |
|                    | Kitchen                     | Ceiling                | Poor (2)      | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering       |      |
|                    | Archive Storage (Engineers) | Ceiling                | Hazardous (1) | ACM          | Category 1 Immediate isolation until remedial action completed<br>Immediate removal of asbestos containing material  | Elimination       |      |
|                    | Archive Storage (Engineers) | Electrical Switchboard | Average (3)   | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering       |      |

| Depot | Toilet Block                 | Facia Board/Eaves      | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|-------|------------------------------|------------------------|-------------|--------------|--|----------------|--|
|       | Lunchroom                    | Electrical Switchboard | Good (4)    | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|       | Lunchroom                    | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|       | Lunchroom                    | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|       | Lunchroom                    | Floor Covering         | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|       | Office                       | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|       | Office                       | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|       | Lunchroom                    | Sink Lining            | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|       | Parts Storage                | Wall                   | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Elimination    |  |
|       | Fuel Bowser Hut              | Wall                   | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |  |
|       | Small Sign Storage Shed      | Wall                   | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |  |
|       | Small Sign Storage Shed      | Ceiling                | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |  |
|       | Large Vehicle/equipment shed | Electrical Switchboard | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |



|                      |                          |                        |             |              |  |                |  |
|----------------------|--------------------------|------------------------|-------------|--------------|--|----------------|--|
|                      |                          |                        |             |              |  |                |  |
| Child Care/Playgroup | Blue wall main play room | Wall                   | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Main Play Area           | Floor Covering         | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Front Verandah           | Electrical Switchboard | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      |                          |                        |             |              |  |                |  |
| Swimming Pool        | Kiosk                    | Electrical Switchboard | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      |                          |                        |             |              |  |                |  |
| Golf & Bowling Club  | Roof                     | Roof                   | Average (3) | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Ventilation Pipe         | Roof                   | Average (3) | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Facia Board/Eaves        | Roof                   | Poor (2)    | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|                      | Ladies Ablutions         | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Ladies Ablutions         | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Ladies Ablutions         | Ventilation Pipe       | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Bowling Club Office      | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Office bar               | Wall                   | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|                      | Bar Store Room           | Wall                   | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|                      | Bar Store Room           | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Male Ablutions           | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Male Ablutions           | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                      | Male Ablutions           | Floor Covering         | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |

|                   |         |          |     |   |                |  |
|-------------------|---------|----------|-----|---|----------------|--|
| Disabled Ablution | Ceiling | Good (4) | ACM | Category 4 Monitor and manage in accordance with the review of risk assessments | Administrative |  |
|-------------------|---------|----------|-----|---|----------------|--|

|  |                       |                        |             |              |  |                |  |
|--|-----------------------|------------------------|-------------|--------------|--|----------------|--|
|  | Small Machinery Shed  | Door                   | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Elimination    |  |
|  | Cool Room             | Electrical Switchboard | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|  | Bar                   | Facia Board/Eaves      | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Bar                   | Floor Covering         | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|  | Bar                   | Wall                   | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Bar                   | Sink Lining            | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Kitchen               | Floor Covering         | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|  |                       |                        |             |              |  |                |  |
|  | Front Entrance        | Facia Board/Eaves      | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Front Exhibition Room | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Front Exhibition Room | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Front Exhibition Room | Electrical Switchboard | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  | Front Entrance        | Electrical Switchboard | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|  |                       |                        |             |              |  |                |  |
|  | Roof                  | Roof                   | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|  | Boundary              | Fence                  | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|  | Reception             | Floor Covering         | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |

|               |                             |                        |             |              |  |                |  |
|---------------|-----------------------------|------------------------|-------------|--------------|--|----------------|--|
|               | Kitchen                     | Sink Lining            | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               | Rear Entrance Door Interior | Architrave             | Average (3) | Possible ACM | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|               | Toilet                      | Ceiling                | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               |                             |                        |             |              |  |                |  |
| Caravan Park  | Ablution Block              | Facia Board/Eaves      | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               |                             |                        |             |              |  |                |  |
| Rec Centre    | Kiosk                       | Facia Board/Eaves      | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               | Kitchen                     | Floor Covering         | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               |                             |                        |             |              |  |                |  |
| Frosty's Yard | Site Office (Front)         | Facia Board/Eaves      | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Isolation      |  |
|               | Site Office (Front)         | Electrical Switchboard | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Administrative |  |
|               | Site Office (Rear)          | Facia Board/Eaves      | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Engineering    |  |
|               | Bathroom                    | Ceiling                | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |  |
|               | Bathroom                    | Floor Covering         | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               | Office/Reception/Store room | Ceiling                | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               | Main Workshop               | Electrical Switchboard | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|               | Brick Outbuilding           | Facia Board/Eaves      | Poor (2)    | ACM          | Category 2 Remove source of disturbance, or Isolate asbestos containing material   | Engineering    |  |
|               | Brick Outbuilding           | Roof                   | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |  |

