



Shire of Quairading

Ordinary Council Meeting Agenda



28th March 2019

Notice of Meeting

28th March 2019

Dear Councillors,

The next Ordinary Meeting of Council will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 28th March 2019 commencing at 2pm.

Yours faithfully,

GRAEME FARDON
Chief Executive Officer

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28th March 2019 commencing at _____ pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

Councillors are advised that an Invitation has been extended to the new School Teachers, Mrs Leonie Matthews, Mrs Jaime Garrett and Mr Jason Colbung to be accompanied by Principal Mrs Pauline Wray, for Afternoon Tea.

Senior Sergeant John Hancock has been invited to the Council Meeting to address Council on Police Issues.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs H Cooper	A/Executive Officer

Observers/Visitor

Apologies

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Senior Sergeant John Hancock will be presenting to Council on Local Police Issues.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 28th February 2019

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 28th February 2019 be confirmed as a true and accurate. (Attached)

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28th February 2019 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

Cr Davies welcomed the Councillors, Staff and new Staff Member Mrs Helen Cooper, the Members of the Public, Mr John Haythornthwaite and Ms Jill Hayes to the Meeting.

The Chief Executive Officer introduced Mrs Helen Cooper as the Relief Executive Officer and shared her background.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer
Mrs H Cooper	Relief Executive Officer

Observers/Visitor

Mr John Haythornthwaite
Ms Jill Hayes

Apologies

Nil

Leave of Absence Previously Granted

Cr WE Shenton: 1st December 2018 to 28th February 2019 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

Mr John HaythornthwaiteQuestion

Pages 71 – 119: new Financial Reports. Why has the Financial Information provided in the Agenda been reduced? Mr Haythornthwaite further commented that the small sizing of the font made it difficult to read.

Response

The Chief Executive Officer responded that Council is implementing a new format for the Financial Statements which includes Summary information rather than Line Items. The Reports also include Graphs and Diagrams to better indicate performance and trends. The CEO further commented that Council will now consider one financial report item per month rather than the previous 3. Further, the font size will be reviewed, where necessary, to make viewing of the paper copies easier.

Question

Page 58: EFT6123 Quairading Tyre & Battery Supplies. Why have the EFT description details of accounts listed been reduced?

Response

The Chief Executive Officer advised that it was a recommended trial due to the large number of items in some of the payments and the Administration will continue to review the level of relevant details provided on the Accounts for Payments List.

Question

Page 59 & Page 64: Great Southern Fuel Supplies. Could you please advise why the description detail of litres & cost price wasn't carried through on both entries?

Response

The Chief Executive Officer responded that the detail of the litres purchased and price are normally listed and this will be done in the future.

Question

With the reduced description detail, I'm unable to follow which vehicle has had repairs or servicing carried out. Could the Vehicle Plate Number please be included in the description detail again?

Response

The Chief Executive Officer responded that the level of detail will be reviewed.

Question

Page 232: Item 10.4 Extraordinary Councillor Vacancy – Mr Haythornthwaite queried the differing resignation dates of Cr Bill Shenton being 18th May 2019 and 1st March 2019

Response

The Chief Executive Officer advised that Cr Bill Shenton's resignation date is effective 1st March 2019 and the date of 18th May 2019 is the earliest date that Council can set an Extra Ordinary Election.

Mr John Haythornthwaite thanked Councillors and Staff for making the Committee & Council Meeting Agenda and Minutes available to the Public online and hard copy.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 20th December 2018

RESOLUTION: 127-18/19

MOVED Cr McRae SECONDED Cr Smith

That the Minutes of the Ordinary Meeting of Council held on the 20th December 2018 be confirmed as a true and accurate subject to the amendment of the voting carried for Resolution 120-18/19 Write off Outstanding Sundry Debtors (Confidential Item),

From

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR13-18/19

That the Risk and Audit Committee recommend to Council that: -

To write off the amounts for Sundry Debtors 91383, 91162, 93707, 93825, 91790 totalling \$1,420.78.

CARRIED 7/0

To

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR13-18/19

That the Risk and Audit Committee recommend to Council that: -

To write off the amounts for Sundry Debtors 91383, 91162, 93707, 93825, 91790 totalling \$1,420.78.

CARRIED 6/1

CARRIED 7/0

7.2 Business Arising

Caravan Park Cottages Tender No.2-18/19 Evaluation (Item 8.1)

Cr McGuinness queried why Resolution 107-18/19 deferring the Caravan Park Cottages Tender No. 2-18/19 Evaluation Item to the Strategic Planning Committee in February 2019 was not brought to the Strategic Planning Committee?

The Chief Executive Officer advised that this had been an oversight by the Management Team.

Proposed Shire of Quairading Meeting Procedures Local Law 2019 (Item 10.1)

Cr McGuinness informed the Meeting that following the completion of the WALGA Meeting Procedures and Debating Course, he felt that further information should be provided to the Councillors on Meeting Procedures Local Laws, and that he would like to move a Motion “that the Chief Executive Officer provide a report of additional benefits and/or disadvantages of Council developing a Meeting Procedures Local Law and bring the Report to the April Council Meeting”.

RESOLUTION: 128-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council authorise the Chief Executive Officer to provide a report on the additional benefits and / or disadvantages of Council developing a “Meeting Procedures Local Law” and present the Report to the April 2019 Council Meeting.

MOTION LOST 2/5

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Caravan Park Cottages Tender No.2-18/19

Meeting Date	28 th February 2019
Responsible Officer	IPR&SP Officer Richard Bleakley
Reporting Officer	IPR&SP Officer Richard Bleakley
Attachments	Attachment 1 Park Cottage Evaluation Attachment 2 Cost Benefit Analysis - Park Cottages Attachment 3 Cottage Dimensions - preferred suppliers
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 129-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council: -

1. Accept the Tender from Modular WA as the preferred Contractor for the Park Cottage Project with a tendered cost of \$260,781 (inc GST), and
2. Recognise an estimated saving of \$90,000 likely to be achieved on the project, and that the Project saving amount be reduced from the amount to be funded from the Building Reserve Fund.
3. Authorise the Chief Executive Officer to proceed with the preparation, finalisation and signing of the Contract with Modular WA.

CARRIED 7/0

Additional Meeting Discussion

The following items were identified for clarification by the CEO with the Accepted Tenderer: -

- Removal of Infill in the Gable
- Instantaneous HWS versus Heat Pump
- Deletion/Alteration of Side windows in Bedrooms for privacy
- Security Grilles on Windows
- Confirmation of vinyl floor covering throughout.

Further Noting on Furnishings

- Noted built in Storage not provided and that Cupboards/Wardrobes will be included in Fittings and Furnishings.
- Possible merit in having two single beds in bedrooms and joining together when needed rather than Queen size bed.

IN BRIEF

- Council made an allocation of \$395,000 in the 2018/19 Budget for the Construction of Three Park Cottages.
- Project went out to Tender in November 2018.
- Eight Tenders were received at the Closure of Tenders on 5th December 2018.
- Council consideration of the Tenders was deferred to February Council Meeting to enable Staff to secure additional information from the Tenderers and to provide further Financial / Funding Analysis for Council's consideration.
- All Tenderers have provided alternative Floorplans which accommodate "Queen size" beds and all Tenderers have confirmed that there is no variation in the Tendered Amounts submitted to Council by the Close of Tenders.
- The Estimated saving in the overall Project Budget of \$90,000, would enable a reduction in the amount of funds required from the Building Reserve Fund.
- Financial advantage identified by the retention of raising a \$150,000 Loan from the WA Treasury Corporation over 10 Years and reduce the draw upon the Building Reserve Fund to \$145,000 from \$235,000. Refer to "Financial Implications" section for financial analysis.

MATTER FOR CONSIDERATION

Selection of Contractor for the Design, Construction and Installation of three (3) Park Cottages (One with Universal Access).

Funding Model to be adopted for the Capital project.

BACKGROUND

Redevelopment of the Caravan Park commenced with the development of a Concept and Business Plan by Brighthouse (Consultants) in 2013.

A modified and more modest plan was drafted in 2014/15 based on the redevelopment of the existing Caravan Park for approximately 20 camping sites, two drive-through sites, a new ablutions block and kitchen facilities plus three short stay self-catering cottages. This was to be delivered in two Phases.

Phase 1 was successfully implemented in 2015/16 funded through Royalties for Regions and Council resources.

With the contraction and regionalising of Royalties for Regions funding, alternative sources were sought to finance Phase 2 of the project, the State Regional Grant Scheme, and the Federal program Building Better Regions.

These submissions were unsuccessful, and following the Council Park Cottage Forum held in October 2017 a decision was made to proceed to implementation of Phase 2 – Design, Construct and Installation of 3 Park Cottages (one being disability friendly) through joint funding from Council resources and a State Treasury Corporation Loan.

An allocation of \$395,000 (ex GST) was made in the Council Budget for 2018/19: -

Breakdown of Budget Allocation is:

Expenditure

• Cottages (Contractor)	\$330,000
• External / Landscaping (Shire)	\$25,000
• Fitout (Shire)	\$40,000
Total	\$395,000

Project Funding

• General Revenue	\$10,000
• Building Reserves	\$235,000
• WA Treasury Corporation Loan	\$150,000
Total	\$395,000

Project proceeded to Tender in November 2018 with eleven parties expressing interest.

Request for Tenders closed on 5th December 2018.

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

An Officer's Report was presented at the December 2018 Council Meeting. Council deferred consideration of the Item to the February 2019 Council Meeting to allow for further information to be collected and then the Item be included in the February 2019 OCM Agenda.

The Officer proceeded to contact all Tenderers about an extension to tender period and the validity of the original Tender. All Tenderers confirmed that their Tenders would remain valid until the end of the extension period.

The Officer sought further information on quotations and specifications

- Confirmation / clarification on fixtures included in the tender quote
 - Bathroom; Kitchen; Living area; Bedrooms.
- Cost implications of variation to layout and size of rooms on the original price quoted, specifically – bedrooms: to accommodate with "Queen size beds" (153 x 203)

Additional information has been collected re: layout of cottages, fixtures and features within the cottages.

Council's Executive Team have also undertaken further financial analysis to model the various Funding options to achieve the most financial advantage to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.57

Local Government (Functions & General) Regulations 1996.

POLICY IMPLICATIONS

Purchasing Policy FIN.2 (adopted 27/09/2018).

FINANCIAL IMPLICATIONS

Capital:

Project Budget costings were based on best estimate figures derived from the market place during the preparation of the Draft Budget.

The Adopted Budget for this project was \$395,000. The estimated cost of this project with the preferred supplier is \$305,000. (This figure includes provisions for landscaping and fitout of the cottages). This will result in an estimated Project saving of \$90,000.

An analysis was undertaken to determine the financial advantage of reducing one of the funding methods either Reserve Funds or Borrowings.

The Below Table shows this analysis.

10 Year Loan Comparison (Reduce Loan or Reserves)				
		Reduce Reserve	Reduce Loan	No Loan
Loan Principal		150,000.00	60,000.00	0.00
Per Payment		9,028.09	3,611.24	0.00
Total Term Payment		180,561.76	72,224.71	0.00
Total Term Interest#		30,561.76	12,224.71	0.00
Cost of Loan		\$30,561.76	\$12,224.71	\$0.00
Costs of Using Reserves*				
Years of Loan	Interest Rate^	\$145,000 Used from Reserve	\$235,000 Used from Reserve	\$295,000 Used from Reserve
1 year	2.41%	3,494.50	5,663.50	7,109.50
2 years	2.37%	3,433.60	5,564.80	6,985.60
3 years	2.27%	3,295.85	5,341.55	6,705.35
4 years	2.28%	3,307.45	5,360.35	6,728.95
5 years	2.37%	3,429.25	5,557.75	6,976.75
6 years	2.45%	3,545.25	5,745.75	7,212.75
7 years	2.54%	3,684.45	5,971.35	7,495.95
8 years	2.62%	3,799.00	6,157.00	7,729.00
9 years	2.67%	3,868.60	6,269.80	7,870.60
10 years	2.72%	3,939.65	6,384.95	8,015.15
		35,797.60	58,016.80	72,829.60
Total Cost of Funding		\$66,359.36	\$70,241.51	\$72,829.60
*The Cost of Reserve is the opportunity cost of lost interest by not having the Reserve funds in Term Deposits				
^Interest Rate based on Australia Yield Curve plus 0.64% (0.64% based risk premium received on current Term Deposits)				
#Interest rate of 3.67% based on 10 Year WATC Rate (06 February 2019) including the State Government Loan Guarantee Fee.				

The above modelling identifies the advantage of using a Fixed Interest Loan over the use of additional Reserve Funds. This is due to the current low interest rates on Loans and the Home Loan Method reducing interest payments below interest received on Reserve Funds invested in later years of the Loan Term.

In addition, this allows Council to retain the Reserve funds for use as leverage to attract future grants on other Building Projects. This will provide a Return on Investment (ROI) far greater than the cost of a loan. A Project with 60% Council Funding / 40% Grant Funding will achieve a ROI of 66%.

Operating:

Following completion of the project, Council will need to ensure that sufficient operating and maintenance costs are budgeted into the Annual Budget and Forward Budgets. (Project life cycle costings)

Projected annual operating and maintenance costs is \$33,000 (based on existing operating costs for the park cottage then extrapolated for 3 Cottages).

Revenue – Projections on revenue were based on a study conducted on regional parks with short stay accommodation which reflected an average Occupancy Rate of 75%. This will need to be reassessed once the cottages are operational.

Projected annual revenue is \$62,500 (based on 50% occupancy of the 3 park cottages with nightly rate of \$125 inc GST).

This represents a Projected Nett Operating Surplus of \$29,500 per year, which can then be directed to fund the Loan Repayment commitments.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

COMMUNITY CONSULTATION

During the revision of the Strategic Community Plan in 2017 the construction of short stay accommodation was identified as a high priority.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is considered Low

Process for selection of Tenderer has complied with Shire's Purchasing Policy, and the WALGA Request for Tender Framework.

Health – Risk Matrix Rating is considered Low

Tenderer was required to provide an OSH Plan for the delivery of the project.

Reputation – Risk Matrix Rating is considered Low

Due diligence has been conducted to ensure the Shire minimises its risk through the selection process of the Contractor.

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Operation – Risk Matrix Rating is considered Low

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Natural Environment – Risk Matrix Rating is considered Low

Cottages are to comply with Australian Building Code Standards.

Cottages to be connected to town deep sewerage system.

Landscaping and gardening with low maintenance and low water requirements.

COMMENT

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

Level of professionalism of submissions exceeded tenders received previously.

- Costings (inc GST) ranged from \$260K to \$416K
- Size of cottages ranged from 55m² to 76m²
- A number of alternative designs, construction processes and materials were used
- All submissions presented a design for a Universal Access Cottage - Price variance from a standard floorplan was in the range of an additional \$4,000-\$5,000.

- All submissions met environmental standards with LED lighting, high insulation ratings and some utilising heat pump hot water systems
- Project completion dates ranged from four months to six months.

All submissions were assessed based on compliance and qualitative criteria and ranked accordingly.

Concerns were raised about: -

- i. the layout of the cottages with particular reference to the size of bedrooms,
- ii. building specifications and fixtures.

This was followed up by the IPR&SP Officer and a further evaluation of the Tenders was conducted.

Two companies were being identified for shortlisting.

- Modular WA
- Evoke Living

Follow up conversations were conducted with Referees and past clients were conducted.

Evoke Living (WBS) provided an attractive option within the budget parameters. They are a regional company with whom the Shire has recently engaged for the construction of the Works Depot with an excellent outcome. Their design provides a more attractive facility (Cottage with Universal Access) but at a significantly higher price.

Modular WA presented the most financially attractive proposal and met all the criteria and specifications of the Request for Tender. The design is basic, and the footprint smaller. Recent clients provided positive feedback on delivery of similar programs in both regional and urban environments.

Modular WA is the preferred Tenderer.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – December 2018 & January 2019

Meeting Date	28 TH February 2019
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 December 2018 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement 9.1.4 January 2019 Payment List 9.1.5 Transport Takings 9.1.6 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 130-18/19

MOVED Cr Haythornthwaite **SECONDED** Cr Stacey

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23597 to 23600 & EFT6110 to EFT6198 & DD13267.1 to DD13267.11 & DD13268.1 to DD13268.12 totalling \$714,110.28 be received, Schedule of Accounts for January covering Municipal Vouchers 23601 to 23617 & EFT6199 to EFT6276 & DD13288.1 to DD13288.10 & DD13289.1 to DD13289.11 totalling \$689,688.15 be received; and
2. That Police Licensing payments for the month of December 2018 totalling \$20,676.35 and the month of January totalling \$82,801.05 be received on the 28th February 2019 (Attachment 9.1.2 and 9.1.5); and
3. That fund transfers to Corporate Credit Card for November 2018 balance totalling \$426.80 be received (Attachment 9.1.3) and Corporate Credit Card for December 2018 balance totalling \$108 be received (Attachment 9.1.6); and
4. That Payroll payments for the month December 2018 totalling \$163,065.54 and January 2019 totalling \$159,431.78 be received; and
5. That the Lease payment for the month of December on the CESM Vehicle totalling \$1,775.97 and the Lease payment for the month of January on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3/4/5/6

MATTER FOR CONSIDERATION

Note the accounts paid during December 2018 and January 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2018/2019 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st December 2018 & 31st January 2019

Meeting Date	28 th January 2019
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Financial Statements – December 9.2.2 Financial Statements - January
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 131-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council receive the Monthly Financial Statements for the period ending 31st December 2018 and the 31st January 2019.

CARRIED 7/0

Council Discussion

The Meeting commended the Executive Manager of Corporate Services for the development of the new format for the Financial Statements.

IN BRIEF

- Monthly Financial Statements for the period ending 31st December 2018 and 31st January 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template.

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 and will be an annual expense if the latest model is needed. Quotes to setup and integrate the statements were quoted at \$14,400 exceeding a budget allocation of \$10,000. Instead of using this quote staff have started to the template setup internally.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34 including individual schedules on each budget line item provided to Council for analysis.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Medical Practice and Childcare. The Statements can continue to be updated to include relevant information for Council and Staff and to work with improved Management Accounting practices.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Review of the Shire of Quairading Delegations

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	1. Delegation Register for Review 2. Delegations – Schedule of Authority – under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	N/A

OFFICER RECOMMENDATION

RESOLUTION: 132-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council resolves that: -

1. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the 2 new Delegations items A.12 and A.13 listed in the Register of Delegations.
2. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the current Register of Delegations (Except Delegation No. FIR.3, F.1, B.1, B.2, B.3, B.4 and B.7).
3. Pursuant to S5.16 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Audit and Risk Committee the exercise of its powers and discharge of its duties in respect of Meeting with Council's Auditor (Delegation F.1).
4. Pursuant to S17 and 18 of the Bush Fires Act 1954, Council Delegates Authority to the Shire president and the Chief Bushfire Control Officer to exercise its powers and discharge of its duties in respect to Variations to Prohibited and Restricted Burning Periods (Delegation No. FIR.3).
5. Pursuant to S127 of the Building Act 2011 and other enabling legislation, Council delegates to the Manager of Health and Building the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations (Delegation No. B.1, B.2, B.3, B.4 and B.7 only).

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Legislative Requirement and Good Governance Practice to Review the Delegation of Authority to the Chief Executive Officer and to Committees (if any) on an Annual basis.

MATTER FOR CONSIDERATION

Review and Adoption of current Delegations to the Chief Executive Officer, Shire President, Chief Bush Fire Control Officer, Manager of Health & Building and the Audit & Risk Committee, and including two (2) new proposed Delegations: -

- A.12 - Disposing of Property (Public Auction or Public Tender); and
A.13 - Disposing of Property (Private Treaty).

BACKGROUND

Local Government Act 1995, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer, section 5.46(2) states “that at least once in every financial year, delegations made under this Division are to be reviewed by the delegator”.

Council last reviewed its Delegation Register on the 22nd February 2018.

The two (2) new proposed Delegations: -

A.12 - Disposing of Property (Public Auction or Public Tender); and

A.13 - Disposing of Property (Private Treaty)

The new Delegations will authorise the Chief Executive Officer under Delegated Authority (Delegation A.12) to dispose of property to the highest bidder at public auction or the most acceptable public tender, and (Delegation A.13) to dispose of property by private treaty where this is considered the most advantageous method.

These Delegations were raised as “best practice” by WALGA’s Trainer at the Procurement Training recently held in Quairading. If granted, the Delegation provides for the CEO to administer and determine bids / offers on Property Disposals that have been included in Council’s Adopted Budget or authorised by Council throughout the year. The delegations will greatly assist with process of the sale of surplus equipment from the old Works Depot & Top Yard. It is envisaged that the items will be sold at a Public Auction and remaining unsold items by Private Treaty.

Delegation A.13 will be of assistance when Council receives Offers for the vacant land in Edwards Way and the CEO can proceed to Statutory Advertising of a proposed Disposition of Property under Section 3.58 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

Delegation of Powers and Duties

5.16. Delegation of some powers and duties to certain committees

(1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

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

5.17. Limits on delegation of powers and duties to certain committees

(1) A local government can delegate —

(a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —

(i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and

(ii) any other power or duty that is prescribed; and

(b) to a committee comprising council members and employees, any of the local government’s powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

- (i) the local government's property; or
- (ii) an event in which the local government is involved.

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended by No. 49 of 2004 s. 16(2).]

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Disposal of Property

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Bush Fire Act 1954

Division 2 — Prohibited burning times

17. Prohibited burning times may be declared by Minister

- (10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
- (11) A local government may by resolution revoke a delegation it has given under subsection (10) and no delegation so given prevents the exercise and discharge by the local government of its powers and duties under subsections (7) and (8).

Division 3 — Restricted burning times

18. Restricted burning times may be declared by FES Commissioner

- (5C) The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through annual review of all Delegations and Sub Delegations.

Health – Risk Matrix rating assessed as Low.

Reputation – Risk Matrix rating assessed as Low.

Operation – Risk Matrix rating assessed as Low. Delegations provide for orderly conduct of Council's Operations

Natural Environment – Risk Matrix rating assessed as Low.

COMMENT

The current Delegated Authorities have been reviewed by the Chief Executive Officer and are recommended to be renewed. Two new Delegations are proposed.

10.2 Annual Electors Meeting Minutes – 5th February 2019

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Annual Electors Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 133-18/19

MOVED Cr Smith SECONDED Cr Stacey

That Council receive the Minutes of the Annual Electors Meeting held on the 5th February 2019.

CARRIED 7/0

IN BRIEF

- Annual Electors Meeting held on 5th February 2019
- No Decisions made at the Electors Meeting
- Various Issues were raised by Electors and recorded in the Minutes.

MATTER FOR CONSIDERATION

Minutes of the 5th February 2019 Meeting of the Annual Electors Meeting be received by Council.

BACKGROUND

The Annual Meeting of Electors was held on the 5th February 2019 in accordance with Section 5.27 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to

continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. Minutes of electors' meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,
 whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement

COMMUNITY CONSULTATION

The Annual Electors Meeting was publicised in the Community through various Media outlets. In addition, Statutory Advertising the Notice of Meeting was published in the “Avon Advocate” Newspaper.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating considered Low. Council’s Annual Financial Statements were submitted for External Audit and received an Unqualified Audit Report. Further mitigation with Items raised being the subject of Council’s Annual Meeting with Council’s Auditor in March 2019 and then future Strategies on the Ratios to be prepared for April 2019.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Annual Report provides Community with an overview of the Year’s Operations, Projects and Statutory Reporting obligations. Council has completed its Statutory Requirements. Annual Report is on Council’s Website as per legislative requirements.

Operation – Risk Matrix Rating considered Low. Annual Report and conduct of the Electors Meeting undertaken as part of Council’s Operations and within Adopted Budget.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

The Local Government Act requires that all Decisions made at an Electors’ Meeting are to be considered at the next Ordinary Council Meeting.

Council is informed that whilst various issues were raised by Electors there were no formal Decisions made at the Meeting.

Matters raised: -

- Pedestrian / Gopher Crossing and Pram Ramps
- Culvert Cleaning
- Water Standpipes
- Financial ratios
- Forbes Road
- Main Roads Project at Ashton Street and Winmar Road
- Park Cottages
- Condition of the Quairading – Cunderdin Road in the Shire of Cunderdin.

10.3 Strategic Planning Committee Minutes – 12th February 2019

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Cr Brown verbally declared an Impartiality Interest with Item 9.2 Oval Sports Lighting (SP22-18/19) at the Strategic Planning Committee.

OFFICER RECOMMENDATION

RESOLUTION: 134-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 12th February 2019.

CARRIED 7/0

That Council consider each of the Committee's following recommendations individually: -

Shade Sails at the Swimming Pool

RESOLUTION: 135-18/19

MOVED Cr Smith SECONDED Cr McGuinness

RESOLUTION: SP21-18/19

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer formally approach the Swimming Pool Project Primary Contractor, ACorp Pty. Ltd. to confirm their remedial actions to be undertaken for the failure of the Shade Sail System (including the 6 Poles).
2. Quotations be sourced for the Winch System.
3. Quotations to be submitted to the 2019/20 Draft Budget Workshops.
4. Council conduct Community consultation during the current Pool Season to ascertain the issues with the current Shade sail configuration.