|                        |                             |                        |             |              |  |                |  |
|------------------------|-----------------------------|------------------------|-------------|--------------|--|----------------|--|
|                        |                             |                        |             |              |  |                |  |
| Hairdresser            | Exterior                    | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Main Salon                  | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Main Salon                  | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Kitchen/ Toilet             | Wall                   | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |  |
|                        | Kitchen/ Toilet             | Wall                   | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |  |
|                        | Toilet                      | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Beautician's Room           | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Beautician's Room           | Wall                   | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Beautician's Room           | Ceiling                | Good (4)    | ACM          | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Exterior                    | Electrical Switchboard | Average (3) | ACM          | Category 3 Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise.<br>Monitor risk until remedial action is completed | Engineering    |  |
|                        |                             |                        |             |              |  |                |  |
| Youth Christian Centre |                             |                        |             | No ACM Found |  |                |  |
|                        |                             |                        |             |              |  |                |  |
| Oval Function Room     | Front Foyer                 | Ceiling                | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Umpire Change Room          | Ceiling                | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Umpire Change Room          | Floor Covering         | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Main Function Room interior | Facia Board/Eaves      | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Main Function Room interior | Electrical Switchboard | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |
|                        | Kitchen                     | Ceiling                | Good (4)    | Possible ACM | Category 4 Monitor and manage in accordance with the review of risk assessments  | Administrative |  |



| STAFF HOUSING                             |                          | Condition          | ACM Identified |   |                |
|---|--------------------------|--------------------|----------------|---|----------------|
|   | Location in Structure    | u/s Poor Fair Good | Yes/No/Maybe   | Corrective Action (Works Required)      | Estimated Cost |
| <b>11 Broad St</b>                        | External Walls and Eaves | Good               | Y              | Keep Sealed                             |                |
|   | Carport                  | U/S                | Y              | Remove and replace                      |                |
|   | Fence                    | Good               | Y              | Nil                                     |                |
|   |                          |                    |                |   |                |
| <b>17 Broad St</b>                        | External Walls and Eaves | Good               | Y              | Keep Sealed                             |                |
|   | Fence                    | Good               | Y              | Nil                                     |                |
|   |                          |                    |                |   |                |
| <b>2 Caulfield St</b>                     | Eaves                    | Good               | Y              | Keep Sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Football Oval House</b>                | External walls and eaves | Good               | Y              | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>43 Grove St</b>                        | Fences                   | Good               | Maybe          | Monitor                                 |                |
|   |                          |                    |                |   |                |
| <b>Old Hospital House</b>                 | Eaves                    | Good               | Y              | Keep sealed                             |                |
|   | Under Windows            | Good               | Y              | Monitor                                 |                |
|   |                          |                    |                |   |                |
| <b>Unit 1 19 Dreghorn St-low in</b>       | Eaves                    | Good               | maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 2 19 Dreghorn St-low in</b>       | Eaves                    | Good               | maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 3 19 Dreghorn St-low in</b>       | Eaves                    | Good               | maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>34 Dreghorn St</b>                     | Eaves                    | Good               | maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 1 48 Yewers Ave-aged c</b>        | Eaves                    | Good               | Maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 2 48 Yewers Ave-aged c</b>        | Eaves                    | Good               | Maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 3 48 Yewers Ave-aged c</b>        | Eaves                    | Good               | Maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 4 48 Yewers Ave-aged c</b>        | Eaves                    | Good               | Maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>Unit 5 48 Yewers Ave-aged c</b>        | Eaves                    | Good               | Maybe          | Keep sealed                             |                |
|   |                          |                    |                |   |                |
| <b>78 Yewers Ave</b>                      | External Walls           | Good               | Y              | External walls and fences to be painted |                |
|   | Eaves                    | Good               | Y              |   |                |
|   | Fences                   | Good               | Y              |   |                |
|   |                          |                    |                |   |                |
| <b>44 Winfield St</b>                     | External Walls           | Good               | Y              | External walls and fences to be painted |                |
|   | Eaves                    | Good               | Y              |   |                |
|   | Fences                   | Good               | Y              |   |                |
|   |                          |                    |                |   |                |
|   |                          |                    |                |   |                |
|   |                          |                    |                |   |                |
| <b>Remaining Residences - No Asbestos</b> |                          |                    |                |   |                |
| 20 Barnes Street                          | Nil                      |                    |                |   |                |
| 24 Barnes Street                          | Nil                      |                    |                |   |                |
| 2 Broad Ave                               | Nil                      |                    |                |   |                |
| 24 Harley St                              | Nil                      |                    |                |   |                |
| 45 Solomon Tce                            | Nil                      |                    |                |   |                |
| 21 Waddilove                              | Nil                      |                    |                |   |                |
| 7 White Ave                               | Nil                      |                    |                |   |                |
| 18A Evan St                               | Nil                      |                    |                |   |                |
| 18B Evan St                               | Nil                      |                    |                |   |                |
| Unit 6 48 Yewers Ave-aged ca              | Nil                      |                    |                |   |                |
| Unit 7 48 Yewers Ave-aged ca              | Nil                      |                    |                |   |                |
| Unit 8 48 Yewers Ave-aged ca              | Nil                      |                    |                |   |                |
| Unit 9 48 Yewers Ave-aged ca              | Nil                      |                    |                |   |                |

List of Privately Owned Dwellings in the Shire - derelict housing

| Street      | Owner | State of Dwelling                                    | Notice served  | When?  | by? | Action | Situation                         |
|-------------|-------|--|--|--------|-----|--------|-----------------------------------|
| 37 Richter  |       | Needs extensive repairs                              | No, received email to accept hand back by owners. Rejected in its current state. |        | CEO |        | With owners                       |
| 8 Granville |       | Derelict - roof needs repairs and walls are unstable | No, emails exchanged by EHO with owners  | Apr-20 | EHO |        | Roof repaired and area fenced off |



The Shire has a management order for lot xxx on Caulfield

The Shire was granted a management order over Reserve 52057 on 22 April 2015 (the Old Hospital Site).

The buildings on the site are in a state of disrepair, and it is assumed, include asbestos containing materials (ACM's) within the buildings fabric.

The Shire has the intention to further investigate its options by assessing the asbestos levels in collaboration with expert parties.

The Shire has been working with the Department of Planning Lands and Heritage (the department) regarding the future ownership of the old hospital.

The Department will first need to consider whether native title rights and interest have been extinguished over the whole or portion of the subject reserve.

Upon confirming the native title status for Reserve 52057, both the Shire and the Department will consider the options which include:

- The subject reserve remains with the Shire with an undertaking that building is demolished; or
- The Shire surrenders its management order and the subject land is placed with the Department's Land Asset Sales Program for divestment.

On 1 September 2020, LGIS conducted a thorough risk analysis pertaining to the ACM in the building.

The results are as follows:

| Building Name/Type     | Location in Structure    | Effectuated Persons  | Responsible Person | Condition     | Identified         | Required Action  | Corrective Action |
|------------------------|--------------------------|----------------------|--------------------|---------------|--------------------|--|-------------------|
| Admin Office           | Architrave               | Admin Staff          |                    | Hazardous (1) | ACM                | Category 1 Immediate isolation until remedial action completed<br>Immediate removal of asbestos containing material  | Administrative    |
| Airport                | Ceiling                  | Building Maintenance |                    | Poor (2)      | Amosite (Brown)    | Category 2 Remove source of disturbance, or<br>Isolate asbestos containing material  | Elimination       |
| Camping Area           | Cornice/Batten           | Cleaners             |                    | Average (3)   | Chrysotil (White)  | Category 3 Remove before possible disturbance, such as demolition,<br>partial demolition, renovation or refurbishment to ensure potential health<br>risks do not arise.<br>Monitor risk until remedial action is completed | Engineering       |
| Caravan Park           | Door                     | Contractors          |                    | Good (4)      | Crocidolite (Blue) | Category 4 Monitor and manage in accordance with the review of risk<br>assessments   | Isolation         |
| Cemeteries             | Electrical Switchboard   | Environmental Health | CEO                |               | No ACM Found       |  | PPE               |
| Child Care/Playgroup   | Kitchen                  | Gardeners            | EMCCS              |               | Possible ACM       |  | Substitution      |
| Commercial Premises    | Facia Board/Eaves        | Health Staff         | Depot Manager      |               | Unknown            |  |                   |
| Depot                  | Fence                    | Hirers               | Finance Manager    |               |                    |  |                   |
| Dwelling               | Floor Covering           | Librarians           | EHC                |               |                    | Reception  |                   |
| Frosty's Yard          | Insulation               | Mechanic             | Maintenance        |               |                    | Store room   |                   |
| Golf & Bowling Club    | Kitchen                  | Multiple             | Pool Manager       |               |                    | Archive Store  |                   |
| Gutha Hall             | Office                   | Outdoor Crew         | Works Manager      |               |                    | Office   |                   |
| Hairdresser            | Roof                     | Pool Staff           | Other              |               |                    | Kitchen  |                   |
| Health Clinic          | Room                     | Public               |                    |               |                    | Toilet   |                   |
| Library                | Sink Lining              | Rangers              |                    |               |                    | Change room  |                   |
| Multiple               | Stage Front              | Rec Centre Staff     |                    |               |                    | Stage  |                   |
| Museum                 | Stage Power and Lighting | Staff                |                    |               |                    | Basement   |                   |
| Other                  | Ventilation Pipe         | Security             |                    |               |                    | Attic  |                   |
| Oval Changerooms       | Verandah                 | Volunteers           |                    |               |                    | Foyer  |                   |
| Oval Function Room     | Wall                     | Other                |                    |               |                    | Yard   |                   |
| Public Building        | Other (see photo)        |                      |                    |               |                    | Chambers   |                   |
| Rec Centre             |                          |                      |                    |               |                    | Bathroom   |                   |
| Refuse Tip             |                          |                      |                    |               |                    | Bedroom  |                   |
| Storage Facility       |                          |                      |                    |               |                    | Lunch room   |                   |
| Swimming Pool          |                          |                      |                    |               |                    | Shed   |                   |
| Tele Centre            |                          |                      |                    |               |                    |  |                   |
| Toilet Block           |                          |                      |                    |               |                    |  |                   |
| Tourist Bureau         |                          |                      |                    |               |                    |  |                   |
| Town Hall              |                          |                      |                    |               |                    |  |                   |
| Youth Christian Centre |                          |                      |                    |               |                    |  |                   |