CARRIED 7/0

Cr Brown verbally declared an Impartiality Interest with the Item 10.3 - Oval Sports Lighting.

Oval Sports Lighting

RESOLUTION: 136-18/19

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

RESOLUTION: SP22-18/19

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer proceed with the hiring of 2 x mobile floodlight Units for the duration of the Football and Hockey Seasons at an estimated cost of \$9,100, being funded from identified current Surplus funds and in the 2019/20 Council Budget.
2. Council support the application for grant funding of \$55,000 under the CSRFF Small Grants program, and
3. The Oval Sports lighting Project (including Project Plan and Costings) and any External Grant Funds achieved be submitted to the 2019/2020 Budget Workshops.

CARRIED 5/2

Swimming Pool Heating

RESOLUTION:137-18/19

MOVED Cr McGuinness SECONDED Cr Stacey

RESOLUTION: SP23-18/19

That the Strategic Planning Committee recommend to Council that: -

The Strategic Planning Committee receive the Officer's Report on Swimming Pool Heating.

CARRIED 7/0

Quairading Swimming Pool Operations Update and Service Continuation (Confidential Item)

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the Local Government Act as information relates to a current Contract that Council has for supervision and management of the Swimming Pool. Reference Section 5.23 (2)(c) of the Local Government Act 1995.

RESOLUTION: 138-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That the meeting be closed to the Public at 2.59 pm to consider Item 10.3 Quairading Swimming Pool Operations Update and Service Continuation (Confidential Item), in accordance with Section 5.23 (2)(c) of the Local Government Act 1995.

CARRIED 7/0

2.59 pm

Mr Haythornthwaite and Ms Hayes left the Meeting.

RESOLUTION: 139-18/19**MOVED Cr McGuinness SECONDED Cr Smith***RESOLUTION: SP24-18/19*

The Strategic Planning Committee recommend to Council that:

1. Council notes the actions taken by Staff following the December and January closures of the Pool and that Council seek pro rata payment from Contract Aquatic Services in lieu of the 5 Days of Pool Closure.
2. Council authorise the Chief Executive Officer to call for Tenders for the Supervision and Management of the Quairading Swimming Pool for a three-year period with a two-year extension option.

CARRIED 7/0**RESOLUTION: 140-18/19****MOVED Cr Smith SECONDED Cr Brown**

That the meeting be open to members of the Public at 3.02 pm.

CARRIED 7/0**3.02 pm**

Mr Haythornthwaite and Ms Hayes returned to the Meeting.

The Shire President read aloud Resolution 139-18/19 passed under Confidential Item.

IN BRIEF

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 12th February 2019 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP21-18/19
- RESOLUTION: SP22-18/19
- RESOLUTION: SP23-18/19
- RESOLUTION: SP24-18/19.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP21-18/19 – Nil Implications in current financial year, but there may be Cost Implications in future depending upon outcome of Shade Sail / Post remedial action and if Shade Sail Configuration was to be altered. Shade Sail winch system to be submitted for 2019/20 Budget Workshops

SP22-18/19 – Hire Costs of the mobile floodlighting units to be funded from 2018/19 identified Surplus funds.

SP23-18/19 – Nil

SP24-18/19 – Nil in 2018/19. Tender Process will provide Council with anticipated Swimming Pool Management Costs for the 2019/20 Year.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

SP21-18/19 – Community Consultation of the configuration of the current Shade sails to be undertaken for the remainder of the Swimming Pool Season.

SP22-18/19 – Further Consultation to be undertaken with the Football, Hockey and Cricket Clubs.

SP23-18/19 – Nil.

SP24-18/19 – Nil.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating assessed as Low. Shade Sail System - Risk may be heightened subject to the outcome of the Remedial Action issue. Sports Oval Lighting – Temporary measures funded to 30th June 2019. Overall Project (and Grant Funding outcomes) is the subject of 2019/20 Budget Workshops.

Health – Risk Matrix Rating assessed as Low. Public Health & Safety Risk mitigated with the removal of the old Oval Lighting Poles.

Reputation – Risk Matrix Rating assessed as Medium. Heightened Risk assessed due to reputational damage resulting from the Pool Closures. Risk being mitigated through concerted effort of Pool Management Contractor to conduct Feature Events / days. Reputational Risk is present with the temporary Sports Lighting proposal until Oval Lighting Project can be planned, funded and delivered.

Operation – Risk Matrix Rating assessed as Low. All Strategic Planning Committee Recommendations and Actions resulting are included in Council's normal operations.

Natural Environment – Risk Matrix Rating considered as Low.

COMMENT

Minutes of the 12th February 2019 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

10.4 Extraordinary Councillor Vacancy

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Cr Shenton's Correspondence
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

Option 1

That: -

Pursuant to section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.

Or

Option 2

That: -

1. Pursuant to section 4.9 of the Local Government Act 1995, Council set the date of the extraordinary election, resulting from the vacancy created by the resignation of Cr Bill Shenton as 18th May 2019.
2. Council determine, in accordance with section 4.61(1) of the Local Government Act 1995 that the method of conducting the extraordinary election will be a voting in-person election.
3. Council make a provision of \$5,000 from the current Surplus within the 2018/19 Budget to conduct the extraordinary election prior to the 30th June 2019.

VOTING REQUIREMENTS – Simple Majority

RESOLUTION:141-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

Pursuant to Section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Cr Bill Shenton has submitted written notice to the Chief Executive Officer on 20th February 2019 of his resignation as a Shire of Quairading Councillor, with the Resignation effective 1st March 2019.
- Cr Shenton's Term of Office was due to end at the October 2019 Election Day.

- Local Government Act prescribes the Procedure to either fill the Vacancy at an Extraordinary Election or to have the Vacancy held over to fill the Vacancy at the Election day to be held on the 19th October 2019.
- Electoral Commissioner Approval required to hold over filling the Vacancy.
- CEO is to be the Returning Officer, unless with Approval the Council may appoint another person to be the Returning Officer.
- Council is able to determine whether to conduct the Election as an “In Person” Election or a Postal Vote Election.
- Postal Vote elections must be conducted by the WA Electoral Commission and the cost borne by Council. The WA Electoral Commission have advised that they would not provide a quotation to conduct the stand alone extraordinary election but will provide a quotation for the ordinary election in October 2019 for Council’s budgetary consideration.

MATTER FOR CONSIDERATION

The Local Government Act requires Council to determine how it wants to proceed with the vacancy created within one month of the date of the resignation notice being provided to the Chief Executive Officer by the resigning Councillor.

BACKGROUND

Councillor Shenton is currently on approved Leave of Absence from Council until 28th February 2019.

STATUTORY ENVIRONMENT

Local Government Act 1960

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
 - (b) advise the CEO of the day fixed.

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member’s office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member’s office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
 - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

* *Absolute majority required.*

(4A) Subsection (3) applies — .

(a) if —

- (i) the office is for a district that has no wards; and
- (ii) at least 80% of the number of offices of member of the council in the district are still filled;

or

(b) if —

- (i) the office is for a ward for which there are 5 or more offices of councillor; and
- (ii) at least 80% of the number of offices of councillor for the ward are still filled.

- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

[Section 4.17 amended: No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost implications for each of the options available to Council are provided within the "Officer Comment" and Financial Risk section.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is assessed as Low. Savings of approximately \$2,000 will be achieved in Councillors Meeting Fees to the end of June 2019. Cost of a contested in-person extraordinary election will be in the order of \$4,500-5,000. This amount could be funded from Council's current Budget surplus.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. It could be considered that there is a heightened risk of not filling the vacancy at the earliest opportunity, however there could be reputational risk of incurring additional expense in the 2018/19 year by conducting the extraordinary election rather than holding over the Vacancy to October 2019.

Operation – Risk Matrix Rating is assessed as Low. Historically, in person elections have been managed with Council's existing operational resources but the elections do draw an amount of resources away from other Projects and Services for the period of the preparation and conduct of the election.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Option 1

Section 4.17 of the Local Government Act 1995 gives Council the option, with the approval of the WA Electoral Commissioner of holding over a Councillor extraordinary vacancy, where that vacancy is created more than 92 days from the next ordinary election.

The resignation of Cr Shenton effectively leaves Council with 87.5% of its representational capacity until the October 2019 ordinary election. At least 80% Representation is a minimum requirement required under the Local Government Act when considering holding over a Vacancy.

There is no cost implication in leaving the vacancy unfilled, other than a saving in the 2018/2019 budget of \$32,205 provided for Councillors Meeting Fees. Estimated saving of \$2,000.

Option 2

Should an extraordinary in-person election be supported by Council, the Act requires that a date for that election be set within 4 months of the vacancy occurring, unless otherwise approved by the WA Electoral Commissioner.

An in-person election would be conducted internally with the CEO as Returning Officer and supported by Council's existing Staff. The estimated cost of holding a contested in-person extraordinary election is \$4,500-5,000 which would cover staff time on Election Day, printing costs, and statutory advertising.

There is no provision within the 2018/19 Budget to hold an election in this financial year. The extraordinary election costs could be funded from the known Budget surplus with a Council authorisation for that expenditure in the 2018/19 year.

Electoral Provisions – Option 2

Council must also be mindful of the statutory provisions regarding the holding of an extraordinary election when setting a date.

Statewide public notice must be given by Council advising the date and time for close of enrolments between 56 and 70 days before Election Day.

Further, Rolls close at 5pm, 50 days before Election Day. Again, 7 days' notice is advisable for a statutory advertisement to be put in the West Australian, so in effect the absolute earliest date that an election could be held is Saturday 18th May 2019.

10.5 Re-branding Project

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 142-18/19

MOVED Cr Smith SECONDED Cr McGuinness

1. That Council engage Castledine & Castledine Design for the Rebranding project at a Cost of \$10,250.
2. Subject to the satisfactory completion of the re-branding project, any modifications to the Website resulting from the re-branding is to be undertaken within Council's existing Website Support hours through Market Creations (as per Council's December 2018 Agenda)
3. Council Officers continue to research the feasibility and cost of a Branding/District's Attractions Video and high quality photographic images of Quairading and report back to Council.

CARRIED 7/0

IN BRIEF

- Council has supported that a Rebranding of the Shire be researched.
- Budget Review has provided a Budget of \$15,100 for the Rebranding Project.
- Council's Purchasing Policy requires that at least two (2) written quotations are sought from suitable suppliers.
- The purchasing decision is to be based upon assessment of the supplier's response to:
 - A brief outline of the specified requirement for the goods; services or works required; and
 - Value for money criteria, not necessarily the lowest price.
- 4 Quotations for Design Services have been sought and received.
- The Quotation from Castledine & Castledine Design is \$10,250.
- Acceptance of the Castledine and Castledine Quotation would still allow Council flexibility and funds to consider beautiful photography or videography. The video could be either a Brand Creation Video or a Video that promotes the District's Attractions.

MATTER FOR CONSIDERATION

Procurement of suitable Supplier for Council's Re-branding Project.

Background

Council officers approached four relevant suppliers to quote on the project. The following provides an "apples for apples" comparison of the quoting suppliers for Council to consider.

Further background on each supplier and examples of their work were provided in the December 2018 Agenda.

Deliverable	Castledine Design	CreativeIQ	Key2 Creative	Market Creations
Community Consultation - 2 x sessions <i>incl travel to Qdg)</i>	\$850.00	\$2,600.00	\$4,960.00	\$4,246.00
Maximum of 4 logo design concepts	\$3,800.00	\$2,500.00	\$4,200.00	\$5,700.00
Preparation and printing of Brand Packs for concept review	\$2,200.00	PDF supplied – print at own cost	\$1,680.00	\$495.00
Style Guide for final design	\$1,400.00	\$1,350.00	\$2,240.00	\$1,716.00
Word letterhead template	\$150.00	inc above	\$280.00	\$286.00
Report Cover	\$350.00	inc above	\$1,120.00	\$286.00
Facebook page set up	\$250.00	\$350.00	\$490.00	\$429.00
Email signatures template	\$250.00	\$295.00	\$140.00	\$1,067.00
Business Cards - 6 kinds x 250 cards - design & print	\$280.00	\$770.00	\$280.00	\$583.00
Letterheads - 500 x A4 printed full colour on 100gsm bond	\$240.00	\$198.00 (x 1000 copies)	\$500.00	\$297.00
With Compliments Slips - 500 x DL printed full colour on 100gsm bond	\$140.00	\$165.00 (x 1000 copies)	\$500.00	\$220.00
Envelopes - 1000 x plain & 1000 x window faces - full colour on self-seal envelopes	\$340.00	\$360.00	\$280.00	\$517.00
TOTALS	\$10,250.00	\$8,588.00	\$16,670.00	\$15,842.00
<i>Optional Brand Creation Video - Costs from...</i>	\$3,000.00	\$600.00	\$5,000.00	\$858.00

PRESENTATIONS FROM QUOTING SUPPLIERS

Market Creations presented to Councillors, Staff and Community Members on the 25th October 2018.

The remaining three companies were invited to present to Councillors and interested community members on Monday 11th February 2019. Castledine & Castledine elected to attend in person whereas Creative IQ and Key2 Creative presented via teleconference.

The presentations allowed each company to provide an overview of their proposal along with examples of recent work with similar organisations.

The below feedback was received from Community members following the presentations:

From: Jill Hayes

Sent: Tuesday, 12 February 2019 10:25 AM

Hello Sarah,

Thanks for the opportunity to listen in.

Based on those presentations alone; I think the community engagement that Creative IQ are offering is incomparable to anyone else.

Market Creations, Castledine and Key2 all gave the exact same, stock standard, consultation recipe of "community workshops and online surveys" - which are great in theory, but it's exactly what the Shire has been trying in the past and it hasn't looked to be super successful or wide reaching.

Anna's ideas of pop up events and interactive online forums will capture so much more of our community, and I really think will uncover insight beyond opinions of a logo - which will be super beneficial to the Shire ongoing. A Saturday morning pop-up coffee spot or sausage sizzle could be the beginning of a six monthly / annual thing Councillors do to put themselves out there in the community and hear from community members that don't want to come along to formal meeting room events.

Beyond the methods, and after "virtually meeting" the people from each company, I think the Creative IQ team have the skills to dig beyond the suggestions of wheat, sheep, cuneata and friendly people that will no doubt come up. There's value in their prior experience in our community.

Beyond all of that though, I hope that Council have talked about and have a clear reason as to why they're going through this re-branding exercise - which is my first question as a community member.

I hope that this process doesn't just dump the current logo "because it's old". I hope that part of the scope of work given by Council to the chosen company, includes asking the community if they think the current logo still represents us or not - and go from there.

In terms of the structure of the process, I also like the idea of a working group to pull it together after the wide community consultation. Like Anna said though, Council would need to decide at the start who is going to make the final decision. Is the working group providing advice only? Will only Councillors vote on the final option? Will a working group also get a respected vote?

I think that's all the thoughts I've had so far 😊

Cheers, Jill.

From: Jo Hayes

Sent: Wednesday, 13 February 2019 1:48 PM

Hi Sarah,

Great job getting new faces/companies into the play.

I'm thinking it's a choice between Castledine and Creative IQ

I'm leaning towards Anna and her crew as they're offering fresh consultation ideas and being a younger demographic with varied experiences might offer a richer/fuller all-round experience. Plus they're out in the regions!

I think the most important thing at this stage is for Council to have a creditable spiel for the community as to why rebranding is being considered.

Another opportunity for gaining insight from the wider community might be when the draft tourism plan is presented.

It would be good if this is moved along as quickly as possible as I'm thinking it's going to impact on quite a few proposed tourism actions such as signage, marketing etc.

Best wishes, Jo

NEIL AND PHYLLIS MARRETT.
32 REID STREET

QUAIRADING. W.A. 6383.

C.R.C. QUAIRADING. ATTENTION SARAH CAPORN.

REFERENCE :TOWN BRANDING PRESENTATIONS.

MY WIFE AND I ATTENDED THE "PRESENTATIONS" AND WERE AMAZED AT THE WORK ALREADY DONE BY THE CRC AND THE COUNCIL MEMBERS. WE WERE DISAPOINTED AT THE SHORT SUPPLY OF LOCAL CITIZENS WHO WILL LATER SAY "WHY WASN'T I TOLD". NEVER MIND ,ON WITH THE REPORT.

THE GENTLEMAN WHO ATTENDED GETS OUR VOTE 1.FOR MAKING THE TIME TO BE HERE.2.HE SPOKE VERY CLEARLY.3.HE EXPLAINED WHAT HE WOULD AND WHAT HE COULD DO,ALSO HE INDICATED THAT HE WOULD BE USING AVERY EXPERIENCED PHOTOGRAPHER,WHICH I CONSIDER VITAL TO ANY PRESENTATION.

THE LADY WHO FOLLOWED WAS ALSO VERY GOOD BUT THE PHONE CONNECTION HAD THAT MUCH STATIC THAT WE WERE CONCENTRATING SO HARD ON LISTENING WE LOST TRACK OF THE POINT SHE WAS MAKING.

THE THIRD PRESENTER,ALSO VERY GOOD,WAS SPOILT BY THE STATIC

*Yours Sincerely
Neil J. Marrett*

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has made a provision of \$15,100 in the Budget Review adopted by Council at its November 2018 Ordinary Council Meeting.

The initial Budget estimate did not include an amount for the Branding Video (\$858 quoted by Market Creations).

The Grants & Projects Officer has provided several Options for the filming and production of a District Video.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them.
G3.2	Collaborate with the community to achieve desired outcomes.

COMMUNITY CONSULTATION

Community consultation will be completed as part of this project. There are at least two workshops or survey sessions costed in each of the proposals. Ideas and input from the community is important to identify the key values, assets and iconography of Quairading.

CreativeIQ suggested a pop-up session at a central location (say Co-op foyer) to provide community members the chance to engage casually with the process beyond a longer, more formal workshop session. They also included a week-long online survey using the Loomio platform. Participants will be guided by structured questions but it allows for conversation between participants rather than in isolation like a survey.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating considered Low. Risk mitigated by Council having reviewed the 2018/19 Budget to provide \$15,100 for the Rebranding Project. Quotations have been sought in accordance with Council's Purchasing Policy.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Reputational Risk will be mitigated and public image improved through a new "fresh" Branding.

Operation – Risk Matrix Rating considered Low. Management of the Branding Consultant will be through Council's normal Operations and Structure. Community Engagement to be promoted by the Community / Grants Team and local Publicity.

Natural Environment – Risk Matrix rating is considered Low.

FURTHER COMMENT

The existing Shire of Quairading logo was designed by Marilyn White and features a natural wood sculpture by local artist Ian Wills (dec.) and the native *Banksia cuneata*, a species originally only found in the Quairading area. The logo was selected by a committee of locals in the mid-1980s and was seen as an antidote to the usual wheat & wool adopted by many Wheatbelt towns.



ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 Supply and Delivery of one New Multi Tyred Roller and Trade of one Ammann AP240 Multi Tyred Roller - RFT 02/19 Disposal of one 2006 Ammann Multi Tyred Roller

Meeting Date	28 th February 2019
Responsible Officer	EMSW Allan Rourke
Reporting Officer	EMSW Allan Rourke
Attachments	x4 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 143-18/19

MOVED Cr Brown SECONDED Cr McRae

That Council: -

1. Accept the Quotation received for the Supply and Delivery of one (1) New Multi Tyred Roller to GCM Agencies Pty Ltd for a Multipac 524H for the cost of \$133,00.00 (ex GST);
2. Accept the Tender from Allused Pty Ltd. for the outright purchase of one (1) Ammann AP240 Multi Tyred Roller for the tendered price of \$21,000.00 (ex GST);
3. Authorise that the Changeover Amount of \$112,000 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

CARRIED 7/0

IN BRIEF

- eQuotes request for the supply and delivery and trade of a new Multi Tyred Roller.
- RFT advertised for the outright purchase of Council's Ammann 2006 Multi Tyred Roller.
- Whole of life costing was prepared by UNIQCO.
- Seven quotes received for the supply, delivery with trade.
- Four Tender Submissions received for the outright purchase.

MATTER FOR CONSIDERATION

For Council to consider quotes received for the supply and delivery of one (1) new Multi Tyred Roller and trade or outright purchase of one (1) Ammann AP240 Multi Tyred Roller.

BACKGROUND

eQuote requests were submitted to suitable WALGA Preferred Suppliers on the 19th January 2019 for the supply of one (1) new Multi Tyred Roller and trade of one (1) 2006 Ammann AP 240 Multi Tyred Roller.

A Request for Tender (RFT) 02/19 for the outright purchase of one (1) 2006 Ammann AP 240 Multi Tyred Roller was advertised in the West Australian on the 23rd January 2019.

The submissions were assessed using an assessment matrix as shown below:

Description of Qualitative Criteria	Weighting
Whole of life cost	40%
Price Changeover	30%
Service and Backup	15%
Warranty	10%
Delivery Time	5%

The assessment matrix allows the quotes to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous tender. This is to be used as a guide only during the assessment and is not necessarily binding.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

- (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
- (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy FIN.2, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

FINANCIAL IMPLICATIONS

In the Shire of Quairading 2018/2019 Adopted Budget an allowance has been made of \$145,000 (ex GST) changeover cost. The changeover cost would be \$112,000 (ex GST) should Council accept the Officers Recommendation.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Built Environment Objective: Planning and infrastructure to meet the needs of the community

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure

COMMUNITY CONSULTATION

N/A.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is considered Low - Change over cost is within Budget.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Quotes and Tenders have been sought as per Council’s Purchasing Policy FIN.2 and the LG Act and Regulations.

Operation – Risk Matrix Rating is considered Low – As per the Ten Year Plant Replacement Program. Purchase and changeover of the Roller/s will not impact upon Council’s operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

When submissions closed on Wednesday 6th February 2019, seven (7) quotes had been received from five (5) companies via eQuotes, and four (4) offers of outright purchase via RFT 02/19: -

- Conplant
- WesTrac
- BT Equipment
- GCM Agencies
- JCB Construction Equipment
- Smith Broughton & Sons (outright purchase)
- Gray Eisdell Timms (outright purchase)
- Euro Actions UK Limited (outright purchase)
- Allused PL (outright purchase)

The seven quotes have been assessed as follows:

Company	Make	Model	Score (%)
Conplant Pty Ltd	Ammann	ART280HT3	28.512
Conplant Pty Ltd	Ammann	AP240HT3	55.288
Conplant Pty Ltd	Ammann	AP240T3	73.416
WesTrac Pty Ltd	Caterpillar	CW34	55.624
BT Equipmen Pty Ltd t	Bomag	BW27RH	65.64
GCM Agencies Pty Ltd	Multipac	524H	81.024
JCB Construction Equipment Pty Ltd	Dynapac	CP2100AOR	59.176

The four (4) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 4 being the lowest offer) ranking is on price only.

Company	Score
Allused Pty Ltd	1
Euro Actions UK Limited	2
Gray Eisdell Timms	3
Smith Broughton & Sons	4

- From the above tables the quote to receive the highest score is the GCM Agencies Pty. Ltd. For the Multipac 524H Machine and Allused Pty Ltd ranked highest for the outright purchase.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of the preferred machine being the Multipac 524H.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort and overall suitability to Council’s requirements.

The Multipac 524H has safety equipment including hand and body rails, anti-slip service platforms and the cab is tiltable operating hydraulically with a lock valve and safety bar.

The cabin provides 360-degree visibility and excellent operator comfort and the seat has a 90-degree swivel slide system allowing the operator to shift from left to right for a more convenient function and visibility.

The engine is a turbo charged Cummins diesel.

Maintenance areas are easily accessible.

The five tyres at the rear allows for enhanced shoulder compaction and easily viewed through the rear view mirror.

The Executive Manager of Works and Services has contacted the Shire of Cue, Manager of Works for a reference on the new Multipac 524H that has been delivered to the Shire of Cue. Discussions centred on the machines capability, safety, and maintenance.

The Shire of Cue Manager of Works was very happy with the delivered machine and commented on the ease of maintaining the machine, drivers comfort, visibility; and that the machine has a ballasted weight of 24 tonnes delivered without purchasing extra ballast and not having to use water as ballast that would reduce the rusting on the machine.

In conclusion, the quote from GCM Agencies Pty Ltd for the Multipac 524H delivers the best value in the changeover cost by applying the no trade price and the tender offer from Allused Pty Ltd \$112,000 Ex GST.

Results from the evaluation against the Qualitative Criteria scores the Multipac 524H highest at 81.024% out of 100%.

Whole of life costing evaluated the Multipac 524H second with a score of 9.83 out of 10.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Wheatbelt Region Parks and Reserve Draft Management Plan

Cr Smith raised the recently published Draft Management Plan for Parks & Reserves in the Wheatbelt and queried if there are implications for the Quairading District and also raised Council's awareness that the comment period for this Plan is now open for submissions.

The Chief Executive Officer advised that the Draft Plan was provided to Council in the Information Session document and the Draft Management Plan would be reviewed. The CEO further commented that Submissions are invited until the 5th April 2019.

Road Signage on Corrigin Road

Cr Brown requested that signage be erected on the Corrigin Road before the Old Beverley West Road to indicate the recommended route to Perth (via Quairading) as Google Maps currently directs travellers down the gravel road being Old Beverley West Road.