# Western Australian Auditor General's Report



## Regulation of Consumer Food Safety by Local Government Entities



**Office of the Auditor General  
Western Australia**

**Audit team:**

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***The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.***

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

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**Regulation of Consumer Food Safety by Local  
Government Entities**

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Report 28: 2019-20  
June 2020



**THE PRESIDENT  
LEGISLATIVE COUNCIL**

**THE SPEAKER  
LEGISLATIVE ASSEMBLY**

### **REGULATION OF CONSUMER FOOD SAFETY BY LOCAL GOVERNMENT ENTITIES**

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether local government entities effectively regulate consumer food safety in food businesses in their local area.

I wish to acknowledge the entities' staff for their cooperation with this report.

A handwritten signature in black ink, appearing to read 'C Spencer'.

CAROLINE SPENCER  
AUDITOR GENERAL  
30 June 2020

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## Auditor General's overview

Local government entities (LG entities) are responsible for regulating food businesses in their local area. They ensure food businesses comply with the *Food Act 2008* and the *Australia New Zealand Food Standards Code* through a range of compliance activities such as food business inspections and enforcement actions. When food businesses are effectively regulated, the public can be more confident that the food they consume is safe.



This audit report focusses on the regulation of consumer food safety at 2 LG entities with a large number of food businesses such as restaurants, cafes and bars in their area. We found many inspections were overdue, recordkeeping was poor, and follow-up and enforcement was not always completed or consistent. These weaknesses increase the risk that unsafe food practices are not rectified, and the public consumes hazardous food.

The findings in the report are not about encouraging more regulation of businesses by LG entities, as this can lead to unnecessary burden on food businesses. Rather, the findings highlight the importance of a fair and equitable regulatory framework which focusses on the areas of highest risk to consumer safety. I am pleased that both LG entities generally agreed with the findings, and have advised that they are in the process of completing overdue inspections and improving their inspection and enforcement practices, and reporting.

Educating food businesses on safe food handling practices is an important part of the regulatory regime, and it was also pleasing to see examples of LG entities providing support to food businesses where there is a lack of knowledge, or where there is repeated non-compliance. However, it is also up to food businesses to make sure their staff understand and implement safe food handling practices. Ultimately, it makes good business sense to maintain clean premises and comply with food safety standards to avoid any reputational damage from serving food that makes people ill.

In the coming months I plan to report on the effectiveness of the Department of Health's (the Department) framework for monitoring consumer food safety. The Department was in the original scope of the audit, but my Office's work was put on hold as the Department was a frontline agency in the COVID-19 pandemic response. I'm looking forward to tabling this report as it will provide greater context and transparency as to how food safety is regulated in Western Australia.

I trust the findings in the report will help all LG entities with their compliance activities as food businesses continue to reopen in full, as a result of the easing of COVID-19 restrictions.



# Executive summary

## Introduction

This audit assessed whether local government entities (LG entities) effectively regulate consumer food safety in food businesses in their local area. It focused on inspection and enforcement processes at a metropolitan and a regional LG entity. These LG entities were selected because they have a large number of food businesses such as restaurants, cafes and bars, and were considered to provide a good baseline understanding of the risks and issues faced by LG entities and food businesses in relation to food safety regulation.

Due to the COVID-19 pandemic we amended the scope and size of the audit and decided to not identify the LG entities in the report.

## Background

Food business regulation helps to reduce the number of food related diseases and ensure food is safe for consumption.<sup>1</sup> In 2016-17, Western Australia (WA) had over 23,000 registered food businesses. Across WA over 7,000 cases of intestinal infectious disease, such as salmonella, were reported in 2017.<sup>2</sup> The Department of Health (the Department) estimates that a 1% decrease in foodborne illness could save the community and health system nearly \$6 million annually.

In WA, the Department and LG entities are responsible for regulating food businesses. The *Food Act 2008* (the Act) and the *Food Regulations 2009* (the Regulations) enable the Department and LG entities to inspect food businesses and enforce compliance with legislation and the *Australia New Zealand Food Standards Code* (the Standards). LG entities are responsible for food businesses in their district. Food businesses not in a district such as Rottnest Island and Kings Park, as well as hospitals and primary producers, are regulated by the Department.

To help make food safe for consumers, food businesses must meet specific requirements in the Standards (see examples in Figure 1).<sup>3</sup> Some businesses are also required to have a food safety program which details how they manage high risk foods or vulnerable customers. For example, aged care facilities or restaurants selling uncooked seafood.

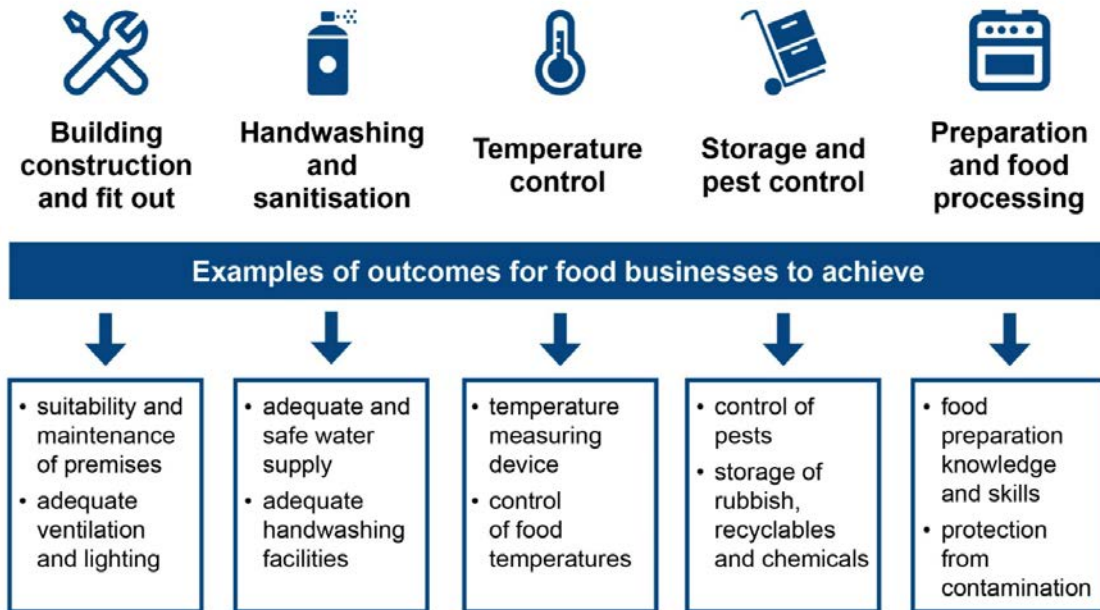
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<sup>1</sup> Department of Health *Report on the Food Act 2008 (WA) – A report on the performance of the Food Act 2008 (WA) regulatory functions for the period 1 July 2013 to June 2016*.

<sup>2</sup> Not all of these cases were linked to food businesses.

<sup>3</sup> This audit pre-dates the COVID-19 hospitality and tourism hygiene course requirements.

# Australia New Zealand Food Standards Code



Source: OAG, using information from the Standards

**Figure 1: Examples of the Standards food businesses must meet**

LG entities have environmental health officers (EHOs) to conduct food business registrations and inspections. EHOs assess each new food business and assign it with either a high, medium or low risk classification. This classification determines how often businesses are inspected. LG entities charge annual fees to recover the costs of these regulatory activities. EHOs also carry out other duties such as investigating noise complaints, hazardous waste assessments and event approvals.

The Australia New Zealand Food Authority (ANZFA) and the Department have developed better practice resources on the administration of food legislation. The guidance (as summarised in Table 1) helps ensure a consistent approach to business risk assessments and how often businesses are inspected. The starting point is the initial inspection frequency after a business is classified. Inspection frequency can be increased or decreased based on compliance history.

| Risk classification | Inspection frequencies (every x months) |         |         |
|---------------------|---|---------|---------|
|                     | Starting point                          | Maximum | Minimum |
| Low                 | 18                                      | 12      | 24      |
| Medium              | 12                                      | 6       | 18      |
| High                | 6                                       | 3       | 12      |

Source: Australia New Zealand Food Authority

**Table 1: ANZFA inspection frequency model**

EHOs can monitor and enforce food businesses' compliance with the Standards through education and training, follow-up inspections, improvement notices, infringements, prohibition orders or prosecution. Food businesses face fines of up to \$50,000 for an individual or \$250,000 for a body corporate if they are found not to comply with the Standards. EHOs often exercise discretion choosing which enforcement option to use to achieve compliance.