The Chief Executive Officer referred the request to the Executive Manager of Works and Services, Mr Rourke to further investigate and recommend signage.

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th March 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr. Davies thanked Councillors, Staff and Members of the Public for their attendance.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.13 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28th February 2019 were confirmed on 28th March 2019 as recorded on Resolution No. _____

Confirmed..... 28/03/19

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Quairading Heritage Strategy – Annual Review Report

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Town Planning Consultant Jacky Jurmann
Attachments	Annual Minor Review Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council receive the Heritage Strategy Annual Review Report (March 2019) as presented.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Adopted Heritage Strategy provides for an Annual Review and Reporting requirement to Council.
- Review Report to be presented each March during the Term of the Strategy.
- No changes are proposed to the Wording of the Heritage Strategy nor to the Implementation Plan.
- Proposals from Heritage Consultants currently being assessed for inclusion into Budget Workshop Process.
- Strategy Implementation is subject to budgetary considerations during the life of the Strategy.

MATTER FOR CONSIDERATION

The first annual minor review of the implementation of the Heritage Strategy.

BACKGROUND

Council at its Ordinary Meeting held in April 2018, adopted the Shire's Heritage Strategy and accompanying Implementation Plan.

The Implementation Plan identifies prioritised actions, includes an annual minor review of the progress of implementing the Strategy.

Annual Report to include the following Matters: -

- Project Report versus Implementation
- Recommended Changes
- Justification for any Changes or adjustments of Timeframes
- Items for Budgetary Consideration
- Steps for the 12 months ahead.

Attached is a Report that details the actions taken to implement the Strategy to date.

STATUTORY ENVIRONMENT

The Heritage Strategy was prepared in accordance with the recommendations of the State Heritage Office.

POLICY IMPLICATIONS

There are no policy implications associated with this Report.

FINANCIAL IMPLICATIONS

No financial implications are expected in the current year, however there are financial implications associated with the implementation of the Heritage Strategy in future years. Quotes for the review of the Municipal Heritage Inventory (MHI) and creation of a Heritage List are currently being assessed and it is likely that the estimated budget identified in the Implementation Plan will be exceeded. A further Report will be presented for consideration to Council during the 2019/20 Budget Workshops.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

The protection of local heritage is consistent with the aims and objectives of the Strategic Community Plan.

COMMUNITY CONSULTATION

The community will be consulted during the review of the MHI and has been included in the Scope of Works.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Rating is assessed as Medium Risk. Proposals/Quotations from Heritage Consultants vary widely and are currently being further assessed by the Town Planning Contractor prior to the Budget amount being submitted to Council for Draft Budget purposes. The Budget estimate in the adopted Strategy for the MHI review is lower than current Quotations.

Health – Risk Rating is assessed as Low.

Reputation – Risk Rating assessed as Low. Risk will be mitigated as the Heritage Strategy is progressively implemented and as the Municipal Heritage Inventory is updated and as Heritage Listing is incorporated into Council's Town Planning Strategy No.3

Operation – Risk Rating is assessed as Low. Heritage Strategy being managed by CEO and Council's Town Planning Consultant as part of normal Operations.

Natural Environment – Risk Rating is assessed as Low Risk.

COMMENT

The review confirms that the Heritage Strategy is being implemented in a timely manner in accordance with the adopted Implementation Plan.

SHIRE OF QUAIRADING

HERITAGE STRATEGY 2017 – REVIEW OF IMPLEMENTATION PLAN

MARCH 2019

Priority	Section		Action	Estimated Budget	Recommended Timing	Minor Review – Implementation Status
	No.	Heading				
1.	12.	Acceptance, Implementation and Review of the Heritage Strategy	The Shire of Quairading should consider this Heritage Strategy and investigate the implementation of the recommendations.	Adoption is nil cost. Overall budget estimated at \$25,000 to \$30,000 depending on the extent of use of external consultants, Council's TP Consultant and Council staff.	Acceptance – April 2018 Implementation – 5 year timeframe to June 2023. Minor review annually (March) and a major review every 5 years. Town Planner (TP) Consultant.	Adopted – April 2018. Review – March 2019.
2.	4.	Heritage in the Local Planning Scheme	Establish a MHI scope of work to ensure the review is targeted to achieve maximum outcomes. This scope may be staged to assist with budget allocations.	Estimated budget = \$1500 (TP Consultant) to develop a scope of work for the review of the MHI. Scope of works to incorporate staging of works.	Scope of works be completed by December 2018 to enable a budget allocation for 2019/20. TP Consultant.	Scope of Works completed – December 2018.
3.	3.	Local Government Municipal Heritage Inventory	Initiate a review of the municipal inventory as soon as possible – if an allocation is not currently budgeted for the review then seek a budget allocation for 2017-18.	Full review budget estimated at \$15,000 to \$20,000. Staging will be identified in the scope of works. Specialist consultant required. 19/20 Budget Item.	Review be completed during 2019/20. Heritage Consultant.	Quotations sought in February 2019 and under review – March 2019. Report to be presented for Draft Budget consideration – April 2019.

Priority	Section		Action	Estimated Budget	Recommended Timing	Minor Review – Implementation Status
	No.	Heading				
4.	4.	Heritage in the Local Planning Scheme	Following a review of the MHI, prepare a Heritage List in accordance with the Local Planning Scheme.	Establishment of Heritage List will form part of MHI scope of works and budget.	To be undertaken concurrently 20/21 Year with MHI review.	Incorporated into Scope of Works and quotations as per action 3 and 4.
5.	7.	Heritage Places owned by the Shire of Quairading	Shire owned heritage places should be afforded the relevant recognition and protection under the Municipal Inventory, the Local Planning Scheme and the State Register of Heritage Places, depending on the level of significance.	All Shire owned heritage places are included in MHI and therefore TPS2. Level of protection will be re-assessed during review of MHI.	Following MHI Review Estimate 20/21 Year. In house & TP Consultant.	To be commenced 20/21 Year.
6.	5.	Heritage Council of WA database	During the review of the MHI, consider all places in the Shire that are listed in the “InHerit” database for possible inclusion in the MHI.	To be incorporated into MHI review budget.	As part of 19/20 Year MHI review. Heritage Consultant.	To be commenced 20/21 Year.
7.	10.	Community Engagement	Promote the actions and outcomes in the Heritage Strategy with the Community Resource Centre.	Budget dependent on level of promotion. Grant funding could be obtained for specific projects.	Following MHI review. TP Consultant, Economic Development Project Officer and Grants and Project Officer.	To be commenced 20/21 Year.
8.	8.	Heritage Incentives	Promote heritage grants programs and provide assistance where possible to private property owners and community groups	Estimated budget = \$1500 to carry out research and draft a Report detailing incentives and	Following MHI review 20/21 Year. Estimated ongoing incentives to be considered.	To be commenced 20/21 Year.

Priority	Section		Action	Estimated Budget	Recommended Timing	Minor Review – Implementation Status
	No.	Heading				
			with the application process.	recommendations to Council.		
9.	3.	Local Government Municipal Heritage Inventory	Assign a staff member to assist with overseeing the day-to-day management of the municipal inventory.	Nil. Day-to day management can be incorporated into duties of an allocated Officer.	Following completion of reviewed MHI. Grants & Project Officer.	To be commenced 20/21 Year following MHI review.
10.	6.	State Register of Heritage Places	Shire staff to ensure that any development applications received for State Registered Places are referred to the Heritage Council of WA in accordance with the Heritage of Western Australia Act 1990.	Nil. Included in planning services budget.	TP Consultant.	Ongoing.
11.	10.	Community Engagement	Identify and promote existing and future heritage tourism initiatives that increase the tourism experience within the Shire.	Budget dependent on desired level of promotion. Grant funding could be obtained for specific projects.	Ongoing. Grants Officer to identify opportunities.	Ongoing.
12.	9.	Training and Education	Enlist the services of a Heritage Advisor to provide advice and assistance on a range of heritage issues within the Shire.	Budget to be allocated when training and education are required.	To June 2023 (Term of Strategy).	Ongoing.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – February 2019

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – February 2019

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 February 2019 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23618 to 23627 & EFT6277 to EFT6367 & DD13319.1 to DD13319.10 & DD13320.1 to DD13320.10 totalling \$378,243.56 be received and
2. That Police Licensing payments for the month of February 2019 totalling \$38,169.45 be received on the 28th February 2019 (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for February 2019 balance totalling \$0 be received (Attachment 9.1.3); and
4. That Payroll payments for the month February 2019 totalling \$156,135.39; and
5. That the Lease payment for the month of February on the CESM Vehicle totalling \$1,775.97.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during February 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2018/2019 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

**List of Accounts Due & Submitted to Committee
February Account List**

EFT/Chq/DD	Date	Name	Description	Amount	Funds Recovered
EFT6277	01/02/2019	COURIER AUSTRALIA	FREIGHT FROM GAMATO FOR ELECTRICIAN	10.73	FULLY
EFT6278	01/02/2019	AVON VALLEY TYRE SERVICE	REPAIR 2 X TYRES FOR CSM VEHICLE A/H - 1GJ1253	143.00	PARTIALLY
EFT6279	01/02/2019	A W DUNCAN CARPENTRY SERVICES	NEW SOLID DOOR, ENTRANCE SETS AND ACCESSORIES TO SUPPLY AND INSTALL - MEDICAL PRACTICE AND DOCTOR'S ROOM	2,816.55	
EFT6280	01/02/2019	INDUSTRIAL PROTECTIVE PRODUCTS (W.A.)	GLOVES, THORTZ SUGAR FREE MIXED FLAVOUR HYDROLYTE AND INSECT REPELLENT - OHS	452.87	
EFT6281	01/02/2019	G J JONES PLUMBING	REPLACEMENT PARTS AND 1 HR EXCAVATOR DRY HIRE - OVAL RETIC	1,155.00	
EFT6282	01/02/2019	DIGGING DOCKER	TRENCHING FOR NEW POWER CABLES AT BORE FIELDS	700.00	
EFT6283	01/02/2019	RURAL TRAFFIC SERVICES PTY LTD	SUPPLY TRAFFIC MANAGEMENT AT BULYEE-QUAIRADING RD	5,791.50	
EFT6284	01/02/2019	ROADSWEST ENGINEERING GROUP WA PTY LTD	WANDRRA PROGRESS CLAIM NO.18 - RFT05-16/17	37,792.28	FULLY
EFT6285	01/02/2019	JODIE YARDLEY	STATIONERY CASES/FILES AND A3 FRAMES - ADMIN AND CERTIFICATES	70.86	
EFT6286	01/02/2019	BONNY KING	REIMBURSEMENT FOR CURTAINS AND FIXTURES - B26 - 14 REID ST	1,487.00	
EFT6287	01/02/2019	CQ WATER TRUCK HIRE	HIRE OF 6 WHEEL CART - BULYEE RD REPAIRS 14/1/19	3,811.50	
EFT6288	01/02/2019	PROFORM CIVIL	DANGIN MEARS RD - BILL OF QUANTITIES, CIVIL DESIGN, FEATURE SURVEY AND SITE INSPECTION	10,989.00	PARTIALLY
EFT6289	01/02/2019	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR 90L COIRPOWER SOIL, WATERCRESS AND SUNFLOWER SEEDS - YOUTH CENTRE	149.07	PARTIALLY
EFT6290	01/02/2019	WBS GROUP PTY LTD	50% RETENTION DUE UPON EXPIRATION OF DEFECTS LIABILITY PERIOD - DEPOT BUILDING	17,234.69	
EFT6291	01/02/2019	WESTERN DIAGNOSTIC PATHOLOGY	INVESTIGATIONS PRIOR TO VACCINATIONS - STAFF	349.25	
EFT6292	01/02/2019	LYNETTE BROCKMAN	REIMBURSEMENT OF COTTAGE BOND	200.00	FULLY
EFT6293	08/02/2019	VALMA RAE HAYES	REIMBURSEMENT TOWN HALL BOND	1,075.00	FULLY
EFT6294	08/02/2019	QUAIRADING EARTHMOVING CO.	HIRE OF DOZER, WIN AND STOCKPILE GRAVEL AT FAIRCLOUGH'S PIT - HAMMONDS HILL - DANGIN MEARS ROAD	10,120.00	PARTIALLY
EFT6295	08/02/2019	EASTERN HILLS SAWS & MOWERS	REPAIRS TO CUT-OFF SAW	27.75	
EFT6296	08/02/2019	BGC SUPPLIES	13 X CEMENT 0.5 GREY BULK BAG CHOICE - COLLECTED	2,320.32	
EFT6297	08/02/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY MONITORING AND VARIOUS IT	127.50	
EFT6298	08/02/2019	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD.	LICENCE FEES TOWN HALL - PERFORMING RIGHTS 01/03/2019 - 29/02/2020	73.16	
EFT6299	08/02/2019	NEU-TECH AUTO ELECTRICS	SUPPLY AND FIT 1 X TOWWAY, 24V 21/5W GLOBE - Q272 - NISSAN UD TRUCK	491.50	
EFT6300	08/02/2019	SAMANTHA BROWN	REIMBURSEMENT FOR PHONE COVER - DOCTOR	25.00	
EFT6301	08/02/2019	REDFISH TECHNOLOGIES PTY LTD	CCTV PROJECT - SUPPLY AND FITTING OF CCTV EQUIPMENT	37,174.50	FULLY
EFT6302	08/02/2019	RURAL TRAFFIC SERVICES PTY LTD	3 TRAFFIC CONTROLLERS, 2 VEHICLES AND SIGNS - JOB 966: DANGIN MEARS RD	8,717.50	PARTIALLY
EFT6303	08/02/2019	CARDNO	PROFESSIONAL SERVICES RENDERED ON REALIGNMENT OF DN100 WATERMAIN TO 25/01/2019 - GOLDFIELDS ROAD	2,639.45	FULLY
EFT6304	08/02/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES ON 4/1, 10/1, 14/1 AND 24/1/2018	981.75	
EFT6305	08/02/2019	WHEATBELT BUSINESS NETWORK	FULL MEMBERSHIP INCLUDING CCIWA	302.50	
EFT6306	08/02/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	191.70	FULLY
EFT6307	08/02/2019	FAIRFAX MEDIA PUBLICATIONS PTY LTD	ANNUAL ELECTORS MEETING - NOTICE IN AVON ADVOCATE 9/1/2019	263.21	
EFT6308	08/02/2019	PRIMARIES	SAFETY BOOTS	254.65	

EFT6309	08/02/2019	PROFORM CIVIL	REIMBURSE COTTAGE BOND	200.00	FULLY
EFT6310	08/02/2019	PANIEKA ARMSTRONG	REIMBURSE COTTAGE BOND	200.00	FULLY
EFT6311	14/02/2019	AVON WASTE	DOMESTIC AND RECYCLING RUBBISH COLLECTION - JANUARY 2019	8,251.32	
EFT6312	14/02/2019	COURIER AUSTRALIA	FREIGHT OF ELECTRICAL SUPPLIES AND 3 SIDE BRUSHES FOR RE-BRISTLE ON SWEEPER	26.52	PARTIALLY
EFT6313	14/02/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	SERVICES OF PRINTING, CLEANING, GYM AND WEBSITE MANAGEMENT, TRAFFIC CONTROL AND ROOM HIRE	1,196.19	
EFT6314	14/02/2019	ALLOY AND STAINLESS PRODUCTS PTY LTD	1 X SET OF MOWER BLADES AND 1 X SET OF SLASHER BLADES - SMALL PLANT	274.36	
EFT6315	14/02/2019	LANDMARK	1 X 1/4POLYPIPE - 150M - OVALS AND GROUNDS	203.50	
EFT6316	14/02/2019	HOWARD PORTER	REMOVE AND REPLACE FRONT BALL PIVOT, TEST FUNCTIONS AND PAINT - RIGID TIPPER - Q5122	3,960.00	
EFT6317	14/02/2019	GREAT SOUTHERN FUEL SUPPLIES	6500L @ \$1.195p/l DIESEL	8,544.25	
EFT6318	14/02/2019	CNW PTY LTD	ELECTRICAL SUPPLIES	1,518.50	FULLY
EFT6319	14/02/2019	MM ELECTRICAL MERCHANDISING NORTHAM	ELECTRICAL SUPPLIES	1,693.25	FULLY
EFT6320	14/02/2019	GAMATO MANUFACTURING	CPMD CONTROL BOX BRAEMAR LCB - SEELEY CONTROLLER - ELECTRICIAN	423.50	FULLY
EFT6321	14/02/2019	BLUESTEEL ENTERPRISES P/L	VARIOUS FIRE PREVENTION- CESM"	498.80	
EFT6322	14/02/2019	DANIEL SHAUN MARZOCCHI	REIMBURSEMENT FOR FIRE BLANKET AND EXTINGUISHER BRACKET	39.95	
EFT6323	14/02/2019	WBS GROUP PTY LTD	DESIGN AND CONSTRUCT WORK DEPOT AND STAFF FACILITIES VARIATION 04	2,995.30	
EFT6324	14/02/2019	DAVES TREE SERVICE	61 TREES TRIMMED UNDER WESTERN POWER GUIDELINES IN TOWNSITE AND ACCOMMODATION	9,042.00	
EFT6325	14/02/2019	JEAN TURNER	REIMBURSE COTTAGE BOND	200.00	FULLY
EFT6326	14/02/2019	BOC LIMITED	GAS BOTTLE RENTAL FEES AT DEPOT AND MEDICAL PRACTICE - 29.12.18 - 28.01.2019	48.68	
EFT6327	27/02/2019	CUTTING EDGES	GRADER BLADES BLK CURVED - P240 AND P237 (CAT 12M GRADERS) AND STOCK	2,365.44	
EFT6328	27/02/2019	COURIER AUSTRALIA	FREIGHT FROM ACTROL FOR ELECTRICIAN	129.65	FULLY
EFT6329	27/02/2019	QUAIRADING EARTHMOVING CO.	WANDRRA FLOOD DAMAGE REPAIR ROADS RFT01-17/18 CERTIFICATE 16	24,196.88	FULLY
EFT6330	27/02/2019	QUAIRADING AGRI SERVICES	VARIOUS HARDWARE ITEMS FOR DEPOT, OVALS, CRC, CHILDCARE, ADMIN	5,442.49	
EFT6331	27/02/2019	TROPHY SPECIALISTS	VINYL DATE AND LETTERING FOR CITIZEN OF THE YEAR, INCLUDES FREIGHT	43.00	
EFT6332	27/02/2019	AWARD SECURITY	50 SWIPE CARDS - GYM	568.70	
EFT6333	27/02/2019	QUAIRADING COMMUNITY RESOURCE CENTRE	2018 BUSINESS PHONE BOOK LISTING	33.00	
EFT6334	27/02/2019	SURGICAL HOUSE	MULTI-STIX -10: 100 STRIPS - MEDICAL PRACTICE	133.80	
EFT6335	27/02/2019	MEDICAL DIRECTOR AUSTRALIA	SUPPORT - CLINICAL STANDARD SUBSCRIPTION <10 USERS	1,144.00	
EFT6336	27/02/2019	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL	60.00	FULLY
EFT6337	27/02/2019	TRUCKLINE	LATCH ASSEMBLY PH300 - P272 NISSAN UD TRUCK	181.50	
EFT6338	27/02/2019	NEU-TECH AUTO ELECTRICS	REPLACE FAULTY POWER RELAY TO TWO-WAY AND TEST - TRUCK AND TIPPER Q5122	165.00	
EFT6339	27/02/2019	A W DUNCAN CARPENTRY SERVICES	MAINTENANCE TO 14 AND 28 REID ST, MEDICAL PRACTICE AND WORKS DEPOT	5,102.90	
EFT6340	27/02/2019	DAWSON'S GARDEN WORLD	VARIOUS FLOWERS FOR PARKS AND GARDENS	314.15	
EFT6341	27/02/2019	LANDMARK	2 X 20L ROUNDUP	362.56	
EFT6342	27/02/2019	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - SWIMMING POOL	14,300.00	
EFT6343	27/02/2019	ALLFILTERS PTY LTD	3 FILTERS FOR WATER DISPENSER - ADMIN KITCHEN	159.50	
EFT6344	27/02/2019	SUNNY INDUSTRIAL BRUSHWARE	3 BRUSHES REFURBISHED - SWEEPER	577.55	

EFT6345	27/02/2019	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT FOR CUBBINE RD	6,292.00	
EFT6346	27/02/2019	DAIMLER TRUCKS PERTH	REPAIR SIDE DOOR OF COMMUNITY BUS	365.65	
EFT6347	27/02/2019	GREAT SOUTHERN FUEL SUPPLIES	500L @ \$1.1482 P/L UNLEADED AND 6000L @ \$1.2523P/L DIESEL	8,896.69	
EFT6348	27/02/2019	AVON CONCRETE	WANDRRA FLOOD DAMAGE REPAIRS FLOODWAYS: RFT 02-17/18 CERTIFICATE 17	20,431.93	FULLY
EFT6349	27/02/2019	CARDNO	REALIGNMENT OF DN100 WATERMAIN AT GOLDFIELDS RD - PERIOD ENDING NOVEMBER 2018	129.25	FULLY
EFT6350	27/02/2019	WALGA	DELIVERY OF PROCUREMENT WORKSHOP	6,511.25	PARTIALLY
EFT6351	27/02/2019	YORK LANDSCAPE SUPPLIES	MAINTENANCE / REPAIRS TO RETICULATION SYSTEM AT POOL	485.00	
EFT6352	27/02/2019	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES PROVIDED ON 31 JANUARY, 7 AND 15 FEBRUARY 2019	748.00	
EFT6353	27/02/2019	NOBLE MEDICALS PTY LTD	CLINICAL SERVICES FROM 16 JANUARY TO 12 FEBRUARY 2019	34,179.65	
EFT6354	27/02/2019	GLENWARRA DEVELOPMENT SERVICES	TOWN PLANNING SERVICES ON ENQUIRIES, GOLDFIELDS RD, HERITAGE LIST, DALL ST, OLD SCHOOL GRANTS AND ROADS	2,722.50	
EFT6355	27/02/2019	AG IMPLEMENTS QUAIRADING	REMOVED AND REPAIRED GEAR SELECTOR - JD TRACTOR	449.17	
EFT6356	27/02/2019	MM ELECTRICAL MERCHANDISING NORTHAM	VARIOUS ELECTRICAL SUPPLIES	1,565.16	FULLY
EFT6357	27/02/2019	BONNY KING	REIMBURSEMENT FOR 2 X BARBECUE GRILL CLEANERS - CARAVAN PARK	13.80	
EFT6358	27/02/2019	ACTROL	VARIOUS ELECTRICAL SUPPLIES	927.87	FULLY
EFT6359	27/02/2019	TOODYAY TRENCHING PTY LTD	CABLE LOCATING - DANGIN MEARS RD	850.00	PARTIALLY
EFT6360	27/02/2019	PROFORM CIVIL	CONSULTING FOR DANGIN MEARS RD - SURVEY SETOUT	4,620.00	PARTIALLY
EFT6361	27/02/2019	PH & KE GOW	SURVEY AND PEG QUAIRADING CEMETERY AND TRAVEL	2,002.00	
EFT6362	27/02/2019	MICHELLE WILSON	REIMBURSEMENT FOR PARKING DURING TRAINING AND COUNCIL REFRESHMENTS	19.95	
EFT6363	27/02/2019	AJ & BR COWCILL	FIT SOLENOID CONTROL VALVE, ADJUST DIVERTER VALVE, TRAVEL & 3 SOLENOIDS - SIDE TIPPER	653.50	
EFT6364	27/02/2019	DORMAKABA AUSTRALIA PTY LTD	INSPECTION AND SERVICE OF AUTOMATED SLIDING DOOR - RESOURCE CENTRE AND MEDICAL PRACTICE	434.18	
EFT6365	27/02/2019	JEAN TURNER	REIMBURSEMENT FOR 1 NIGHTS STAY IN COTTAGE	125.00	
EFT6366	27/02/2019	THE MURRAY HOTEL PERTH	ACCOMMODATION & BREAKFAST 17.2.19 - TRAINING	131.00	
EFT6367	27/02/2019	CANNON HYGIENE AUSTRALIA	ANNUAL FEE FOR SANITARY SERVICES	1,850.31	
23618	01/02/2019	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL	139.70	
23619	01/02/2019	SYNERGY	POWER USAGE AND CHARGES 27/11/18 - 21/1/19	108.75	
23620	08/02/2019	TELSTRA	PHONE USAGE AND CHARGES TO 19/2/19	2,442.17	
23621	08/02/2019	WATER CORPORATION	WATER USAGE AND CHARGES 20/11/18 - 17/1/19	4,357.05	
23622	08/02/2019	SYNERGY	POWER USAGE AND CHARGES 13/12/2018 - 9/1/2019	13,774.95	
23623	14/02/2019	TELSTRA	PHONE USAGE AND CHARGES TO 28 JANUARY 2019	96.74	
23624	14/02/2019	SYNERGY	POWER USAGE AND CHARGES 25/12/18 - 24/01/2019	2,320.67	
23625	27/02/2019	TELSTRA	PHONE USAGE AND CHARGES TO 15 FEBRUARY 2019	896.27	
23626	27/02/2019	SYNERGY	POWER USAGE AND CHARGES 9.1 - 12.2.19	1,138.82	
23627	27/02/2019	SHIRE OF QUAIRADING	PETTY CASH REIMBURSEMENT	143.40	
DD13319.1	05/02/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,756.49	
DD13319.2	05/02/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	288.46	
DD13319.3	05/02/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21	
DD13319.4	05/02/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	994.94	
DD13319.5	05/02/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58	

DD13319.6	05/02/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	317.51	
DD13319.7	05/02/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	113.72	
DD13319.8	05/02/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	231.90	
DD13319.9	05/02/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	294.21	
DD13319.10	05/02/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	113.27	
DD13320.1	19/02/2019	WA SUPER	SUPERANNUATION CONTRIBUTIONS	4,758.50	
DD13320.2	19/02/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	346.76	
DD13320.3	19/02/2019	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	314.21	
DD13320.4	19/02/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1,075.79	
DD13320.5	19/02/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	278.58	
DD13320.6	19/02/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	328.86	
DD13320.7	19/02/2019	HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	98.80	
DD13320.8	19/02/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	296.78	
DD13320.9	19/02/2019	SUPERWRAP ESSENTIALS - PERSONAL SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	560.87	
DD13320.10	19/02/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	123.71	
				378,243.56	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
Feb-19		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
30/01/19	TRANSPORT RECEIPTS	2,672.55
31/01/19	TRANSPORT RECEIPTS	1,117.85
01/02/19	TRANSPORT RECEIPTS	844.50
04/02/19	TRANSPORT RECEIPTS	2,700.90
05/02/19	TRANSPORT RECEIPTS	3,560.30
06/02/19	TRANSPORT RECEIPTS	2,134.85
07/02/19	TRANSPORT RECEIPTS	1,725.55
08/02/19	TRANSPORT RECEIPTS	3,479.95
11/02/19	TRANSPORT RECEIPTS	1,594.70
12/02/19	TRANSPORT RECEIPTS	6,377.50
13/02/19	TRANSPORT RECEIPTS	498.40
14/02/19	TRANSPORT RECEIPTS	439.50
15/02/19	TRANSPORT RECEIPTS	2,281.15
18/02/19	TRANSPORT RECEIPTS	375.00
19/02/19	TRANSPORT RECEIPTS	1,139.00
20/02/19	TRANSPORT RECEIPTS	2,830.50
21/02/19	TRANSPORT RECEIPTS	2,353.75
22/02/19	TRANSPORT RECEIPTS	1,080.60
25/02/19	TRANSPORT RECEIPTS	201.15
26/02/19	TRANSPORT RECEIPTS	761.75
		38,169.45
28/02/19	TRANSPORT RECEIPTS	16,905.95
27/02/19	TRANSPORT RECEIPTS	3,553.30
	AMOUNTS YET TO BE DRAWN	20,459.25

Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
24 JAN	Payments AUTOMATIC PAYMENT	
	Sub Total:	108.00 - 108.00 -
	Grand Total:	108.00 -

Note

Nil to Pay on 22/2/19.

Cardholder Graeme Ashley Fardon
[Signature]

Authorising Officer/
 Councillor *[Signature]*



S001301 / M000464 / 026 / CN1VPCP1

9.2 Financial Information—Statements of Income and Expenditure for the Period Ending – 28th February 2019

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 28th February 2019

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Giffellon
Attachments	9.2.1 Financial Statements for February
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council receive the Monthly Financial Statements for the period ending 28th February 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 28th February 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template. The current template is based on the Moore Stephens Monthly Budget Template.

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government's Financial Regulation 34 including individual schedules on each budget line item provided to Council for analysis.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Medical Practice and Childcare. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 28 February 2019

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2018/19 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Buildings					
Shire Hall Upgrades	80.74%	128,300	128,300	103,583	(24,717)
Cottage Project	0.13%	395,000	395,000	526	(394,474)
Plant & Equipment					
Community Bus	0.00%	135,700	135,700	-	(135,700)
Infrastructure - Roads					
Roads Construction	54.94%	1,639,967	1,436,812	901,012	(535,800)
Other Infrastructure					
New Bowling Green	0.00%	230,000	-	-	-
New Lighting Quairading Oval	0.80%	219,000	119,000	1,745	(117,255)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 28 February 2018	28 February 2019
Adjusted Net Current Assets	109%	\$ 1,528,864	\$ 1,666,620
Cash and Equivalent - Unrestricted	190%	\$ 921,848	\$ 1,753,826
Cash and Equivalent - Restricted	125%	\$ 2,163,212	\$ 2,694,177
Receivables - Rates	116%	\$ 271,299	\$ 315,026
Receivables - Other	33%	\$ 503,331	\$ 163,884
Payables	25%	\$ 1,744,231	\$ 440,349

** Note: Compares current ytd actuals to prior year actuals at the same time*

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 22nd March 2019
Prepared by: Executive Manager of Corporate Services
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

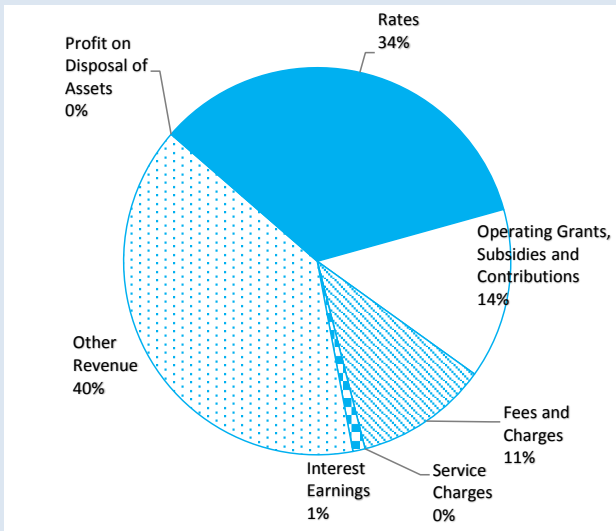
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

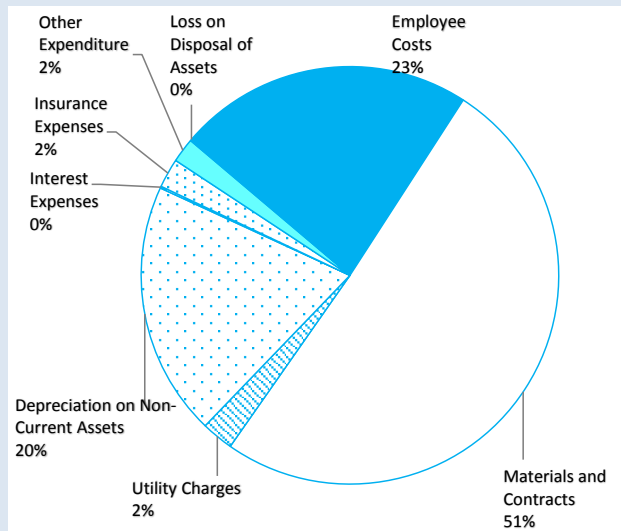
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

SUMMARY GRAPHS

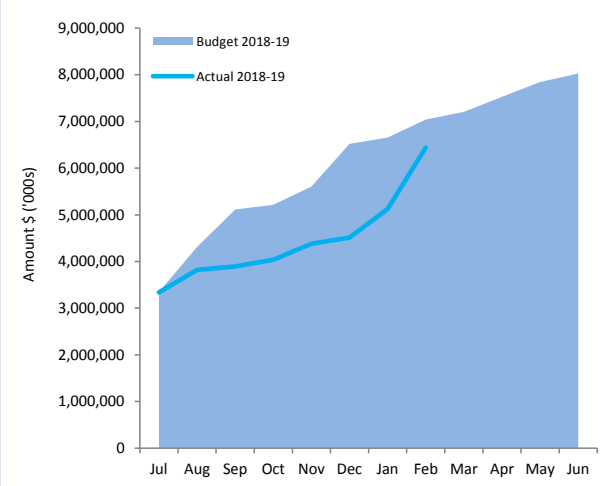
OPERATING REVENUE



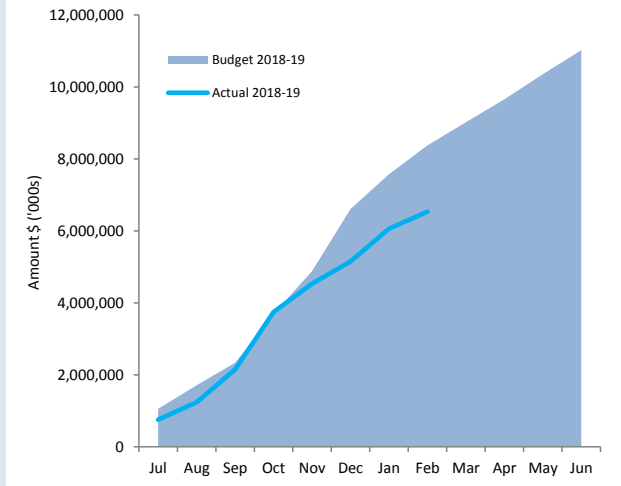
OPERATING EXPENSES



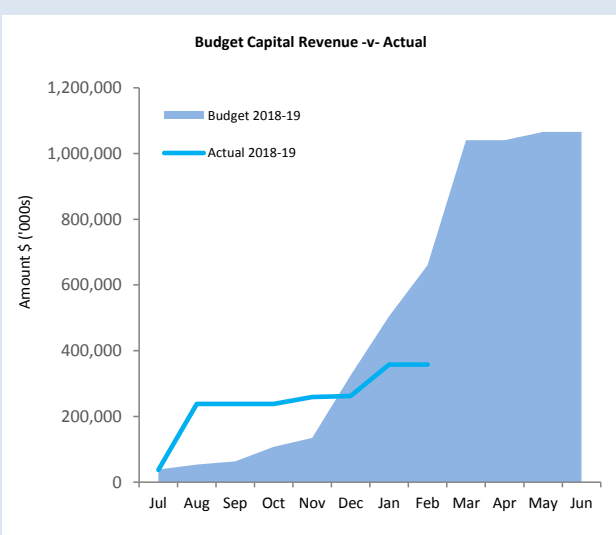
Budget Operating Revenues -v- Actual



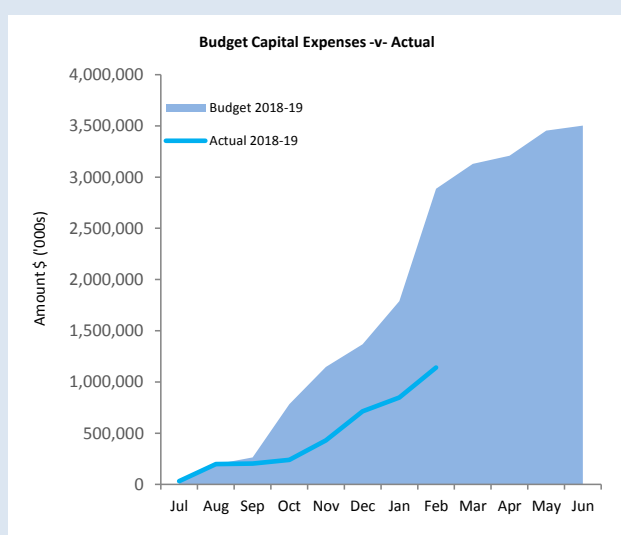
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



This information is to be read in conjunction with the accompanying Financial Statements and Notes. Capital Revenue include Capital Grants and Contributions, Proceeds of Sale and Borrowings.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

STATUTORY REPORTING PROGRAMS

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	The Governance function accumulates the costs of Members expenses and other costs of Council that relate to the tasks of assisting councillors and the Ratepayers on matters which do not concern specific Council services, being election costs; allowances and expenses of members; policy and training and audit fees.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.
HEALTH	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Operation and maintenance of the Little Rainmakers Childcare Centre, Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge. Youth programme and Quairading Youth Centre.
HOUSING	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, drainage works, footpaths, parking facilities and cleaning of streets. Natural disaster road and bridge repairs. On-line licensing centre for Department of Transport. Maintenance of the Airstrip.
ECONOMIC SERVICES	To help promote the Shire Quairading and its economic wellbeing.	Community development, operation of caravan park and short stay accommodation, tourism and townscape, control of noxious weeds/plants. Pests and building control, community gym and building control.
OTHER PROPERTY AND SERVICES	To monitor and control the Shire of Quairading overheads.	Private works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,839,098	1,839,098	1,634,796	(204,302)	(11%)	
Revenue from operating activities							
Governance		16,076	12,198	10,747	(1,451)	(12%)	
General Purpose Funding - Rates	5	2,211,054	2,222,870	2,209,166	(13,704)	(1%)	
General Purpose Funding - Other		969,927	707,519	722,052	14,533	2%	
Law, Order and Public Safety		188,450	97,980	105,851	7,871	8%	
Health		456,258	294,094	245,171	(48,923)	(17%)	▼
Education and Welfare		186,798	132,322	115,098	(17,224)	(13%)	▼
Housing		109,576	73,230	68,190	(5,040)	(7%)	
Community Amenities		204,725	154,165	150,399	(3,766)	(2%)	
Recreation and Culture		278,539	45,209	22,999	(22,210)	(49%)	▼
Transport		3,020,996	3,002,656	2,410,428	(592,228)	(20%)	▼
Economic Services		128,180	91,060	153,860	62,800	69%	▲
Other Property and Services		290,720	207,488	228,744	21,256	10%	▲
		8,061,299	7,040,791	6,442,705	(598,086)	(8%)	
Expenditure from operating activities							
Governance		(709,875)	(514,222)	(471,314)	42,908	8%	
General Purpose Funding		(99,288)	(41,834)	(42,976)	(1,142)	(3%)	
Law, Order and Public Safety		(342,832)	(236,963)	(215,581)	21,382	9%	
Health		(715,529)	(478,222)	(448,501)	29,721	6%	
Education and Welfare		(301,663)	(204,782)	(192,617)	12,165	6%	
Housing		(243,041)	(156,362)	(135,196)	21,166	14%	▲
Community Amenities		(529,451)	(363,423)	(279,135)	84,288	23%	▲
Recreation and Culture		(890,436)	(610,462)	(628,755)	(18,293)	(3%)	
Transport		(6,340,397)	(5,158,974)	(3,479,016)	1,679,958	33%	▲
Economic Services		(609,950)	(398,143)	(324,254)	73,889	19%	▲
Other Property and Services		(239,266)	(212,843)	(312,527)	(99,684)	(47%)	▼
		(11,021,728)	(8,376,230)	(6,529,872)	1,846,358	22%	▲
Operating activities excluded from budget							
Add Back Depreciation		3,373,211	2,248,816	1,284,858	(963,958)	(43%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	5,656	13,882	8,226	145%	
Adjust Provisions and Accruals		0	0	(6,938)	(6,938)		
Amount attributable to operating activities		403,080	919,033	1,204,634	285,601	(31%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		683,780	179,738	357,833	178,095	99%	▲
Proceeds from Disposal of Assets	6	192,000	27,000	29,774	2,774	10%	
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(3,502,971)	(2,885,366)	(1,140,638)	1,744,728	60%	▲
Amount attributable to investing activities		(2,627,191)	(2,678,628)	(753,031)	1,925,597	72%	▲
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	35,772	35,772	0	0%	
Transfer from Reserves	9	783,867	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(85,199)	(57,680)	(57,680)	0	0%	
Transfer to Reserves	9	(463,900)	(447,871)	(447,871)	0	0%	
Amount attributable to financing activities		419,340	(419,779)	(419,779)	0	0%	
Closing Funding Surplus(Deficit)	1(b)	34,327	(340,276)	1,666,620	2,006,896	590%	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2018/19 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 28 FEBRUARY 2019

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,839,098	1,839,098	1,634,796	(204,302)	(11%)	▼
Revenue from operating activities							
Rates	5	2,211,054	2,222,870	2,209,166	(13,704)	(1%)	
Operating Grants, Subsidies and Contributions		4,309,459	926,892	916,400	(10,492)	(1%)	
Fees and Charges		1,149,903	781,609	716,561	(65,048)	(8%)	
Interest Earnings		94,444	55,154	65,804	(10,650)	19%	▲
Other Revenue		281,081	3,054,266	2,534,774	(519,492)	(17%)	▼
Profit on Disposal of Assets	6	15,358	0	0			
		8,061,299	7,040,791	6,442,705	(598,086)	(8%)	
Expenditure from operating activities							
Employee Costs		(2,296,150)	(1,499,582)	(1,485,018)	14,564	1%	
Materials and Contracts		(4,789,952)	(3,813,530)	(3,303,190)	510,340	13%	▲
Utility Charges		(221,056)	(138,942)	(161,813)	(22,871)	(16%)	▼
Depreciation on Non-Current Assets		(3,373,211)	(2,248,816)	(1,284,858)	963,958	43%	▲
Interest Expenses		(28,228)	(14,578)	(9,289)	5,289	36%	
Insurance Expenses		(202,444)	(199,458)	(148,150)	51,309	26%	▲
Other Expenditure		(105,031)	(455,668)	(123,672)	331,996	73%	▲
Loss on Disposal of Assets	6	(5,656)	(5,656)	(13,882)	(8,226)	(145%)	
		(11,021,728)	(8,376,230)	(6,529,872)	1,846,358	(22%)	
Operating activities excluded from budget							
Add back Depreciation		3,373,211	2,248,816	1,284,858	(963,958)	(43%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(9,702)	5,656	13,882	8,226	145%	
Adjust Provisions and Accruals		0	0	(6,938)	(6,938)		
Amount attributable to operating activities		403,080	919,033	1,204,634	285,601	31%	
Investing activities							
Non-operating grants, subsidies and contributions		683,780	179,738	357,833	178,095	99%	▲
Proceeds from Disposal of Assets	6	192,000	27,000	29,774	2,774	10%	
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,502,971)	(2,885,366)	(1,140,638)	1,744,728	60%	▲
Amount attributable to investing activities		(2,627,191)	(2,678,628)	(753,031)	1,925,597	(72%)	
Financing Activities							
Proceeds from New Debentures		150,000	0	0	0		
Self-Supporting Loan Principal		34,572	35,772	35,772	0	0%	
Transfer from Reserves	9	783,867	50,000	50,000	0	0%	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(85,199)	(57,680)	(57,680)	0	0%	
Transfer to Reserves	9	(463,900)	(447,871)	(447,871)	0	0%	
Amount attributable to financing activities		419,340	(419,779)	(419,779)	0	0%	
Closing Funding Surplus (Deficit)	1(b)	34,327	(340,276)	1,666,620	2,006,896	(590%)	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 1(a)
NET CURRENT ASSETS**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

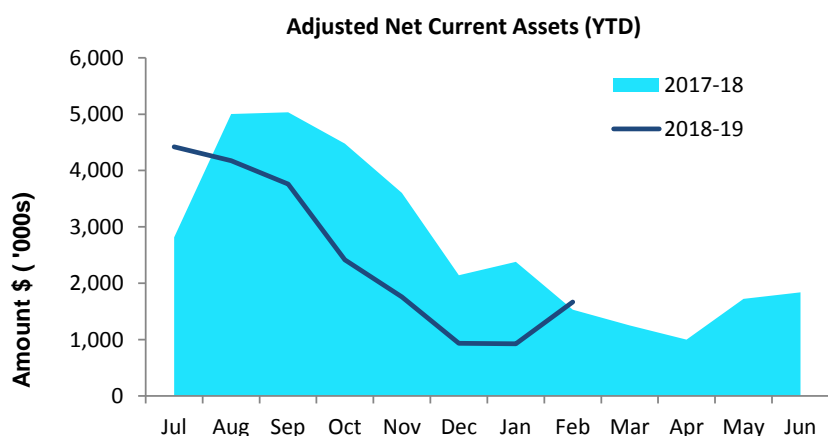
	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 28 Feb 2018	Year to Date Actual 28 Feb 2019
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	186,818	921,848	1,718,542
Cash Restricted	3	2,524,748	2,163,212	2,691,245
Receivables - Rates	4	183,897	271,299	315,026
Receivables - Other	4	2,797,593	503,331	163,884
Loans receivable		34,573	0	18,440
Interest / ATO Receivable		158,130	333,329	90,490
Inventories		10,256	7,533	12,026
		5,896,015	4,200,552	5,009,653
Less: Current Liabilities				
Payables		(1,744,231)	(302,900)	(440,349)
Provisions - employee		(393,660)	(387,150)	(393,660)
Long term borrowings		(78,722)	(9,119)	(21,042)
		(2,216,613)	(699,169)	(855,051)
Unadjusted Net Current Assets		3,679,402	3,501,383	4,154,602
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,296,355)	(2,163,212)	(2,691,245)
Less: Loans receivable		(34,573)	0	(18,440)
Add: Provisions - employee		207,600	181,574	200,662
Add: Long term borrowings		78,722	9,119	21,042
Adjusted Net Current Assets		1,634,796	1,528,864	1,666,620

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$1.67 M

Last Year YTD

Surplus(Deficit)

\$1.53 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Health	(48,923)	(17%)	▼	Permanent	HIC, PNIG, SiHi not attracted and Consultations lower than budgeted
Education and Welfare	(17,224)	(13%)	▼	Timing	Childcare Fees lower than budgeted
Recreation and Culture	(22,210)	(49%)	▼		Timing of Contribution to the Bowling Club Lighting Repairs
Transport	(592,228)	(20%)	▼	Timing	Timing of WANDRRA reimbursements
Economic Services	62,800	69%	▲	Timing	Signage Grant received and not budgeted and higher than expect standpipe fees.
Other Property and Services	21,256	10%	▲		Parental Leave received but not budgeted
Expenditure from operating activities					
Housing	21,166	14%	▲	Timing	Depreciation on Land and Buildings
Community Amenities	84,288	23%	▲	Timing	NRM Small Community Grants, Saleyard design costs and lower than budgeted Recycling Centre maintenance
Transport	1,679,958	33%	▲	Timing	WANDRRA and Depreciation lower than budgeted, Lower than budgeted Road Maintenance
Economic Services	73,889	19%	▲	Timing	Depreciation on Land, Buildings and Infrastructure. Timing of Tourist Promotion
Other Property and Services	(99,684)	(47%)	▼	Timing	POC and PWO and depreciation not fully allocated
Investing Activities					
Non-operating Grants, Subsidies and Contributions	178,095	99%	▲	Timing	Timing of received Grants
Capital Acquisitions	1,744,728	60%	▲	Timing	Timing of Roller, Light Fleet and Bus changeover, CCTV project, Road Construction and Cottage Project

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

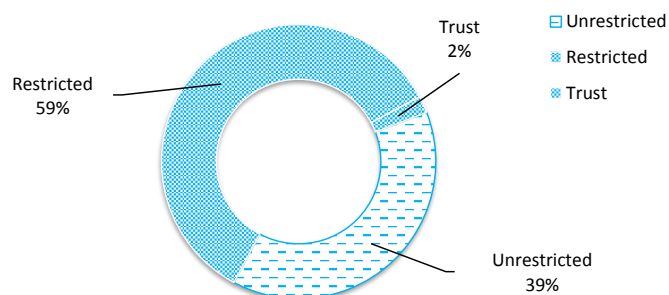
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	750			750			
At Call Deposits							
Municipal Fund	104,936			104,936	Westpac		
Medical Centre	72,593			72,593	Westpac		
Child Care Centre	4,533			4,533	Westpac		
Municipal On Call	1,270,000			1,270,000	Westpac	0.60%	
Reserve Fund On Call		52,050		52,050	Westpac	0.60%	
Trust Fund			90,113	90,113	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	301,014			301,014	Westpac	2.05%	05-Mar-19
Reserve Investment - Term Deposit		416,110		416,110	Westpac	2.59%	03-Mar-19
Reserve Investment - Term Deposit		1,355,186		1,355,186	Westpac	2.51%	12-Apr-19
Reserve Investment - Term Deposit		457,117		457,117	Westpac	2.39%	22-May-19
Reserve Investment - Term Deposit		413,714		413,714	Westpac	2.83%	23-Mar-19
Total	1,753,826	2,694,177	90,113	4,538,116			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash

\$4.54 M

Unrestricted

\$1.75 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2018	28 Feb 19
	\$	\$
Opening Arrears Previous Years	134,695	183,897
Levied this year	2,297,690	2,394,734
Less Collections to date	(2,248,488)	(2,297,028)
Equals Current Outstanding	183,897	281,603
Net Rates Collectable	183,897	281,603
% Collected	97.86%	95.92%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	210,035	5,638	657	41,226	257,557
Percentage	82%	2%	0%	16%	
Balance per Trial Balance					
Sundry debtors					167,067
GST receivable					90,490
Loans receivable - clubs/institutions					0
Total Receivables General Outstanding					257,557