## Conclusion

Current inspection and enforcement processes in the 2 audited LG entities do not support an effective risk-based approach for regulating food businesses.

While the 2 LG entities were conducting inspections, there were shortcomings in the compliance activities they used to regulate food safety in businesses. Many inspections were overdue, recordkeeping was poor, and follow-up and enforcement of compliance with food safety standards was not always consistent or completed. These shortcomings may lead to unsafe food practices going undetected or left unaddressed.

Both LG entities have advised that they are taking steps to complete overdue inspections and improve their inspection and enforcement practices and compliance reporting to address the audit findings.

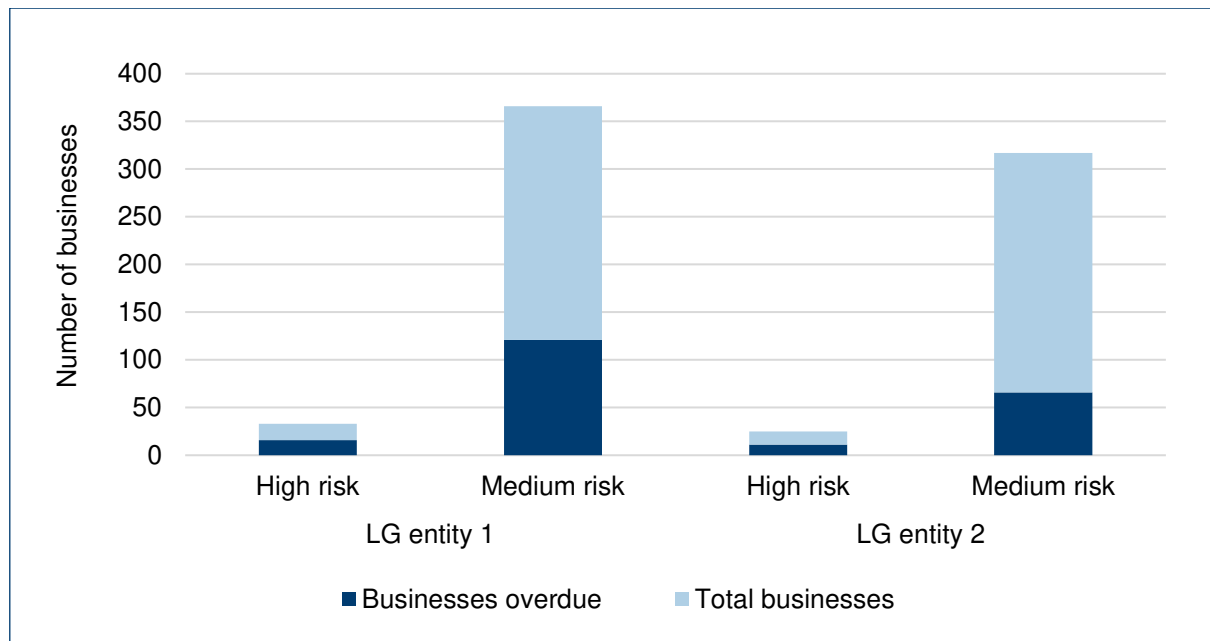
# Findings

## Nearly 30% of high and medium risk food business inspections were overdue

The 2 LG entities had not completed many required inspections. We found 214 of 741 high and medium risk food business inspections were overdue as at November 2019. When inspections are not completed according to risk, the LG entities are not checking that businesses comply with the Standards.

As LG entities did not have their own documented policy or approach to inspection frequency, we assessed inspections against the ANZFA starting point, the inspection frequency after a business is classified. Our analysis of high and medium risk business inspections (Figure 2) found:

- LG entity 1 had 48% of high and 33% of medium risk businesses overdue for inspection. On average, they were overdue by around 270 days
- LG entity 2 had 44% of high and 21% of medium risk businesses overdue for inspection. On average, they were overdue by more than 400 days.



Source: OAG, using information from the LG entities

**Figure 2: Overdue high and medium risk business inspections by LG entity**

LG entities have deviated from the better practice inspection frequencies and have not documented why. Therefore, they have less information about whether businesses are meeting food safety standards, increasing the risk that inadequate food practices are undetected. Additionally, businesses are paying annual fees for inspections not performed and they may miss out on receiving information and advice on their food safety practices.

Since being made aware of the findings, the LG entities advised that they were completing the overdue inspections. Both LG entities told us recently that some inspections could not be completed because businesses had cancelled their registration or were closed. One LG entity found some incorrect business risk classifications, which meant that an inspection was not due.

# Record management shortcomings have reduced LG entities' ability to effectively regulate food businesses

Inspection and enforcement data was not well documented in the records systems at the 2 LG entities. We found instances where both LG entities had incomplete records of inspections and inaccurate business register data. We also found limited system functionality and compliance reporting. Quality records and reporting support good decision-making and help LG entities effectively and efficiently allocate limited resources.

In our sample of 35 Australian Food Safety Assessment (AFSA) paper inspection forms, we found examples where forms were difficult to read, missing details or an assessment against each standard was not recorded (Figure 3). EHOs need to complete these forms so non-compliance and inspection outcomes are clear to businesses and LG entities have correct records. Both LG entities acknowledged that there were issues with recording information and scanning the form. They advised us that they are developing an electronic form to improve the quality and completeness of inspection information. We note that there is an electronic version of the AFSA inspection form available.

The image shows an AFSA (Australian Food Safety Assessment) form. It includes sections for 'Receiving', 'Recalls/Food Disposal', 'Health, Hygiene & Knowledge', 'Storage', 'Processing', 'Premises and Hygiene', 'Display', 'Packaging', and 'Transportation and Distribution'. Each section contains numbered items with checkboxes for compliance. A 'Comments/Action to be taken' section at the bottom contains handwritten notes in blue ink. The form also has fields for 'Further Action?' and 'Reinspection'.

✘

Type and details of inspection not marked

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✘

Assessment against Standards not filled in or incomplete

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✘

Non-compliance and action taken difficult to understand due to handwriting and scanning

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✘

Details of further action and risk assessment not completed

Source: OAG, using information from the LG entities

Figure 3: Example of an inspection form record

We found that business information stored in registers was not always accurate or complete. In particular:

- 47 of 1,204 businesses across both LG entities had no record of inspection in the registers
- 1 LG entity had 15 businesses in which the next inspection pre-dates the last inspection
- through a limited internet search by the OAG of 20 local businesses, 1 business was found to be operating but not known or registered by the LG entity. After we made the entity aware of this finding, they requested and received a registration application.

Incomplete or inaccurate information can result in missed inspections, and businesses not being inspected according to an appropriate risk classification.

Both LG entities had weaknesses in their risk assessment processes. One LG entity did not have supporting documentation for their business risk assessments, and advised that there were 24 high and medium risk businesses which had incorrect risk classifications. At the other entity, we found an instance where risk was not reassessed for a business after multiple items of serious non-compliance were identified. One of which was feeding cats in the kitchen. Inaccurate risk assessments can lead to businesses not being inspected appropriately or paying for more inspections than required.

The LG entities can also improve the way they manage and track inspections. Due to a system error at 1 LG entity, EHOs have to rely on setting reminders for follow-up inspections in their calendars to check non-compliance was resolved. We note 1 LG entity reports quarterly on inspections completed, while the other stopped similar reporting in November 2018, while they wait for a new system. Neither LG entity reported on inspections that were due or overdue. Compliance reporting provides management with oversight of inspections required and completed, and EHO workload.

Compliance information and data can also help identify systemic food safety issues, make decisions on education and support services, and determine appropriate enforcement options. Both LG entities have advised they are either conducting a review of their registers to identify other shortcomings or improving the accuracy and effectiveness of their register and compliance reporting.

## **LG entities did not always follow-up food safety issues consistently and enforce compliance**

We found that the LG entities did not have adequate procedures to help EHOs determine which types of non-compliance require enforcement and follow-up, and when this should occur. While some compliance decisions may require the professional judgement and discretion of individual EHOs, it is important to have documented guidance to support consistent, risk based compliance actions.

Both LG entities were not following up instances of identified non-compliance in a consistent way, to ensure food safety issues were fixed. In our review of 41 inspections across both LG entities, there were 30 inspections that identified non-compliance in areas such as food skills and knowledge, cleanliness, maintenance, handwashing facilities and protecting food from contamination. We found:

- EHOs only recommended an improvement notice for 2 businesses, but these were never issued. One business had a follow-up inspection, while the other was later fined \$250 for hazardous foods that were being thawed with no temperature control.
- Five inspections completed by 1 LG entity identified between 11 and 20 separate items of non-compliance at each business but were enforced differently. Three of the

inspections required no further action, 1 resulted in a follow-up inspection, and the other was marked as requiring an improvement notice, but only had a follow-up inspection.

- Six businesses had follow-up inspections, but it was unclear if all items of non-compliance were fixed. One LG entity advised that non-compliance with a lower risk are often rectified at the time of inspection, but this wasn't always documented.

It is important for LG entities and other regulators to take consistent compliance actions for similar non-compliance. Clear and consistent enforcement processes and actions are equitable and make it easier for businesses to understand how LG entities assess and enforce compliance with the Standards.

We expected to see more formal enforcement processes used, based on the types of non-compliance found, but these were rarely used. According to Department records, in 2018-19, only 2.6% of 734 inspections across both LG entities resulted in formal enforcement. Less than 1% of all inspections resulted in an improvement notice, the first enforcement option for non-compliance. Under appropriate circumstances, formal enforcement actions send a clear and important message to businesses that their food safety practices need to be strengthened and is consistent with the Department's compliance and enforcement guidelines.