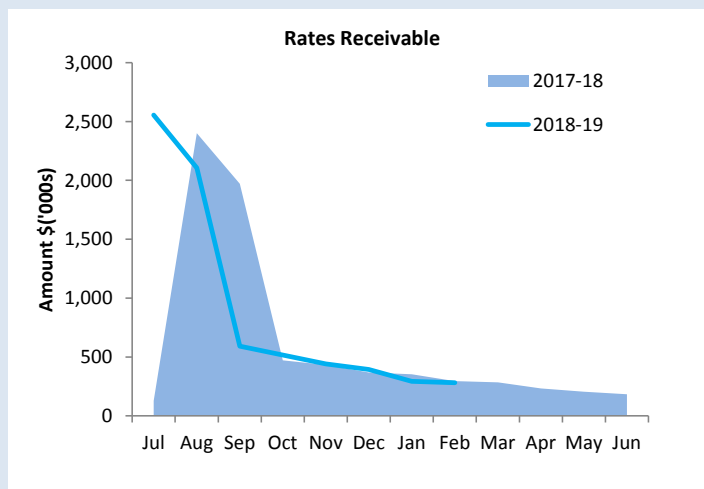
Amounts shown above include GST (where applicable)

KEY INFORMATION

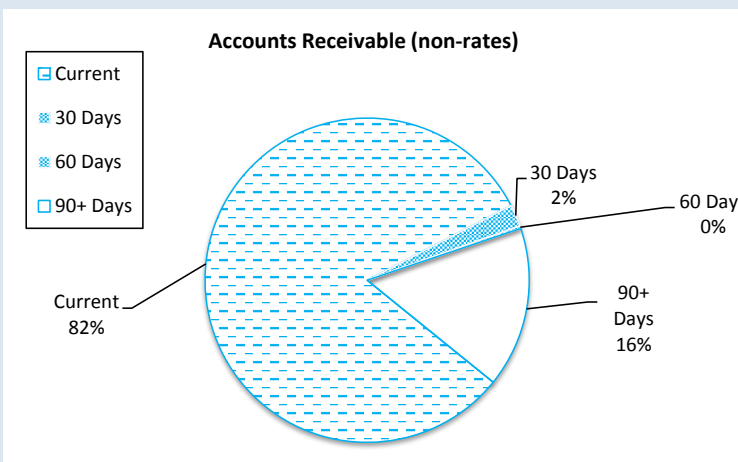
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
96%	\$281,603



Debtors Due
\$257,557
Over 30 Days
18%
Over 90 Days
16%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue

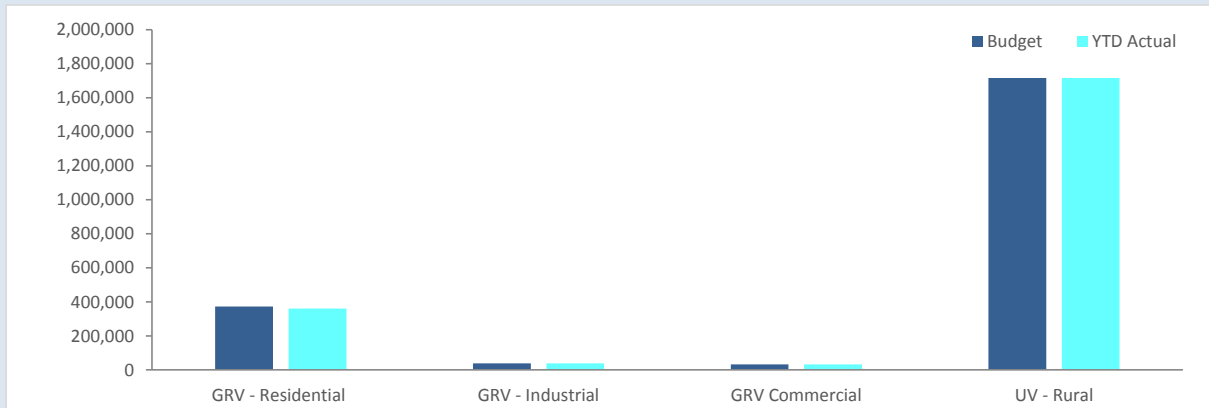
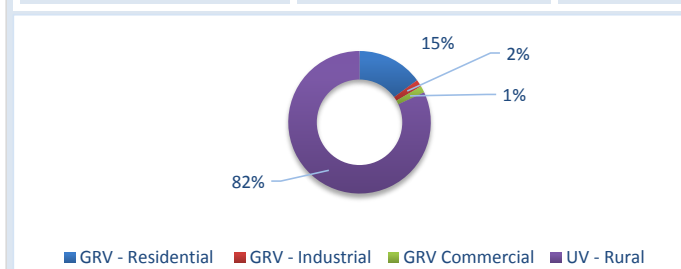
RATE TYPE	Amended Budget							YTD Actual			
	Rate in \$	Number of Properties	Rateable Value	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$
Differential General Rate											
GRV - Residential	0.130784	314	2,550,656	333,585	0	0	333,585	320,451	0	0	320,451
GRV - Industrial	0.130784	20	261,785	34,237	0	0	34,237	34,237	0	0	34,237
GRV Commercial	0.130784	11	248,376	32,484	0	0	32,484	32,484	0	0	32,484
UV - Rural	0.013007	376	134,648,500	1,751,373	0	0	1,751,373	1,751,535	636	0	1,752,171
	Minimum \$										
GRV - Residential	625	62	67,999	38,750	0	0	38,750	39,375	0	0	39,375
GRV - Industrial	625	5	6,315	3,125	0	0	3,125	3,125	0	0	3,125
GRV - Commercial	625	0	0	0	0	0	0	0	0	0	0
UV - Rural	625	28	667,195	17,500	0	0	17,500	16,875	0	0	16,875
Sub-Totals		816	138,450,826	2,211,054	0	0	2,211,054	2,198,082	636	0	2,198,718
Write Offs							(700)				(1,241)
Amount from General Rates							2,210,354				2,197,477
Ex-Gratia Rates							12,156				11,689
Total General Rates							2,222,510				2,209,166

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION

General Rates		
Budget	YTD Actual	%
\$2.21 M	\$2.2 M	99%

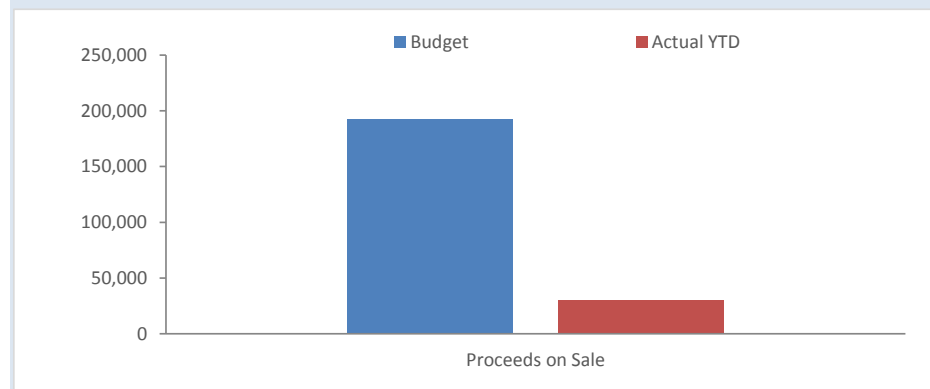


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
6Q0	CEO Vehicle Q0	N/A	35,000						
4Q190	Managers Works Utility Q190	38,656	33,000		5,656	38,656	29,545		(9,110)
Q551	Team Leader Crew Cab Q551	11,719	17,500	5,781					
Q3856	Nissan Navara Q3856	5,003	7,500	2,497					
Q465	BT 50 Share Ute Q465	19,069	23,500	4,431					
Q661	Town Gdn Ute Q661	10,896	13,500	2,604					
Q633	Excavator Ute Q633	4,954	5,000	46					
Q960	Armann Multi Tyre Roller	N/A	30,000						
P11V31	Communtiy Bus Q458	N/A	27,000						
1168	South Dangin Vacant Lot	N/A	0			5,000	229		(4,771)
		90,297	192,000	15,359	5,656	43,656	29,774	0	(13,881)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$192,000	\$29,774	16%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

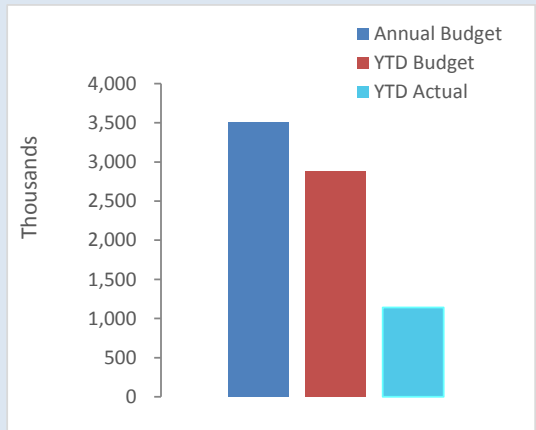
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	696,464	672,014	147,697	-524,317
Plant & Equipment	590,700	550,700	37,235	-513,465
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,639,967	1,436,812	901,012	-535,800
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Other	575,840	225,840	54,695	-171,145
Capital Expenditure Totals	3,502,971	2,885,366	1,140,638	(1,744,728)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	723,780	351,578	354,833	3,255
Borrowings	150,000	150,000	0	-150,000
Other (Disposals & C/Fwd)	192,000	27,000	29,774	2,774
Cash Backed Reserves				
Plant Reserve	375,000	0	0	0
Swimming Pool Reserve	6,761	0	0	0
Building Reserve	235,000	0	0	0
Health Reserve	5,000	0	0	0
Road Infrastructure Reserve	50,000	0	0	0
Contribution - operations	1,765,430	2,356,788	756,031	(1,600,757)
Capital Funding Total	3,502,971	2,885,366	1,140,638	(1,744,728)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.5 M	\$1.14 M	33%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.72 M	\$.35 M	49%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended			Variance (Under)/Over	
		Account Number	Annual Budget	YTD Budget		YTD Actual
	Capital Expenditure					
	Land					
	Total		0	0	0	
	Buildings					
0.00	Curtains - 14 Reid St	9518	5,000	5,000	0	-5,000
0.81	Shire Hall - Upgrades	9531	128,300	128,300	103,583	-24,717
0.67	Works Depot - Construction	9534	27,250	27,250	18,391	-8,859
0.00	Auther Kelly - Roof	9537	31,020	26,520	0	-26,520
0.00	64 Coraling St - Improvements	9539	10,450	0	0	0
0.00	Cottage - Project	9546	395,000	395,000	526	-394,474
0.05	Swimming Pool Upgrade - Shed and Winches	9550	29,000	29,000	1,545	-27,455
0.00	Medical Centre Ablution Access	9561	5,000	0	0	0
0.00	8 Dall St - Front Window Replacement	9564	4,500	0	0	0
0.96	Community Building Replacements	9577	3,500	3,500	3,359	-141
0.00	Tourist Layby	9582	30,000	30,000	0	-30,000
0.74	Golf Club Machinery Shed	9585	27,444	27,444	20,291	-7,153
0.21	Total		696,464	672,014	147,697	-524,317
	Plant & Equipment					
0.00	CEO Vehicle QO	9000	45,000	45,000	0	-45,000
0.93	Managers Works Utility Q190	9702	40,000	0	37,235	37,235
0.00	Team Leader Crew Cab Q551	9707	42,000	42,000	0	-42,000
0.00	Nissan Navara Q3856	9726	38,000	38,000	0	-38,000
0.00	BT 50 Share Ute Q465	9718	42,000	42,000	0	-42,000
0.00	Town Gdn Ute Q661	9729	35,000	35,000	0	-35,000
0.00	Excavator Ute Q633	9728	38,000	38,000	0	-38,000
0.00	Armann Multi Tyre Roller	9009	175,000	175,000	0	-175,000
0.00	Communtiy Bus Q458	9706	135,700	135,700	0	-135,700
	Total		590,700	550,700	37,235	-513,465
	Furniture & Equipment					
	Total		0	0	0	0
	Infrastructure - Roads					
0.55	Road Construction	3604	1,639,967	1,436,812	901,012	-535,800
0.55	Total		1,639,967	1,436,812	901,012	-535,800
	Infrastructure - Footpaths					
	Total		0	0	0	0
	Infrastructure - Other					
0.00	Hall Car Park Upgrade	9829	25,000	25,000	0	-25,000
0.41	CCTV Development	9835	81,840	81,840	33,860	-47,980
0.00	Bowling Club - New Green	9836	230,000	0	0	0
0.01	New Lighting Quairading Oval	9837	219,000	119,000	1,745	-117,255
0.95	Youth Disability Access	9833	20,000	0	19,089	19,089
0.09	Total		575,840	225,840	54,695	-171,145

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2017/18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	478,419			21,908	44,150	456,511	434,269	7,083	14,060
Economic Services									
Park Cottages	0	0	150,000	0	6,477	0	143,523	0	3,000
							0		
	478,419	0	150,000	21,908	50,627	456,511	577,792	7,083	17,060
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	109,267			34,130	31,256	75,137	78,011	2,010	6,962
Loan 116 - Tennis Club	2,974			889	1,796	2,085	1,178	49	106
Loan 117 - Golf Club	8,002			753	1,520	7,250	6,482	148	376
							0		
	120,243	0	0	35,772	34,572	84,471	85,671	2,206	7,444
Total	598,662	0	150,000	57,680	85,199	540,982	663,463	9,289	24,504

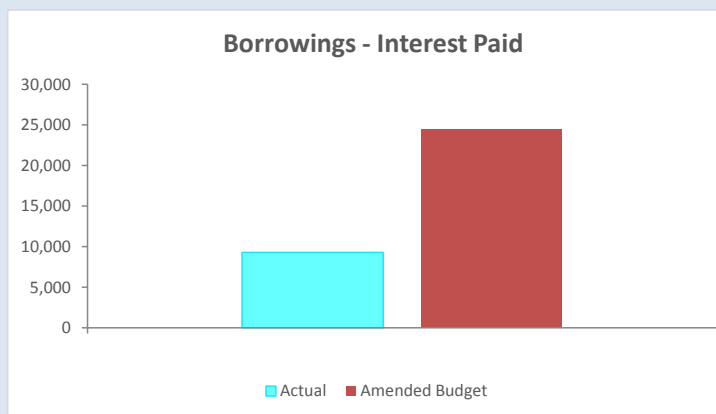
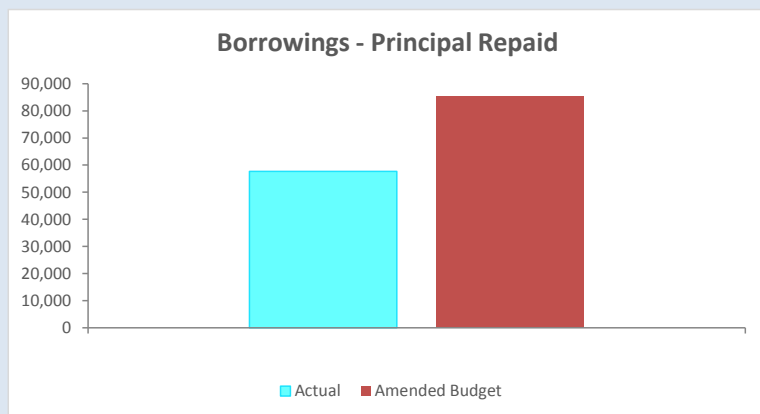
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



2018/19 Principal Repaid
\$57,680
Interest Expense
\$9,289
Loans Outstanding
\$.54 M

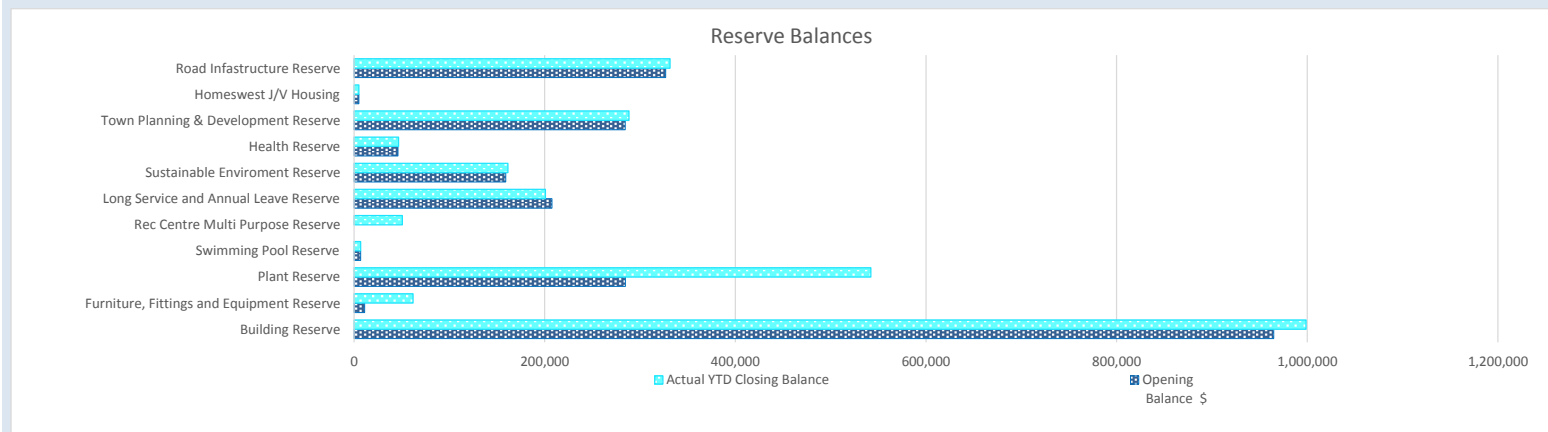
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 9
RESERVES**

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	964,730	22,621	13,952	20,000	20,000	(235,000)	0	772,351	998,682
Furniture, Fittings and Equipment Reserve	11,027	259	861	50,000	50,000	0	0	61,286	61,888
Plant Reserve	284,547	6,685	7,555	250,000	250,000	(375,000)	0	166,232	542,102
Swimming Pool Reserve	6,904	162	98	0	0	(6,761)	0	305	7,001
Rec Centre Multi Purpose Reserve	0	0	705	50,000	50,000	0	0	50,000	50,705
Long Service and Annual Leave Reserve	207,601	4,878	3,061	40,000	40,000	(92,106)	(50,000)	160,373	200,662
Sustainable Environment Reserve	159,185	3,741	2,256	0	0	0	0	162,926	161,441
Health Reserve	46,039	1,082	652	0	0	(5,000)	0	42,121	46,691
Town Planning & Development Reserve	284,360	6,682	4,028	0	0	(20,000)	0	271,042	288,388
Homeswest J/V Housing	5,038	118	71	0	0	0	0	5,156	5,109
Road Infrastructure Reserve	326,924	7,672	4,632	0	0	(50,000)	0	284,596	331,556
	2,296,355	53,900	37,871	410,000	410,000	(783,867)	(50,000)	1,976,388	2,694,226

KEY INFORMATION



Interest Earned
\$37,871
Reserves Bal
\$2.69 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	866,021	649,515	649,516	1
MRWA Direct Road Grant	127,291	127,291	127,291	0
NRM Grant	22,000	22,000	20,000	(2,000)
Childcare Grant	29,000	29,000	26,325	(2,675)
Fire Prevention Grants	28,778	14,390	34,167	19,777
Staff Contributions to Vehicle and Housing Expenses	11,800	7,794	7,954	160
Bowling Club Contribution - Lighting	18,750	18,750	0	(18,750)
Contribution Other	100	0	0	0
Youth Centre Contribution	0	0	2,041	2,041
Community Development Projects	10,000	5,000	0	(5,000)
Signage Tourism Grant	0	0	5,000	5,000
Operating grants, subsidies and contributions Total	1,113,740	873,740	872,293	-1,447
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	485,491	153,789	221,933	68,144
CCTV Community Project	81,840	81,840	37,200	-44,640
Golf Club Shed Contribution	21,449	21,449	0	-21,449
Bowling Club Contribution for New Green	25,000	0	0	0
Youth Disability Access	20,000	4,500	0	-4,500
Lotterywest Grant Agreement - Town Hall Project	87,000	87,000	92,700	5,700
Quairading Curtain Raisers Contribution - Town Hall Project	3,000	3,000	3,000	0
Non-operating grants, subsidies and contributions Total	723,780	351,578	354,833	3,255
Grand Total	1,837,520	1,225,318	1,227,126	1,808

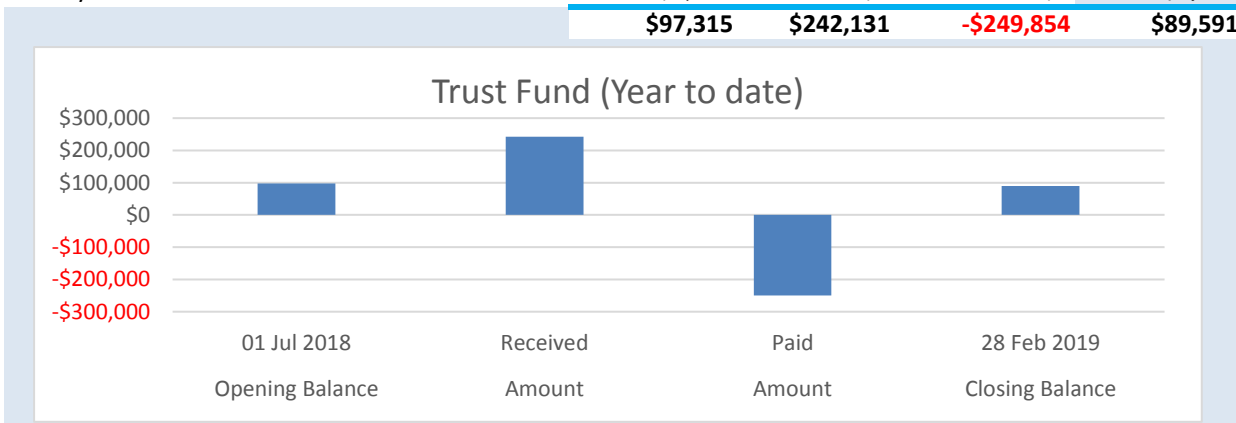
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 12
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 28 Feb 2019
CRC Rental Bond	\$1,150	\$0	-\$610	\$540
Departement of Transport	\$9,507	\$227,790	-\$237,297	\$0
Hall/C Building Hire Bonds	\$625	\$5,100	-\$4,475	\$1,250
Hall Table Bonds	\$0	\$0	\$0	\$0
Barracks Bond	\$0	\$800	-\$800	\$0
Bus Hire Bond	\$0	\$0	\$0	\$0
Cottage Bond	\$800	\$5,200	-\$5,200	\$800
Cat Trap Bond	\$0	\$60	-\$60	\$0
Housing Bond	\$326	\$0	\$0	\$326
BSL	\$57	\$765	-\$463	\$359
BCITF	\$0	\$763	-\$323	\$440
QARRAS - Luncheon	\$3,451	\$0	\$0	\$3,451
Doodenanning Cemetery	\$1,196	\$0	\$0	\$1,196
South Caroling Cemetery	\$4,888	\$0	\$0	\$4,888
Nomination Fees	\$0	\$0	\$0	\$0
Town Planning - Peacock 2 Yrs	\$1,000	\$0	\$0	\$1,000
Rural Youth	\$73,227	\$0	\$0	\$73,227
Housing - to go to Bond Administrator	\$0	\$1,652	-\$626	\$1,026
Factory Unit	\$1,088	\$0	\$0	\$1,088
	\$97,315	\$242,131	-\$249,854	\$89,591



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 13
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