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## Recommendations

Local government entities should:

1. ensure food business inspections are prioritised and carried out according to their risk classification
2. ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or other urgent requirement
3. improve recordkeeping for food business inspections and compliance reporting to:
  - a. better understand inspection and compliance history
  - b. identify compliance issues and follow-up activities
  - c. respond to emerging food safety issues
4. develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner
5. work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.

Under section 7.12A of the *Local Government Act 1995*, all audited entities are required to prepare an action plan addressing significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament and for publication on the entity's website. This action plan should address the points above, to the extent that they are relevant to their entity, as indicated in this report.

### Response from local government entities

Local government entities in our sample generally accepted the recommendations and confirmed that, where relevant, they will improve inspection and enforcement practices, recordkeeping and compliance reporting for regulating food businesses.



## Audit focus and scope

This audit assessed if local government entities (LG entities) effectively regulate consumer food safety in food businesses. It focused on food business inspections, and enforcement of compliance with food safety legislation and the Standards at 2 LG entities. We did not attempt to detect non-compliance in food businesses.

In this audit we also examined how effectively the Department of Health monitors consumer food safety, inspects food businesses and enforces compliance. However, this part of the audit was put on hold due to the ongoing COVID-19 pandemic. We plan to table findings specific to the Department at a later date.

We reviewed practices for regulating food safety at 2 LG entities, including:

- food business registers containing 1,204 food businesses
- policies and procedures for regulating food businesses
- records and data on food businesses and regulatory activities
- inspection records and enforcement actions at food businesses from 2018 to 2019
- the timeliness and consistency of follow-up inspections and enforcement actions.

At each LG entity, we sampled 10 food businesses (5 high risk and 5 medium risk) from 2018 to 2019 to review risk assessments, any subsequent risk re-assessments, inspection records and any associated enforcement activities. We also accompanied an environmental health officer on a food business inspection at both LG entities.

We spoke with staff at the LG entities who deal with registration, risk assessment, inspection, education and enforcement of food businesses.

This audit did not review animal food processing premises, retail pet meat stores or businesses exempt from registration (such as newsagents selling low risk packaged foods).

This was a performance audit, conducted under Section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management and operations of entity programs and activities. The approximate cost of undertaking the audit and reporting was \$184,000.

## Auditor General's reports

| Report number | 2019-20 reports   | Date tabled       |
|---------------|---|-------------------|
| 27            | Information Systems Audit Report 2020 – Local Government Entities   | 25 June 2020      |
| 26            | Western Australian Public Sector Audit Committees – Better Practice Guide   | 25 June 2020      |
| 25            | WA's Transition to the NDIS   | 18 June 2020      |
| 24            | Opinion on Ministerial Notification   | 16 June 2020      |
| 23            | Opinion on Ministerial Notification   | 29 May 2020       |
| 22            | Regulation of Asbestos Removal  | 21 May 2020       |
| 21            | Audit Results Report – Annual 2019 Financial Audits   | 12 May 2020       |
| 20            | Local Government Contract Extensions and Variations and Ministerial Notice Not Required                                 | 4 May 2020        |
| 19            | Control of Monies Held for Specific Purposes  | 30 April 2020     |
| 18            | Information Systems Audit Report 2020 – State Government Entities   | 6 April 2020      |
| 17            | Controls Over Purchasing Cards  | 27 March 2020     |
| 16            | Audit Results Report – Annual 2018-19 Financial Audit of Local Government Entities                                      | 11 March 2020     |
| 15            | Opinion on Ministerial Notification   | 28 February 2020  |
| 14            | Opinion on Ministerial Notification   | 31 January 2020   |
| 13            | Fee-setting by the Department of Primary Industries and Regional Development and Western Australia Police Force         | 4 December 2019   |
| 12            | Audit Results Report – Annual 2018-19 Financial Audits of State Government Entities                                     | 14 November 2019  |
| 11            | Opinion on Ministerial Notification   | 30 October 2019   |
| 10            | Working with Children Checks – Follow-up  | 23 October 2019   |
| 9             | An Analysis of the Department of Health's Data Relating to State-Managed Adult Mental Health Services from 2013 to 2017 | 9 October 2019    |
| 8             | Opinions on Ministerial Notifications   | 8 October 2019    |
| 7             | Opinion on Ministerial Notification   | 26 September 2019 |
| 6             | Opinions on Ministerial Notifications   | 18 September 2019 |
| 5             | Fraud Prevention in Local Government  | 15 August 2019    |
| 4             | Access to State-Managed Adult Mental Health Services  | 14 August 2019    |
| 3             | Delivering Western Australia's Ambulance Services – Follow-up Audit   | 31 July 2019      |
| 2             | Opinion on Ministerial Notification   | 26 July 2019      |
| 1             | Opinions on Ministerial Notifications   | 19 July 2019      |

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