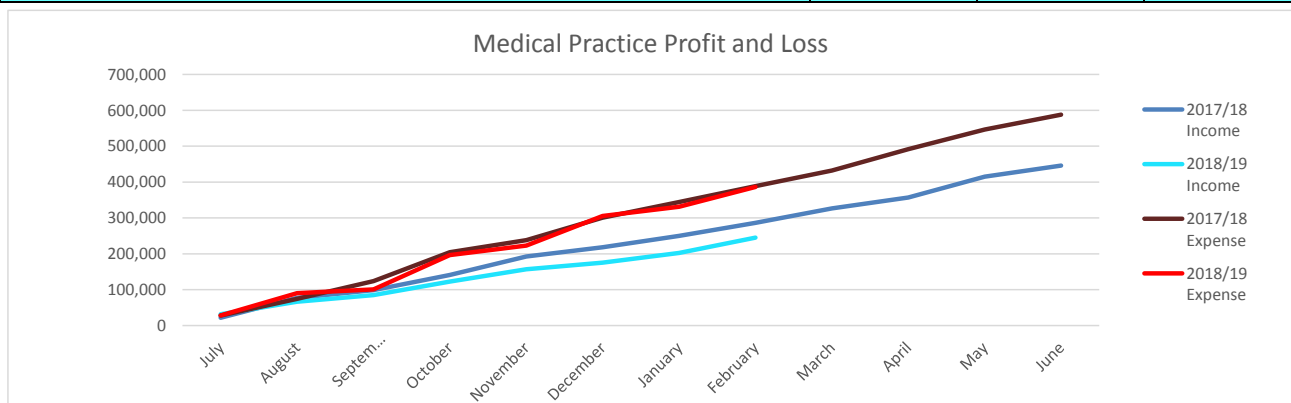
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				41,805
	Permanent Changes						41,805
	Inclusion of the Profit/ Loss on the sale of Council Vehicle	95-18/19	Operating Revenue		15,358		57,163
	Reduction in the expected income from cottages	95-18/19	Operating Revenue			6,500	50,663
	Increase in income from sale of miscellaneous materials	95-18/19	Operating Revenue		25,000		75,663
	Rent to be received on 8 Dall St	95-18/19	Operating Revenue		3,800		79,463
	Increase of the Federal Assistance Grants	95-18/19	Operating Revenue		68,021		147,484
	Increase of Main Roads Direct Grant	95-18/19	Operating Revenue		48,971		196,455
	Bowling Club contribution to the repair of Bowling Club Lighting	95-18/19	Operating Revenue		18,750		215,205
	Contribution to admin vehicle removal of debris	95-18/19	Operating Revenue			3,800	211,405
					220,750		432,155
	Increase of staff costs due to pay out of leave entitlements, increase of incorrectly calculated childcare wages and increase of wages from overlap of staff during handovers due to retirements and parental leave	95-18/19	Operating Expenses			130,302	301,853
	Decrease in the provision of leave entitlements.	95-18/19	Operating Expenses		80,000		381,853
	It Audit - High and Medium Risk Items	95-18/19	Operating Expenses			16,667	365,186
	Reduction in expected costs of accounting support	95-18/19	Operating Expenses		30,000		395,186
	Shire Rebranding	95-18/19	Operating Expenses			12,500	382,686
	Stationary as part of Shire Rebranding	95-18/19	Operating Expenses			2,600	380,086
	Meeting local laws and advertising club	95-18/19	Operating Expenses			8,000	372,086
	Soil contamination testing - PTA (ex valley ford)	95-18/19	Operating Expenses			10,000	351,586
	New files for record keeping	95-18/19	Operating Expenses			1,500	350,086
	Repair of 4 light towers at the Bowling Club	95-18/19	Operating Expenses			25,000	325,086
	Secondary freight route project - Better regions grant application contribution	95-18/19	Operating Expenses			6,000	319,086
	Reduction of strategic contractors in members other expenditure	95-18/19	Operating Expenses		5,000		324,086
	Design costs for saleyard subdivision	95-18/19	Operating Expenses			20,000	304,086
	Reduction of expected cost of loan 118 (depot) and reduced cost of new loan due to timing	95-18/19	Operating Expenses		9,133		313,219
	Extra actual cost of ESL insurance	95-18/19	Operating Expenses			4,350	308,869
	Loss on sale of Q190 Ford Ranger	95-18/19	Operating Expenses			5,656	303,213
	Reduction in expected doubtful debts to match balance sheet	95-18/19	Operating Expenses		16,667		319,880
	Contribution from the bowling Club for the new green upgrade	95-18/19	Capital Revenue		25,000		344,880
	Contribution from the Rural Youth (in trust) for Centenary Park	95-18/19	Capital Revenue			73,500	271,380
	Grant from Lotterywest for Centenary Park	95-18/19	Capital Revenue			75,000	196,380
	Contribution for RSL Hall Ramps	95-18/19	Capital Revenue		15,500		211,880
	Lotterywest grant for Old School site development	95-18/19	Capital Revenue			40,000	171,880
	Reduction in expected proceeds from sale of Shire vehicles	95-18/19	Capital Revenue			43,000	128,880
	RSL Hall Ramps	95-18/19	Capital Revenue			15,500	113,380
	Depot - Final Payment (Retention money held)	95-18/19	Capital Revenue			17,250	96,130
	Old School Site development	95-18/19	Capital Revenue		85,000		181,130
	Culvert Cleaner	95-18/19	Capital Expenses		50,000		231,130
	Q3856 - Spray Ute	95-18/19	Capital Expenses		2,000		233,130
	Q465 - Shared Works Ute	95-18/19	Capital Expenses			2,000	231,130
	Q551 - Team Leader Crew Cab	95-18/19	Capital Expenses			2,000	229,130
	Q633 - Excavator Ute	95-18/19	Capital Expenses		2,000		231,130
	Q661 - Town Gdn Ute	95-18/19	Capital Expenses		5,000		236,130
	New Bowling Green	95-18/19	Capital Expenses			230,000	6,130
	Centenary Park moved to next year	95-18/19	Capital Expenses		225,000		231,130
	Lights for Quairading Oval	95-18/19	Capital Expenses			219,000	12,130
	leave entitlements	95-18/19	Other		25,000		37,130
	Funds from Plant reserve for increases trade in cost of plant	95-18/19	Other		38,000		75,130
	Funds from Building Reserve not needed for Old School Site in the current year	95-18/19	Other			45,000	30,130
	Funds from the Town Planning and Development Reserve to fund design costs for saleyards subdivision	95-18/19	Other		20,000		50,130
	Profit and Loss Non-cash adjustment	95-18/19	Non Cash Item	9,703			40,427
	Hire of 2 x mobile floodlight Units	136-18/19	Operating Expenses			6,100	34,327
				9,703	1,033,950	1,031,725	

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 13
MEDICAL PRACTICE**

Medical Practice Profit and Loss (Cash)					
	Year to Date		BUDGET 18/19	YTD%	
	Actual	2018 / 2019			
EXPENDITURE					
LABOUR					
CONTRACTOR DOCTOR 17/18 + JUN 30 CPI in OCT18		\$260,027	\$431,553	60%	
Wages					
PRACTICE NURSE (2 days a week)		\$154	\$29,380	1%	
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)		\$83,884	\$99,801	84%	
Super					
PRACTICE NURSE		\$0	\$2,791	0%	
PRACTICE MGR RECEPTIONISTS - Job Share 3 Staff (1.6 FTE)		\$4,947	\$9,709	51%	
Insurance					
WORKERS COMPENSATION @ 2.3%		\$1,836	\$2,972	62%	
MEDICAL INDEMNITY/PROFESSIONAL FEES		\$0	\$990	0%	
Other					
STAFF DEVELOPMENT		\$0	\$1,000	0%	
MATERIALS					
MATERIALS - MEDICAL/OTHER		\$3,100	\$8,214	38%	
UTILITIES					
ELECTRICITY CONSUMED		\$1,258	\$1,900	66%	
PHONE		\$3,132	\$4,200	75%	
POSTAGES, PRINTING, STATIONERY, ETC		\$2,297	\$4,850	47%	
OTHER					
MINOR CAPITAL EXPENDITURE ITEMS		\$2,318	\$3,000	77%	
COMPUTERS - MTCE (NON CAPITAL)		\$4,268	\$3,000	142%	
CREDIT CARD MERCHANT FEES		\$273	\$500	55%	
OTHER SURGERY EXPENSES		\$18,796	\$16,140	116%	
TOTAL CASH EXPENDITURE		\$386,290	\$620,000	62%	
INCOME					
		Actual	2018 / 2019	BUDGET 18/19	YTD%
INTEREST - SUPPORT PACKAGES		\$776	\$2,000	39%	
HIC PAYMENTS (PIP) & (SWWML) & (CIR) -EX GST		\$6,961	\$20,000	35%	
RFDS PAYMENTS		\$3,000	\$4,800	63%	
PRACTICE NURSE INCENTIVE GRANT		\$259	\$23,000	1%	
RECEIPTS FROM CONSULTATIONS		\$25,147	\$64,200	39%	
VTA BENEFIT / M 'CARE		\$148,819	\$220,000	68%	
SiHi GP INCENTIVE (EX GST)		\$0	\$26,000	0%	
VMP PAYMENTS (EX GST) - ESTIMATED		\$60,071	\$95,000	63%	
SUNDRY PAYMENTS		\$0	\$0		
TOTAL CASH INCOME		\$245,034	\$455,000	54%	
TOTAL CASH INCOME		\$245,034	\$455,000	54%	
TOTAL CASH EXPENDITURE		\$386,290	\$620,000	62%	
OUTCOME		-\$141,255	-\$165,000	86%	

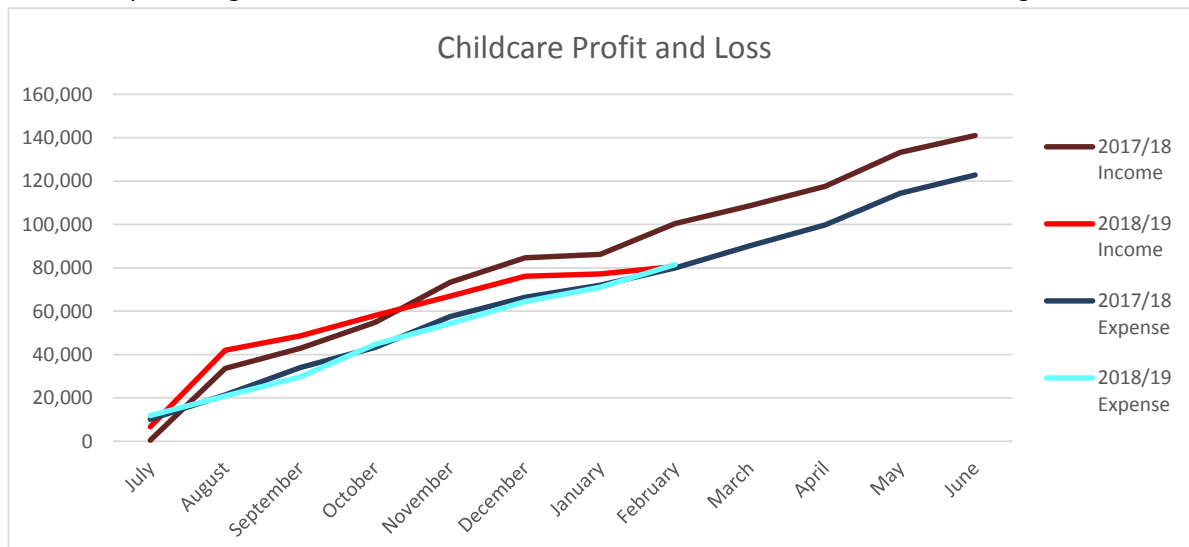


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 14
CHILDCARE**

Childcare Profit and Loss (Cash)	January Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$3,465	\$55,328	\$102,500	54%
Grant Funds	\$0	\$25,258	\$31,500	80%
Donations	\$0	\$0	\$1,000	0%
**Funds Reimbursements	\$0	\$39	\$0	
TOTAL INCOME	\$3,465	\$80,625	\$135,000	60%
EXPENDITURE	January Actual	YTD Actual	Budget	VAR %
Insurance	-\$123	\$1,740	\$1,906	91%
Dept Communities - Annual Service Fee		\$203	\$1,500	14%
Operating Expenses	\$380	\$2,200	\$10,534	21%
Power		\$661	\$1,600	41%
Phone	\$0	\$282	\$600	47%
Wages	\$8,873	\$69,840	\$102,861	68%
Superannuation	\$843	\$6,570	\$7,872	83%
**Funds to be reimbursed	\$0	\$39	\$0	
TOTAL EXPENDITURE	\$ 9,972	\$ 81,533	\$ 126,873	64%
Income	\$ 80,625			
Expenses	\$ 81,533			
Surplus/ Deficit	-\$ 909			

** Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



9.3 Audit and Risk Committee Meeting Minutes – 12th March 2019

Meeting Date	28 th March 2019
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 12th March 2019 be confirmed as a true and accurate record; and
2. Consider the Committee's following Recommendations individually: -

Voting Requirements –

Simple Majority (AR15, AR16, AR17 & AR19)

Absolute Majority (AR18 & AR20)

Responses to Audit Management Letter

RECOMMENDATION: AR15-18/19

That the Audit and Risk Committee recommend to Council that: -

Council consider the Strategies (but not limited to), as presented in the Report, in the preparation of the 2019/20 Annual Budget.

Statutory Compliance Audit Return

RECOMMENDATION: AR16-18/19

That the Audit and Risk Committee recommend to Council that: -

The Statutory Compliance Audit Return for the period 1st January 2018 to 31st December 2018 be adopted by Council.

Medical Practice Comparison Report

RECOMMENDATION: AR17-18/19

That the Audit and Risk Committee recommend to Council that: -

1. The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received, and
2. The Findings contained in the Report be incorporated into the negotiation process for a new Contract.

March 2019 Budget Review

RECOMMENDATION: AR18-18/19

That the Audit and Risk Committee recommend to Council that: -

1. Council adopt the March 2019 Budget Review Report and adopt the Variations to Budget as detailed in attachment 8.3.1 – March 2019 Budget Review, and
2. The authorised Grant re- classification and updated Year to Date figures be incorporated into the Budget Review Report for presentation to Council.

Report on Annual Leave and Long Service Leave Liabilities

RECOMMENDATION: AR19-18/19

That the Audit and Risk Committee Recommend to Council that: -

Council receive the report on the Shire's Annual Leave and Long Service Leave Liabilities.

Consultation on Community Bus

RECOMMENDATION: AR20-18/19

That the Audit and Risk Committee recommend to Council that: -

1. The Officer's Report on the Community Bus be received, and
2. Council retain the current Community Bus for a further three years or until it reaches 100,000 Kilometres, and
3. The Hire Rate be reduced to \$0.90/km inc. GST (to cover Operating Costs) for a trial period of two years as an initiative to promote greater use of the Community Bus.

IN BRIEF

Minutes of the 12th March 2019 Meeting of the Audit and Risk Committee include six (6) Recommendations to Council.

MATTER FOR CONSIDERATION

Minutes of the Audit & Risk Committee Meeting - Recommendation to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 12th March 2019 from which there are six (6) Recommendations for Council's consideration, namely: -

RESOLUTION: AR15-18/19

RESOLUTION: AR16-18/19

RESOLUTION: AR17-18/19

RESOLUTION: AR18-18/19

RESOLUTION: AR19-18/19

RESOLUTION: AR20-18/19

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

Legislation relevant to AR20-18/19

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

* *Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) Its intention to do so; and
- (b) The date from which it is proposed the fees or charges will be imposed.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

AR17-18/19

No financial impact in the 2018/19 Financial Year but would have impact on future Costs of Medical Practice Service with the objective of minimising Operating Shortfall.

AR18-18/19

Yes – Budget to be adjusted pursuant to the Budget Review document, once adopted by Council. Budget will more accurately reflect Council's Position at Year End.

AR20-18/19

Yes – Capital Budget provides for Purchase of a new Community Bus in 18/19 Year. Recommendation is to defer Changeover of the Community Bus.

Proposed funding from Plant Reserve Fund and General revenue for the Changeover Amount will not be required in the 2018/19 year.

AR20-18/19 (Continued)

Yes – Adopted Operating Budget provided an Operating Surplus of \$5,900. Based on Actual YTD, March 2019 Budget Review provides for an operating Shortfall of \$100. Recommendation of a Trial Hire Rate reduction seeks to promote greater hiring of the Community Bus.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Undertaken on the Community Bus Item.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating considered Low. Risk mitigated with Clear Audit Report and an improvement in the Operating Surplus Ratio in 2017/18. Further Strategies proposed for the 2019/20 Budget to further improve the Operating Surplus Ratio.

Health – Risk Matrix Rating considered Low. Risk levels currently mitigated with GP Contract Model in place.

Reputation – Risk Matrix Rating considered Low. Reputational Risk mitigated with a Clear Audit Report and High level of Compliance in the Compliance Audit Return.

Operation – Risk Matrix rating considered Low. All items recommended are within Council's existing Operations.

Natural Environment – Risk Matrix rating considered Low.

SHIRE OF QUAIRADING

Quairading Audit and Risk Council Meeting held on 12th March 2019 commencing at 4.58 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 4.58 pm.

“Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting”.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr Haythornthwaite	Chairperson
Cr WMF Davies	Shire President
Cr LR Brown	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/ Strategic Projects Officer

Observers/Visitor

Nil.

Apologies

Cr B McGuinness	Deputy Shire President
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Approved Leave of Absence

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Declarations of Financial Interest – Local Government Act 1995 Section 5.60a
- Declarations of Proximity Interest – Local Government Act 1995 Section 5.60b
- Declarations of Impartiality Interest – Administration Regulations 1996 Section 34c

Nil at this time.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.6

The Chairperson received Committee consent to bring forward Item 6.1 to facilitate the telephone meeting with Council's Auditor Mr Greg Godwin.

6.1 Council Meeting with Auditor

The Meeting with Mr Greg Godwin, commenced at 5.02 pm in Council's Committee Room.

For Councillor's reference Mr Godwin's Audit Report and Management Letter were attachments to this Committee Meeting Agenda Papers.

Statutory Requirements

Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to: -
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must: -
 - (a) examine an audit report received by the local government; and
 - (b) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (c) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must: -
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Council Delegated of Authority

Delegation F.1 – Audit Committee: Meeting with Auditor

Council delegates authority and power to the Audit & Risk Committee to meet with the Local Government's Auditor at least once per year.

Mr Godwin made the following Comments on the Audit Report, Management Letter and the Office of Auditor General auditing Local Governments' Financials.

Audit Report

Mr Godwin stated the Clear Independence of the Auditor from Council and Management.

Mr Godwin confirmed that Council had achieved a Clear (Unqualified) Audit Report

New Paragraph this year – Emphasis of Matter – Basis of Preparation

This includes wording that confirms that Council is not allowed to recognise the Value of Land under Roads.

There is a more detailed paragraph “Responsibilities of the Auditor” in this Year’s Report – this is a requirement of the Auditor General.

In accordance with the Auditor General’s principle of “decluttering”, this year’s Audit Report does not make reference to Adverse Trends or Non Compliance as the Audit Opinion has found no Adverse Trends or Non-Compliance of the Local Government Act by Council.

Management Letter

Mr Godwin spoke to each of the presented Ratios with particular focus on the Operating Surplus Ratio which had shown an improvement in the ratio in the past year, whilst still being in the negative.

Mr Godwin expressed comfort in the method of preparation and calculation of each of the ratios.

Councillors queried the reported Adverse Trends and the Target Ratios.

Mr Godwin provided detail on the Ratio Targets of both the Department of Local Government and the higher Ratios of the OAG and the different interpretation of significant adverse trends by the Auditor General.

Moore Stephens take the approach of the overall financial position of the Council and that the Risk must be assessed along with the Ratios.

Mr Godwin advised that the WANDRRA Event and Repairs may still have a skewing effect on the Ratios in the 2018/19 Financials.

The revaluation of Assets and the reassessment of Effective Useful Life and Depreciation Rates will also impact on the Ratios.

Mr Godwin highlighted the issue of Council not having an IT Disaster Recovery Plan and sought details on Council’s intentions on this Matter.

The Chief Executive Officer responded that the need for an IT Disaster Recovery Plan was identified in a recent external IT Audit and that Council had resolved to budget in the 2019/20 year for the preparation of both an IT Strategy and an IT Disaster Recovery Plan.

The CEO commented on the work undertaken with guidance from LGIS on the development of a Business Continuity Plan.

Office of the Auditor General (OAG)

Mr Godwin made reference to the First Report by the Auditor General to Parliament on the Local Government Financial Audits conducted for the 2017/2018 Year. A copy will be circulated to all Councillors by the CEO.

In their first year, the OAG audited 46 local governments with 42 Local Governments’ Audit having been completed by the 1st March 2019.

2 Audit Reports signed off to date were Qualified Audit Reports

The full take up of Local Governments will be done by 2020/2021.

The OAG reported that 24 Councils had Adverse Trends.

The Auditor General did not provide any advice to those Councils on how to address the reported Adverse Trends.

Mr Godwin commented that in the Shire of Brookton's case in this first year, the Auditor General's Staff were in attendance at the Shire for 2 weeks and such a timeframe in each Council is not sustainable. Additional Audit Staff are being recruited by the OAG.

Currently OAG will audit 10% of Council "in house" and 90% of the Councils will be audited by Contracted Audit Firms such as Moore Stephens.

Discussion ensued on the anticipated significant increase in Audit Costs in the order of 25 to 50% over previous Audit Costs.

Mr Godwin did confirm that Moore Stephens have a current Audit Contract with Council which limits Council's exposure to the increasing Audit Fees during the term of the Contract.

The Auditor General is requiring that there be 2 Meetings between the Auditor and the Audit & Risk Committee each year.

Firstly, the Pre Audit Meeting held prior to the Interim Audit Visit.

The CEO commented that the Interim Audit is scheduled for the 8th – 10th May 2019

Provisional date for the Pre-Audit Meeting is Monday 6th May 2019

The Audit Strategy document will be circulated by Moore Stephens, once it is finalised.

There will be a mandatory Exit meeting with the Audit & Risk Committee as part of the Final Audit Visit of the year.

Areas of more Audit attention required by the OAG include: -

- More detailed Audit on Journal entries
- Interest Earned on Trust Funds
- Valuations (Consistency of Approach) especially in regard to Restricted Use Land

Further comments on: -

Additional Audit Costs incurred in some Councils, due to the Council Financial Statements not being ready for the Audit.

Additional Costs also due Audit Partners having to prepare for the additional Meetings.

5.48pm

There being no further discussions with Council's Auditor, Mr Godwin, the telephone meeting concluded.

The Committee returned to the Council Chambers.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 11th December 2018

RECOMMENDATION AR14-18/19

MOVED Cr Stacey SECONDED Cr Davies

That the Minutes of the Audit & Risk Committee Meeting held on the 11th December 2018 be confirmed as a true and accurate record. (Attached)

RECOMMENDATION CARRIED 6/0

5.2 Business Arising

The Chief Executive Officer provided a brief report on the in house Procurement Training provided by WALGA in January with all Staff in attendance benefitting from the Course and implementing many new templates and processes.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT (CONTINUED)

6.2 Responses to Audit Management Letter

Meeting Date	12 th March 2018
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	6.2.1 2018 Management Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That the Audit and Risk Committee Recommend to Council that: -

Council consider the strategies presented in their preparation of the 2019/20 Annual Budget.

VOTING REQUIREMENTS – Simple Majority

RECOMMENDATION: AR15-18/19

MOVED Cr Davies SECONDED Cr Smith

That the Audit and Risk Committee Recommend to Council that: -

Council consider the Strategies (but not limited to), as presented in the Report, in the preparation of the 2019/20 Annual Budget.

RECOMMENDATION CARRIED 6/0

IN BRIEF

- The Management Letter received by the Auditor, highlighted the Operating Ratio and the lack of a Disaster Recovery Program as key issues arising from the Audit.
- Staff have listed strategies for Council to consider in the next Annual Budget process.

MATTER FOR CONSIDERATION

Issues raised in the 2018 Management Letter and Strategies to be considered in the next Annual Budget.

BACKGROUND

In the Audit and Risk Committee Terms of Reference 7.7 External Audit (g), the Audit and Risk Committee is to review the report to the Chief Executive Officer and Management's response to the External Auditor's findings and recommendations.

On the 10th December 2018 Shire Auditor Greg Godwin presented his Audit Report and Management Letter to Shire President Wayne Davies and a copy to Chief Executive Officer.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 7.12A (2) & (3).

POLICY IMPLICATIONS

Audit and Risk Committee Terms of Reference 7.7 External Audit (h), the Audit and Risk Committee is to review the report to the Chief Executive Officer and management's response to the External auditor's findings and recommendations.

FINANCIAL IMPLICATIONS

No direct financial implications, however each strategy will have an impact on future years if undertaken.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is considered as Low Risk. Strategies identified are to improve the financial position of the Shire.

Health – Risk Matrix Rating is considered as Low Risk.

Reputation – Risk Matrix Rating is considered as Low Risk.

Operation – Risk Matrix Rating considered Low Risk. Some strategies may have an impact on operations if undertaken.

Natural Environment – Risk Matrix Rating is considered as Low Risk.

COMMENT

Following the Audit of the 2017/18 Financial Statements and the issues raised in the Auditor's Management Letter, Executive Staff have prepared the below strategies for consideration by the Committee and Council.

Operating Surplus

1. Council to explore business activities but only where a robust business plan has been developed with a view to maximise returns.
2. Council to explore operating grants that fund their current operations and in regard to services that are funded by operating grants, that these services only be delivered in line with their funding.
3. Council set a rate increase at a percentage above the 'business as usual' rate with a view of decreasing the operational deficit.
4. Council to charge full cost recovery on Fees and Charges where considered fair and equitable.
5. Council will only consider subsidies and concessions where there are sound and consistent reasons to do so.
6. Council to review current accounting and payroll procedures to allocate and budget employee costs to capital works where able to in regards to the AASB Standards.

Noted that a review of the Employee on Costs is undertaken each year.

7. Council to review current services and service levels of operations with a view to reduce services in order to achieve operational savings.

8. Council to focus on capital projects and capital grants that reduce operating expenditure or create operational efficiencies.
9. Council improve year to date budgeting and budget monitoring processes to better understand and manage operational trends.
10. Council not to use Debt unless to create income producing assets.
11. Greater Control on Debt Recovery

It is to be noted that while the operating surplus is currently in the negative, it has improved on the previous year. Also to be noted is a large decrease in the Valuation of the Roads that will decrease depreciation, decrease operating expenses and will have a large impact on the Financial Ratios.

Disaster Recovery Program

Council has already identified a need for a Disaster Recovery Program as part of the Focus Networks IT Audit which is to be presented to Council as a consideration in the 2019/20 budget.

The Chief Executive Officer confirmed that all Journals are authorised and signed by a Senior Officer prior to them being actioned.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

7.1 Statutory Compliance Audit Return

Meeting Date	12 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Compliance Audit Return 2018
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

RECOMMENDATION: AR16-18/19

MOVED Cr Smith SECONDED Cr Stacey

That the Audit and Risk Committee recommend to Council that: -

The Statutory Compliance Audit Return for the period 1st January 2018 to 31st December 2018 be adopted by Council.

RECOMMENDATION CARRIED 6/0

IN BRIEF

- High Level of Compliance observed.
- N/A Responses indicate that the particular Compliance Requirement was not actioned or required during the Year under Review.
- All Audit and Financial Management Compliance was completed within the Statutory timeframes.
- Question 5 of the Integrated Planning Section highlighted the need (as planned by Council) to review all Asset Plans.
- Question 7 of the Integrated Planning Section highlighted the current implementation work being undertaken on the Workforce Plan.

MATTER FOR CONSIDERATION

Consideration of the Statutory Compliance Audit Return for the year ended 31st December 2018.

BACKGROUND

Council is required to undertake a Compliance Audit, via the Statutory Compliance Return provided by the Department of Local Government each year.

The Chief Executive Officer has completed the Draft Compliance Return for Committee's consideration and Recommendation to Council.

Compliance Return comprises of Questions in the following Areas of Activity: -

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting

- Local Government Employees
- Official Conduct
- Tenders for Providing Good & Services

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

14. Compliance Audits by Local Governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be: -
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance Audit Return, Certified Copy of etc. to be given to Executive Director

1. (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with: -
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit.
2. Is to be submitted to the Executive Director by 31st March next following the period to which the return relates.
3. (2) In this regulation: -

certified in relation to a compliance audit return means signed by: -

 - (a) the mayor or president; and
 - (b) the CEO.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil - Financial implications in 2018/19, as Statutory Compliance Return has been completed internally and online by the Chief Executive Officer following a review of Council's Processes and Practices for the 2018 Calendar Year.

The Statutory Compliance Return is to be presented to the Audit & Risk Committee and then Report by Recommendation to Council at the March 2019 Ordinary Council Meeting.

Council is required to submit the Signed (Shire President and Chief Executive Officer) Statutory Compliance Return and relevant Council Minutes to the Director General of the Department of Local Government by the 31st March 2019.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**Governance Objective: Strong governance and community engagement**

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Risk is mitigated through ongoing review and monitoring of Council's Management & Compliance Procedures and Processes.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. Compliance undertaken as part of Council's day to day operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Chief Executive Officer has reviewed the organisation's Procedures, Processes and Actions for the 2018 Calendar Year and prepared the Statutory Compliance Return for consideration by the Audit & Risk Committee and Recommendation to Council.

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

8.1 WANDRRA

The Report on the Outstanding WANDRRA Claims as at the 28th March 2019 were noted and the Chief Executive Officer provided further information on the finalisation of the on ground Works on this Project.

8.2 Medical Practice Comparison Report

Meeting Date	12 th March 2018
Responsible Officer	EMCS Nathan Giffellon
Reporting Officer	EMCS Nathan Giffellon
Attachments	8.2.1 Medical Practice Long Term Financial and Patient Number Comparison
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That the Risk and Audit Committee Recommend to Council that: -

The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received.

VOTING REQUIREMENTS – Simple Majority

RECOMMENDATION: AR17-18/19

MOVED Cr McRae SECONDED Cr Brown

That the Risk and Audit Committee Recommend to Council that: -

1. The Medical Practice Financial Statements and Patient Visitation Data (with historical data and trends) be received, and
2. The Findings contained in the Report be incorporated into the negotiation process for a new Contract.

RECOMMENDATION CARRIED 6/0

Reason for Variation to Officer's Recommendation

Inclusion of Findings in the Report in future Contract negotiations.

IN BRIEF

- Council owns and operates the Quairading Medical Practice.
- GP Clinical Services are provided under a Contract Arrangement.
- Council's provide an Annual Budget Provisions for the Operation of the Medical Practice.
- Council receives all Revenue associated with the Medical Practice.
- The six (6) monthly reviews by the Audit and Risk Committee will ensure an additional level of scrutiny and a process to monitor trends.
- Financial and Patient Visitation Information beyond the last 3.5 years have been added to provide greater context to the trends.
- The patient's figures have been included to add additional information.

MATTER FOR CONSIDERATION

Medical Practice Financial and Patient Visitation Number Comparisons for the last four (4) financial years and the first six months of the 2018/19 year.

BACKGROUND

At the February 2018 Ordinary Meeting, Council directed that the Deputy Chief Executive Officer provide the Audit and Risk Committee with detailed financial records on the Medical Practice income and expenditure on a six (6) monthly basis for the last 3 years.

The analysis is designed to identify any noticeable trends for the Medical Practice and strategies that could be utilised to reduce Council's financial exposure and risk in this Activity Area.

In the December 2018 Audit and Risk Meeting, the dates of reporting have been shifted to the closest Committee meeting after the end of each six-month period.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council has budgeted for an Operating Shortfall of \$165,000. This Shortfall is funded through Council's General Revenue.

The Operating Shortfall as at 31st December 2018 is \$129,592.

The Budget Review Process in February and March has identified a projected reduction of \$36K in the Budgeted Operating Expenditure but also a larger projected reduction in Operating Income (Government Grants & Subsidies of \$72.5K and Consultation Fees of \$16.5K).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S2.2	Promote public health

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

The Medical Practice and Health Services in general was identified as a High Priority in Council's Community Engagement Process (March 2017).

RISK ASSESSMENT

Financial – Risk Matrix Rating is considered as Medium Risk. Risk level assessed due to the withdrawal of various Grant / Subsidy Programs previously included in the Practice Income and the ongoing trend of an increasing Operating Shortfall.

Health – Risk Matrix Rating is considered as Low Risk. Public Health Risk will escalate for the Community if the Medical Practice (with GP's) is not operating in a sustainable and effective manner.

Reputation – Risk Matrix Rating is considered as Low Risk. Heightened risk identified as Community expectation of a continuing Medical Service in the District is High. Reputational Risk if Medical Practice / GP availability is not maintained.

Operation – Risk Matrix Rating considered Low Risk. Operation of the Medical Practice and GP Contractor Model is incorporated into Council's operations and budgets. Further Monitoring and Liaising role through Council's Medical Executive Committee.

Natural Environment – Risk Matrix Rating is considered as Low Risk.

COMMENT

There is an increasing trend in the operating shortfall of the Medical Practice evident in the first half of the 2018/19 financial year as shown in the attached Medical Practice Income and Expenditure Long Term Comparison.

The attached patient's analysis has been extrapolated to a full year based on the year to January figures and shows a decrease in the level of patients and the income received (income achieved includes Consultation fees and Government Grants and Subsidies for operation).

Operating Expenditure has been closely monitored by the Practice Manager/s during the past 6 months and is within Operating Budget.

Practice Nurse has been on Parental Leave for the year to date and correspondingly Practice Nurse Incentive Program (PNIP) income has not been received.

Also included with this Report is the Patient/Income Analysis on a Monthly basis from July 2018 to January 2019. This reflects that the average number of Patients seen per month is 405 Billable Patients (both at the Surgery and the Hospital). The 12-year Average for Patients seen per Month is 475 Patients and 4-year Average is 448 Patients per Month.

Over the 12 years there has been a steady overall population (est.1020 Persons) but with an increasingly Ageing Community and a community with many on Welfare / Pension Benefits.

Further strategies for the future could include longer Consulting hours, but this would need to be discussed in a future GP Model.

To counter the loss of Grants / Incentive Funding, Rural Health West have advised of several Funding Pools which have been recently rebadged or launched and they are being researched to ascertain whether the Practice and Dr Adeleye are eligible for these Income Sources.

These Programs include: -

- General Practice Rural Incentive Payment (GPRIP)
- Practice Incentive Payments (PIP's)
- Country Health Innovation (CHI)

Note that the Practice Nurse Incentive Program (PNIP) and the GP Rural Incentives Program (GPRIP) will be transitioned to the Workforce Incentive Program effective 1st July 2019. The Medical practice is already registered for the PNIP Stream of this Funding.

8.3 March 2019 Budget Review

Meeting Date	12 th March 2018
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	8.3.1 March 2019 Budget Review
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That the Risk and Audit Committee Recommend to Council that: -

That Council adopt the March 2019 Budget Review Report and adopt the Variations to Budget as detailed in attachment 8.3.1 – March 2019 Budget Review.

VOTING REQUIREMENTS – Simple Majority

RECOMMENDATION: AR18-18/19

MOVED Cr Smith SECONDED Cr McRae

That the Risk and Audit Committee recommend to Council that: -

1. Council adopt the March 2019 Budget Review Report and adopt the Variations to Budget as detailed in attachment 8.3.1 – March 2019 Budget Review, and
2. The authorised Grant re-classification and updated Year to Date figures be incorporated into the Budget Review Report for presentation to Council.

RECOMMENDATION CARRIED 6/0

Reason for Variation to Officer's Recommendation

At the request of the Reporting Officer the second Part of the Recommendation was included.

IN BRIEF

Following a Budget Review Workshop on the 20th February 2019 the March Budget Review and Budget Variations has been submitted.

MATTER FOR CONSIDERATION

Statutory Budget Review Report and Supporting Summary of Major Budget Variations

BACKGROUND

Council is required to conduct a Budget Review between 1st January and 31st March each Financial Year and to submit the Review Report and relevant Council Minutes to the Department of Local Government within 30 days of Council's Determination.

This year Council also undertook a November Budget Review that has reduced the burden to this budget review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Budget Variations are detailed in this report.

These will change the Budgeted closing surplus to \$50,432 from the current surplus of \$34,327.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered Low Risk. Review process mitigates the financial variability (risk) of Council Financial Position as a result of the review of the actual Outcomes of Council's Operations and Projects undertaken Year to Date.

Health – Risk Matrix Rating considered Low Risk.

Reputation – Risk Matrix Rating considered Low Risk.

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects.

Natural Environment – Risk Matrix Rating considered Low Risk.

COMMENT

An Annual Budget Review is a statutory requirement however, is also part of Best Practice.

Officers conducted two budget workshops, the first with senior officers and the second with Councillors and senior officers in attendance. Variations to the budget have been outlined in the attached budget review report and are now recommended to this Committee.

**SHIRE OF QUAIRADING
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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SHIRE OF QUAIRADING
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

Note	Budget v Actual		Predicted		
	Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year surplus/(deficit)	1,839,098	1,634,796	(204,302)		1,634,796 ▼
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	4,309,459	916,400	(3,137,276)		1,172,183 ▼
Profit on asset disposals 4.1.1	15,358	0			15,358 ▲
Fees and charges 4.1.2	1,149,903	716,561	7,500		1,157,403 ▲
Interest earnings 4.1.7	94,444	65,804			94,444 ▲
Other revenue 4.1.8	281,081	2,534,774	3,009,369		3,290,450 ▲
	5,850,245	4,233,539	(120,407)	0	5,729,838
Expenditure from operating activities					
Employee costs 4.2.1	(2,296,150)	(1,485,018)	71,269		(2,224,881) ▼
Materials and contracts	(4,789,952)	(3,303,190)	(4,824)		(4,794,776) ▲
Utility charges 4.2.3	(221,056)	(161,813)	(25,000)		(246,056) ▲
Depreciation on non-current assets	(3,373,211)	(1,284,858)	1,217,331		(2,155,880) ▼
Interest expenses	(28,228)	(9,289)	10,000		(18,228) ▼
Insurance expenses	(202,444)	(148,150)			(202,444) ▼
Loss on asset disposals 4.2.6	(5,656)	(13,882)			(5,656) ▼
Other expenditure 4.2.7	(105,030)	(123,672)	314		(104,716) ▼
	(11,021,728)	(6,529,872)	1,269,090	0	(9,752,638)
Operating activities excluded from budget					
Depreciation on assets	3,373,211	1,284,858	(1,217,331)		2,155,880 ▼
(Profit)/loss on asset disposal 4.4.3	(9,702)	13,882			(9,702) ▼
Adjust provisions and accruals	0	(6,938)			0
Amount attributable to operating activities	31,124	630,265	(272,950)	0	(241,826)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions 4.1.3	683,780	357,833	40,000		723,780 ▲
Purchase land and buildings	(711,964)	(147,697)	96,350	10,450	(605,164) ▼
Purchase plant and equipment	(590,700)	(37,235)	32,561		(558,139) ▼
Purchase and construction of infrastructure-roads	(1,639,967)	(901,012)			(1,639,967) ▼
Purchase and construction of infrastructure-other	(560,340)	(54,695)	15,000	217,255	(328,085) ▼
Proceeds from disposal of assets	192,000	29,774	(6,818)		185,182 ▼
Amount attributable to investing activities	(2,627,191)	(753,032)	177,093	227,705	(2,222,393)
FINANCING ACTIVITIES					
Proceeds from new borrowings	150,000	0			150,000
Proceeds from self supporting loans	34,572	35,772			34,572
Transfers to cash backed reserves (restricted assets)	(463,900)	(447,871)			(463,900)
Repayment of debentures	(85,199)	(57,680)			(85,199)
Transfers from cash backed reserves (restricted assets)	783,867	50,000	(115,743)		668,124 ▲
Amount attributable to financing activities	419,340	(419,779)	(115,743)	0	303,597
Budget deficiency before general rates	(2,176,727)	(542,546)	(211,600)	227,705	(2,160,622)
Estimated amount to be raised from general rates	2,211,054	2,209,166			2,211,054
Closing funding surplus(deficit)	34,327	1,666,620	(211,600)	227,705	50,432 ▲

SHIRE OF QUAIRADING
STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

Note	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	1,839,098	1,634,796	(204,302)		1,634,796	▼
Revenue from operating activities (excluding rates)						
Governance	16,076	10,747			16,076	
General purpose funding	969,927	722,052			969,927	
Law, order, public safety	188,450	105,851	9,593		198,043	▲
Health	456,258	245,171	(89,000)		367,258	▼
Education and welfare	186,798	115,098			186,798	
Housing	109,576	68,190			109,576	
Community amenities	204,725	150,399	(3,500)		201,225	▼
Recreation and culture	278,539	22,999			278,539	
Transport	3,020,996	2,410,428			3,020,996	
Economic services	128,180	153,860	33,000		161,180	▲
Other property and services	290,720	228,744	(30,500)		260,220	▼
	5,850,245	4,233,539	(80,407)	0	5,769,838	
Expenditure from operating activities						
Governance	(709,875)	(471,314)	12,609		(697,266)	▼
General purpose funding	(99,288)	(42,976)	10,000		(89,288)	▼
Law, order, public safety	(342,832)	(215,581)			(342,832)	
Health	(715,529)	(448,501)	55,000		(660,529)	▼
Education and welfare	(301,663)	(192,617)	(10,000)		(311,663)	▲
Housing	(243,041)	(135,196)			(243,041)	
Community amenities	(529,451)	(279,135)	16,814		(512,637)	▼
Recreation and culture	(890,436)	(628,755)	(11,500)		(901,936)	▲
Transport	(6,340,397)	(3,479,016)	1,217,331		(5,123,066)	▼
Economic services	(609,950)	(324,254)	(30,000)		(639,950)	▲
Other property and services	(239,266)	(312,527)	8,836		(230,430)	▼
	(11,021,728)	(6,529,872)	1,269,090	0	(9,752,638)	
Operating activities excluded from budget						
Depreciation on assets	3,373,211	1,284,858	(1,217,331)		2,155,880	▼
Adjust (Profit)/Loss on Asset Disposal	(9,702)	13,882			(9,702)	
Adjust Provisions and Accruals	0	(6,938)			0	
Amount attributable to operating activities	31,124	630,265	(232,950)	0	(201,826)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	683,780	357,833			683,780	
Purchase land and buildings	(711,964)	(147,697)	96,350	10,450	(605,164)	▼
Purchase plant and equipment	(590,700)	(37,235)	32,561		(558,139)	▼
Purchase and construction of infrastructure - roads	(1,639,967)	(901,012)			(1,639,967)	
Purchase and construction of infrastructure - other	(560,340)	(54,695)	15,000	217,255	(328,085)	▼
Proceeds from disposal of assets	192,000	29,774	(6,818)		185,182	▼
Amount attributable to investing activities	(2,627,191)	(753,032)	137,093	227,705	(2,262,393)	
FINANCING ACTIVITIES						
Repayment of borrowings	(85,199)	(57,680)			(85,199)	
Proceeds from new borrowings	150,000				150,000	
Proceeds from self supporting loans	34,572	35,772			34,572	
Transfers to cash backed reserves (restricted assets)	(463,900)	(447,871)			(463,900)	
Transfers from cash backed reserves (restricted assets)	783,867	50,000	(115,743)		668,124	▼
Amount attributable to financing activities	419,340	(419,779)	(115,743)	0	303,597	
Budget deficiency before general rates	(2,176,727)	(542,546)	(211,600)	227,705	(2,160,622)	
Estimated amount to be raised from general rates	2,211,054	2,209,166			2,211,054	
Closing Funding Surplus(Deficit)	34,327	1,666,620	(211,600)	227,705	50,432	▲

SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2019

1. BASIS OF PREPARATION

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Quairading controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

2018/19 ACTUAL BALANCES

Balances shown in this budget review report as 2018/2019 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

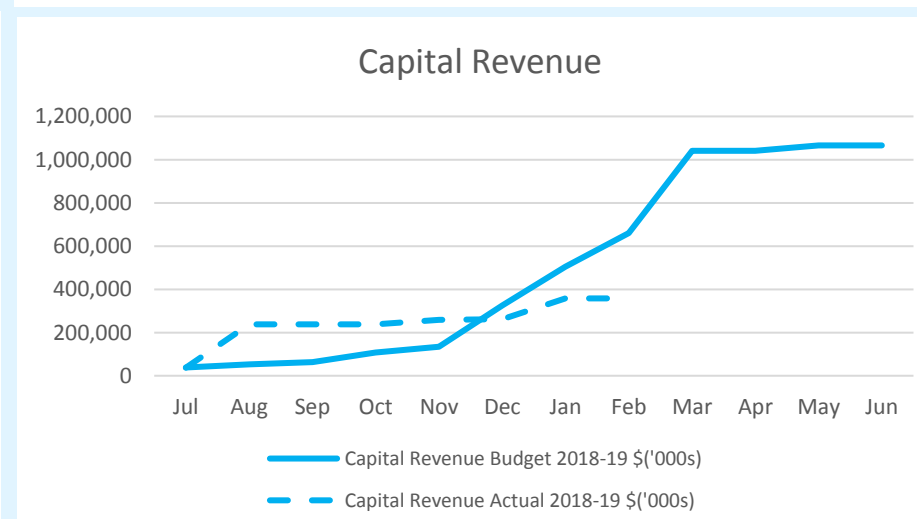
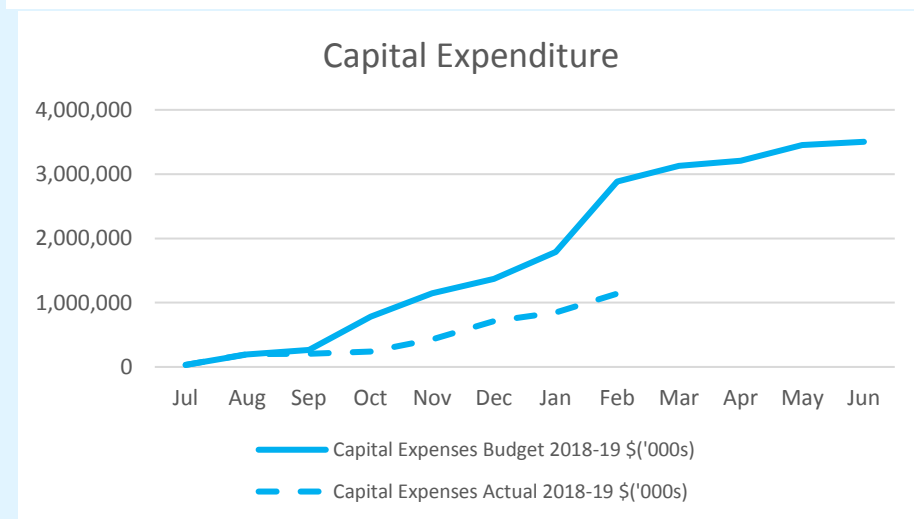
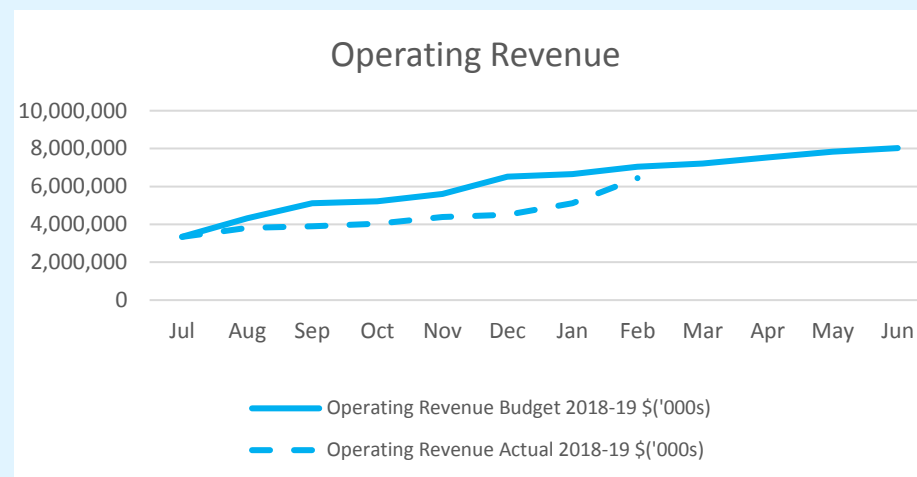
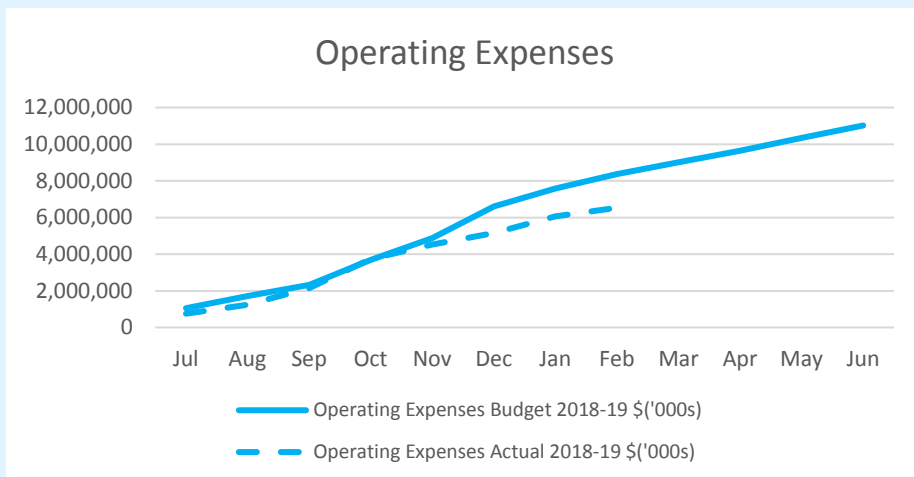
All figures shown in this budget review report are rounded to the nearest dollar.

BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

**SHIRE OF QUAIRADING
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

2. SUMMARY GRAPHS - BUDGET REVIEW



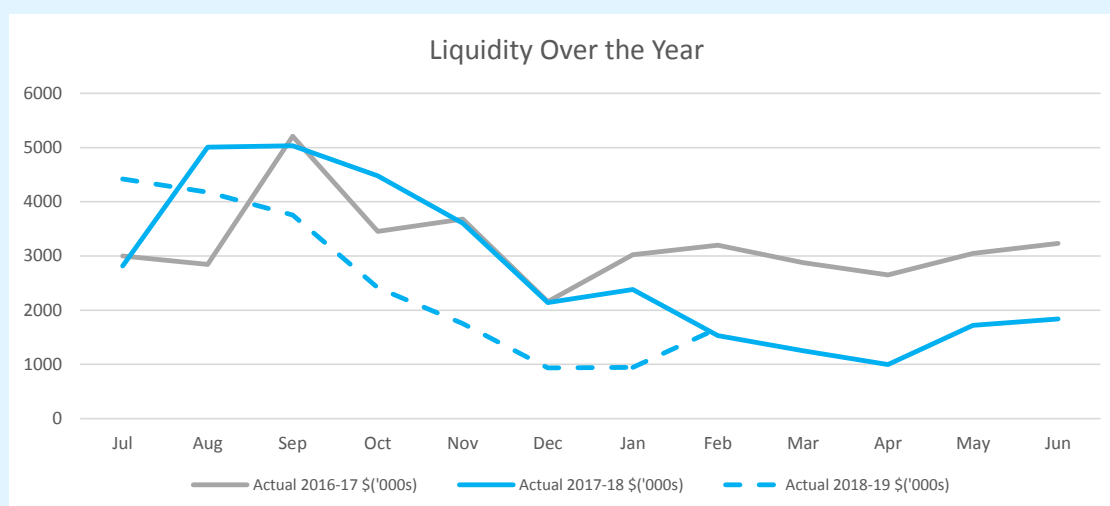
This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF QUAIRADING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

3. NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)
2018-19

Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current assets			
Cash unrestricted	1,718,542	928,571	921,848
Cash restricted	2,691,245	2,691,245	2,163,212
Receivables - rates	315,026	292,036	271,299
Receivables - other	272,814	167,152	836,660
Inventories	12,026	(27,245)	7,533
	<u>5,009,653</u>	<u>4,051,759</u>	<u>4,200,552</u>
Less: current liabilities			
Payables	(440,349)	(242,129)	(302,900)
Provisions & Borrowing	(414,702)	(424,077)	(396,269)
	<u>(855,051)</u>	<u>(666,206)</u>	<u>(699,169)</u>
Less: cash restricted	(2,691,245)	(2,691,245)	(2,163,212)
Add: Provision - Employee and Loan Liability	203,263	230,857	190,693
Net current funding position	<u>1,666,620</u>	<u>925,165</u>	<u>1,528,864</u>



**SHIRE OF QUAIRADING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Quairading's operational cycle. In the case of liabilities where the Shire of Quairading does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Quairading's intentions to release for sale.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Quairading prior to the end of the financial year that are unpaid and arise when the Shire of Quairading becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Quairading's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Quairading's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Quairading's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Quairading has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Quairading obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 PROFIT ON ASSET DISPOSAL		
No Material Variance		
4.1.2 FEES AND CHARGES		
Medical Practice Income - HIC, PNIG, SiHi (\$67,500 Grants not attracted), Consultations (Private and Bulk Billed) down \$16,500, VMP indexing - reduced by \$5,000	(89,000)	
Landfill Site - Increase of expected charges	3,000	
Town Planning Fees - Reduction of expected fees	(1,500)	
Community Bus Operating Income - Reduction of expected fees	(3,500)	
Building Permits - Reduction of expected fees	(2,000)	
Standpipes - Increase in fees charged due to roadworks	25,000	
Private Works Income - Electrician - Reduction of expected fees	(30,500)	
4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Grants ESL - Extra Quarter expected this year	9,593	
Tourist Signage Grant Successful	10,000	
4.1.7 INTEREST EARNINGS		
No Material Variance		
4.1.8 OTHER REVENUE		
Reimbursement Tennis Club Utilities	(1,500)	
Predicted Variances Carried Forward	(80,407)	
Predicted Variances Brought Forward	(80,407)	
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Medical Practices Expense - Practice Nurse on leave savings \$26,000, Adjustment of Accrued Leave \$10,000 from staff changeover	36,000	
Youth Centre Building - Decrease Employee cost to Cemetery	3,000	
Cemetery - Increase Employee costs from Cemetery	(3,000)	
Private Works Electrical Contractor - Administration and Material - Adjustments to Original Budget	31,523	
Private Works Electrical Contractor - Labour Private Works - Adjustments to Original Budget	3,746	
4.2.2 MATERIAL AND CONTRACTS		
Conferences Members = Savings from attendance of Local Government Week	8,000	
Members -Other Expenditure - Reduction of \$5,000 Consulting, Remove 8,000 Advertising for Meetings Local Laws	13,000	
Member - Advertising - Four Tenders to Call this Year	(5,000)	
Audit fees and Accounting Support - Monthly Reporting Template to be created by Staff	10,000	
Other Labour/ Relief Staff - Increase due to actual expenses	(13,391)	
Medical Practices Expense - \$16,000 Surgery Closed during Holidays and when Doctor unavailable, Other Minor Savings \$3,000	19,000	
Arthur Kelly Village - Increased provision for repairs	(10,000)	
Heritage Consultancy	7,500	
Community Bus Operating Expenses - Increase based on actuals	(2,500)	
Ovals and Grounds - Additional provision for materials	(5,000)	
Fuels and Oils - Increase due to actuals	(26,433)	
4.2.3 UTILITY CHARGES		
Ovals and Grounds - Additional provision for Utilities	(5,000)	
Standpipes - Increase of water usage due to use in roadworks	(20,000)	
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
Change in Depreciation due to Road Revaluations	(1,217,331)	
4.2.4 INTEREST EXPENSES		
Interest on Overdrafts - Not used and not expected to be used	10,000	
4.2.5 INSURANCE EXPENSES		
No Material Variance		
4.2.6 LOSS ON ASSET DISPOSAL		
No Material Variance		
4.2.7 OTHER EXPENDITURE		
NRM Community Grant - Community Connecting Corridors reduced	10,314	
Contribution to Quairading Rainmakers Public Artwork	(10,000)	
Predicted Variances Carried Forward	(1,245,979)	0

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(1,245,979)	0
4.3 CAPITAL REVENUE		
4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
No Material Variance		
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
Proceeds of Sale of Light Vehicle	(6,818)	
4.3.3 PROCEEDS FROM NEW DEBENTURES		
No Material Variance		
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
No Material Variance		
4.3.5 PROCEEDS FROM ADVANCES		
No Material Variance		
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
No Material Variance		
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
No Material Variance		
Predicted Variances Carried Forward	(1,252,797)	0
Predicted Variances Brought Forward	(1,252,797)	0
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
No Material Variance		
4.4.2 LAND AND BUILDINGS		
64 Coraling St Roof Restoration - Removed in favour of Roof Replacement in 2019/20		10,450
Park Cottages - Expected savings from Cottage Project	90,000	
Works Depot - Savings from Apron of Building	6,350	
4.4.3 PLANT AND EQUIPMENT		
Q190 - EMWS Vehicle	2,765	
Q3856 - Spray Ute	8,636	
Q465 - Shared Works Ute	5,929	
Q551 - Team Leader Crew Cab	4,364	
Q633 - Excavator Ute	8,182	
Q661 - Town Gdn Ute	2,684	
4.4.4 FURNITURE AND EQUIPMENT		
No Material Variance		
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
No Material Variance		
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
Removal of New Lighting Quairading Lighting - To proceed in 2019/20		207,255
Hall Car Park Upgrade - Savings from Design of Carpark	15,000	
Winches For Swimming Pool Poles - Expected in 2019/20		10,000
4.4.7 PURCHASES OF INVESTMENT		
No Material Variance		
4.4.8 REPAYMENT OF DEBENTURES		
No Material Variance		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
No Material Variance		
Predicted Variances Carried Forward	(1,108,886)	227,705

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(1,108,886)	227,705
4.5 OTHER ITEMS		
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
No Material Variance		
4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
Funds from Plant reserve	(25,743)	
Funds from Building Reserve not needed due to savings from Park Cottages	(90,000)	
4.5.1 RATE REVENUE		
No Material Variance		
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)		
No Material Variance	(204,302)	
4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)		
Change in Road Valuations due to Revaluations	1,217,331	
Adjustment of Nature and Type : Operating grants, subsidies and contributions	(3,156,869)	
Adjustment of Nature and Type : Non-operating grants, subsidies and contributions	40,000	
Adjustment of Nature and Type : Other revenue (WANDRRA)	2,859,397	
Adjustment of Nature and Type : Other revenue	151,472	
Adjustment of Nature and Type : Fees and charges	106,000	
Total Predicted Variances as per Annual Budget Review	(211,600)	227,705

**SHIRE OF QUAIRADING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
	Budget Adoption		Opening Surplus(Deficit)				41,805	
	Inclusion of the Profit/ Loss on the sale of Council Vehicle	95-18/19	Operating Revenue		15,358		57,163	
	Reduction in the expected income from cottages	95-18/19	Operating Revenue			6,500	50,663	
	Increase in income from sale of miscellaneous materials	95-18/19	Operating Revenue		25,000		75,663	
	Rent to be received on 8 Dall St	95-18/19	Operating Revenue		3,800		79,463	
	Increase of the Federal Assistance Grants	95-18/19	Operating Revenue		68,021		147,484	
	Increase of Main Roads Direct Grant	95-18/19	Operating Revenue		48,971		196,455	
	Bowling Club contribution to the repair of Bowling Club Lighting	95-18/19	Operating Revenue		18,750		215,205	
	Contribution to admin vehicle	95-18/19	Operating Revenue			3,800	211,405	
	Insurance received due to damages from the Bowling Green, Light Pole and removal of debris	95-18/19	Operating Revenue		220,750		432,155	
	Increase of staff costs due to pay out of leave entitlements, increase of incorrectly calculated childcare wages and increase of wages from overlap of staff during handovers due to retirements and parental leave	95-18/19	Operating Expenses			130,302	301,853	
	Decrease in the provision of leave entitlements.	95-18/19	Operating Expenses		80,000		381,853	
	It Audit - High and Medium Risk Items	95-18/19	Operating Expenses			16,667	365,186	
	Reduction in expected costs of accounting support	95-18/19	Operating Expenses		30,000		395,186	
	Shire Rebranding	95-18/19	Operating Expenses			12,500	382,686	
	Stationary as part of Shire Rebranding	95-18/19	Operating Expenses			2,600	380,086	
	Meeting local laws and advertising	95-18/19	Operating Expenses			8,000	372,086	
	Removal of debris and the removal and replacement of fencing at the bowling club	95-18/19	Operating Expenses			10,500	361,586	
	Soil contamination testing - PTA (ex valley ford)	95-18/19	Operating Expenses			10,000	351,586	
	New files for record keeping	95-18/19	Operating Expenses			1,500	350,086	
	Repair of 4 light towers at the Bowling Club	95-18/19	Operating Expenses			25,000	325,086	
	Secondary freight route project - Better regions grant application contribution	95-18/19	Operating Expenses			6,000	319,086	
	Reduction of strategic contractors in members other expenditure	95-18/19	Operating Expenses		5,000		324,086	
	Design costs for saleyard subdivision	95-18/19	Operating Expenses			20,000	304,086	
	Reduction of expected cost of loan 118 (depot) and reduced cost of new loan due to timing	95-18/19	Operating Expenses		9,133		313,219	
	Extra actual cost of ESL insurance	95-18/19	Operating Expenses			4,350	308,869	
	Loss on sale of Q190 Ford Ranger	95-18/19	Operating Expenses			5,656	303,213	
	Reduction in expected doubtful debts to match balance sheet	95-18/19	Operating Expenses		16,667		319,880	
	Contribution from the bowling Club for the new green upgrade	95-18/19	Capital Revenue		25,000		344,880	
	Contribution from the Rural Youth (in trust) for Centenary Park	95-18/19	Capital Revenue			73,500	271,380	
	Grant from Lotterywest for Centenary Park	95-18/19	Capital Revenue			75,000	196,380	
	Contribution for RSL Hall Ramps	95-18/19	Capital Revenue		15,500		211,880	
	Lotterywest grant for Old School site development	95-18/19	Capital Revenue			40,000	171,880	
	Reduction in expected proceeds from sale of Shire vehicles	95-18/19	Capital Revenue			43,000	128,880	
	RSL Hall Ramps	95-18/19	Capital Revenue			15,500	113,380	
	Depot - Final Payment (Retention money held)	95-18/19	Capital Revenue			17,250	96,130	
	Old School Site development	95-18/19	Capital Revenue		85,000		181,130	

Culvert Cleaner	95-18/19	Capital Expenses	50,000		231,130
Q3856 - Spray Ute	95-18/19	Capital Expenses	2,000		233,130
Q465 - Shared Works Ute	95-18/19	Capital Expenses		2,000	231,130
Q551 - Team Leader Crew Cab	95-18/19	Capital Expenses		2,000	229,130
Q633 - Excavator Ute	95-18/19	Capital Expenses	2,000		231,130
Q661 - Town Gdn Ute	95-18/19	Capital Expenses	5,000		236,130
New Bowling Green	95-18/19	Capital Expenses		230,000	6,130
Centenary Park moved to next year	95-18/19	Capital Expenses	225,000		231,130
Lights for Quairading Oval	95-18/19	Capital Expenses		219,000	12,130
Funds from Long Service Leave and Annual Leave to assist in the payment of leave entitlements	95-18/19	Capital Revenue	25,000		37,130
Funds from Plant reserve for increases trade in cost of plant	95-18/19	Operating Revenue	38,000		75,130
Funds from Building Reserve not needed for Old School Site in the current year	95-18/19	Operating Revenue		45,000	30,130
Funds from the Town Planning and Development Reserve to fund design costs for saleyards subdivision	95-18/19	Operating Revenue	20,000		50,130
Adjustment of Profit and Loss	95-18/19	Non Cash Item	(9,703)		40,427
Hiring of Light Trailers for Quairading Oval	136-18/19	Operating Expenses		6,100	34,327
					34,327
Amended Budget Cash Position as per Council Resolution			(9,703)	1,033,950	1,031,725
					34,327

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

No matters for consideration.

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on Excess Annual Leave and Long Service Leave

Meeting Date	12 th March 2019
Responsible Officer	EMCS Nathan Giffellon
Reporting Officer	EMCS Nathan Giffellon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

RESOLUTION: AR19-18/19

MOVED CR Davies SECONDED Cr McRae

That the Audit and Risk Committee Recommend to Council that: -

Council receive the report on the Shire's Annual Leave and Long Service Leave Liabilities.

RECOMMENDATION CARRIED 6/0

IN BRIEF

- Information shows the current Annual and Long Service Leave for the 2018/19 Financial Year by Month
- There are no Employees with Excess Leave entitlements.

MATTER FOR CONSIDERATION

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

BACKGROUND

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

The current policy defines excess leave is when the employee has accrued more than 8 week's paid annual leave.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2010

Excess Leave is defined as per the Industry Award: -

*"An Employee has an **excess leave accrual** if the employee has accrued more than 8 week's paid annual leave"*

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 31st January 2019 is \$200,440 and a Projected Closing Balance as at the 30th June 2019 of \$160,373

Current Leave is treated as Accruals in the Annual Budget.

Any prior year Leave entitlements taken by Staff or paid out can be funded from the Annual and Long Service Leave Reserve Fund.

The current Liability for both types of Leave (if all Claimed on 28/2/2019) is calculated at \$236,901.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefor Risk escalation, if Leave accruals are not monitored and managed.

Health – Risk Matrix Rating is considered as Low Risk.

Reputation – Risk Matrix Rating is considered as Low Risk.

Operation – Risk Matrix Rating considered Low Risk.

Natural Environment – Risk Matrix Rating is considered as Low Risk.

COMMENT

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

As at the 28th of February 2019 there are no employees with excess annual leave.

The Chief Executive Officer has approved of One Employee's Plan to take their Long Service Leave in 3 instalments.

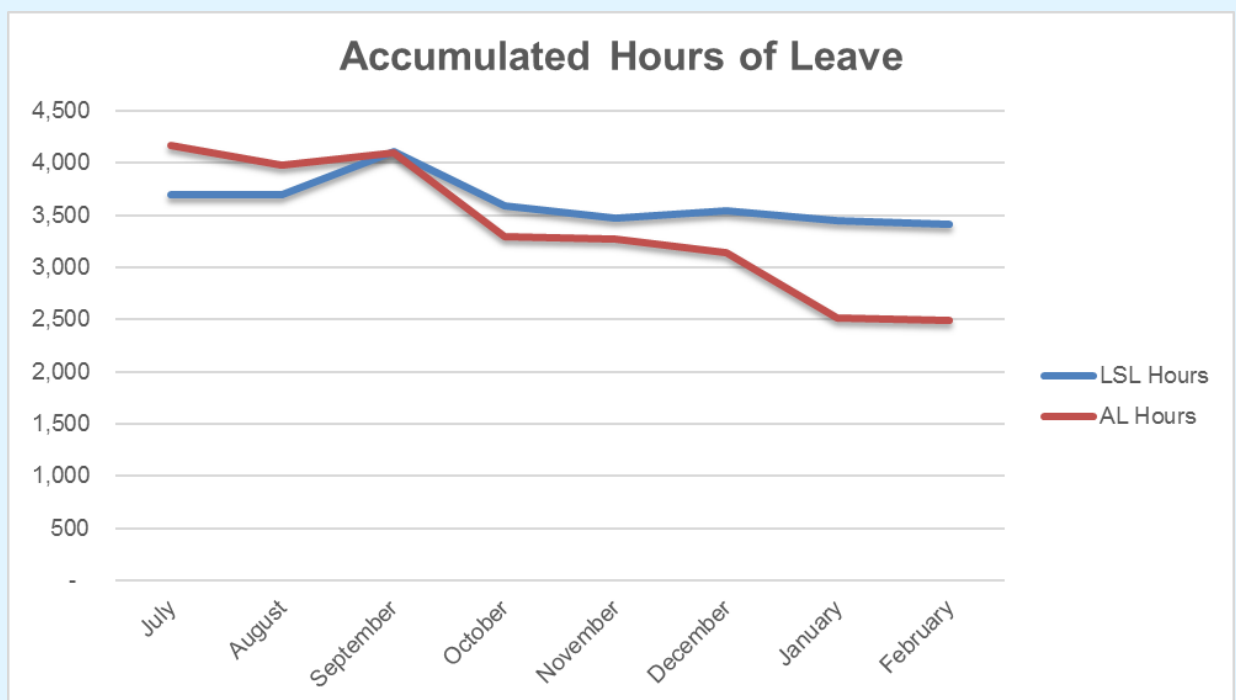
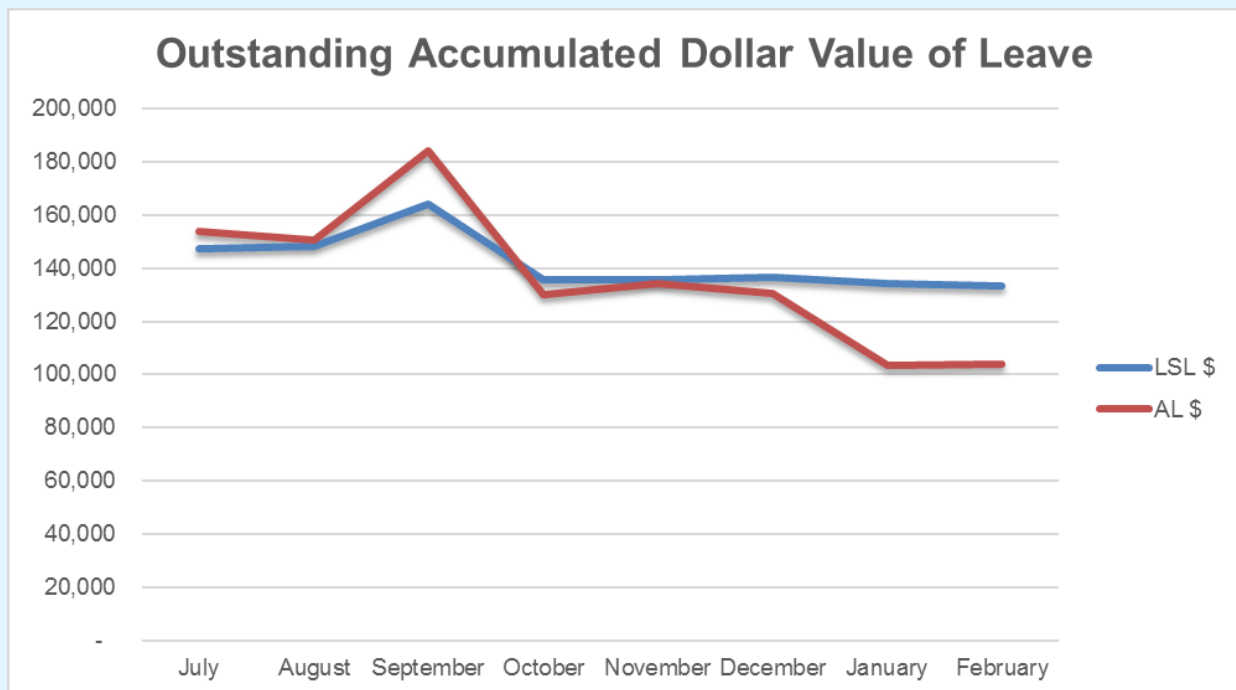
There are no further Employees that have reached excess Long Service Leave Liabilities.

During the 2018/19 financial year, there has been a significant reduction of 43% (in Dollar Value) in the Annual Leave Liability through a combination of Retirements and current staff taking accrued Annual Leave.

The Long Service Leave Liability has been reduced by 18% (in Dollar Value) from a high in September 2018.

STAFF LEAVE ENTITLEMENT MONTH BY MONTH

	LSL Hours	LSL \$	AL Hours	AL \$
JULY	3,696	147,281	4,165	153,719
AUGUST	3,696	148,420	3,984	150,760
SEPTEMBER	4,113	164,099	4,093	184,068
OCTOBER	3,588	135,714	3,294	129,947
NOVEMBER	3,478	135,647	3,273	134,268
DECEMBER	3,538	136,792	3139	130,596
JANUARY	3,454	134,336	2,521	103,514
FEBRUARY	3,413	133,155	2,498	103,756



ITEM 11 STANDING ITEMS – OTHER

Audit & Risk Committee - Terms of Reference 9.2

11.1 Results of Consultation Survey – Community Bus

Meeting Date	12 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	Community Survey; Results from Survey
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

RECOMMENDATION: AR20-18/19

MOVED Cr Davies SECONDED Cr Brown

That the Audit and Risk Committee recommend to Council that: -

1. The Officer's Report on the Community Bus be received, and
2. Council retain the current Community Bus for a further three years or until it reaches 100,000 Kilometres, and
3. The Hire Rate be reduced to \$0.90/km inc. GST (to cover Operating Costs) for a trial period of two years as an initiative to promote greater use of the Community Bus.

RECOMMENDATION CARRIED 4/2

IN BRIEF

- Current bus was purchased in 2012 and has registered 65,169 kms to date
- 2018/19 Budget allocations including a changeover amount of \$108,700 for trading in the current bus on a new model
- A study on the use of the Community Bus over the past four years has been conducted.
- Statistics on use, patronage has been collated and running costs per kilometre determined
- Council requested that a community survey be conducted to gather opinions on the Community Bus
- A community survey has recently conducted with 65 respondents (30 on paper, 35 electronic) to gauge community opinions on the Community Bus.
- Consultation with Sporting Clubs, Community Groups and Organisations was held to determine travel frequency and distance, vehicle source, and numbers
- Findings of the Community Consultation are included in the body of the report
- Feedback from the Community is that:
 - There is a need for a community bus;
 - Its size is appropriate;
 - It needs modifications to make it more aged friendly;
 - That the high hire cost of the bus is a deterrent to use the bus.

- Feedback from Clubs, Groups and Organisations is that:
 - The cost of hire is too high and there are cheaper options available;
 - The size of the bus is too large for smaller clubs;
 - Aged friendly / access is an issue;
 - Some clubs / organisations have acquired their own vehicles.

MATTER FOR CONSIDERATION

The Future of the Community Bus – Immediate and Longer Term.

BACKGROUND

Current bus was purchased in 2012 and has registered 65,169 kms to date.

At the time of purchase it had an expected life of 10 years.

Community Bus Usage

Life time bus usage is approximately 9,300 km per annum. Usage of the bus has been declining over time. (Documented usage only goes back to November 2016)

The largest user has been the Quairading District High School followed by QARRAS, and Sporting Clubs.

Data from January 2017 – January 2019		
User Group	Distance Travelled (kms)	%
QDHS	4,981	41%
QARRAS	2,235	18%
Single User	2,219	18%
Sporting Clubs	1,628	13%
Service & Repairs	800	7%
Shire	414	3%
Grand Total	12,277	100%

Community Bus Financials

Community Bus was purchased for \$116,390 in 2012.

Historical financial data for Community Bus from 2015/16 to 2018/19.

Year	Income	Expense (O & M)	Depreciation	Total Cost (Exp + Dep)
15/16	\$8,620	\$3,081	\$3,550	\$6,631
16/17	\$10,553	\$7,415	\$2,320	\$9,735
17/18	\$7,143	\$3,108	\$5,909	\$9,017
18/19 ¹	\$3,748	\$4,882	\$3,481	\$8,362

¹ Figures for Year to Date (31 Jan 2019)

Community Bus Running Costs (\$/km)

Year	Distance (kms)	Running cost (Exc Dep) \$/km	Running Cost (inc Dep) (\$/km)
17/18	6,307	\$0.49	\$1.43
18/19	3,548	\$1.38	\$2.36
Average	4,928	\$0.81	\$1.76

Average Running costs (\$/km) over the two-year period that mileage statistics have been documented is **\$0.81/km** (exc. depreciation) and **\$1.76/km** (inc depreciation). Figure for 2018/19 appear elevated because it includes annual costs (insurance, licencing) and there has been a significant reduction in hiring of the bus.

Shire Community Bus Hire Rates and Subsidies

Shire currently hires the Community Bus at a rate of \$1.75/km (inc GST) and inclusive of fuel. Council provides a Subsidy to Senior Citizens & Youth Centre - Max 500Km / Annum each. Council provides a Subsidy to School "Moving Forward Program" - 600km.

Comparison with Other Shires

Data was collected from three neighbouring Shires.

Shire	Class	Rate	+ / - Fuel
Beverley ²	"Standard"	\$1.55 / km	Including Fuel
	"School Age" (50% subsidy)	\$0.77 / Km	Including Fuel
Bruce Rock	"Resident"	\$0.86 / km	Including Fuel
	"Non-Resident"	\$1.25 / km	Including Fuel
Kellerberrin	"Standard"	\$0.60 / km	Excluding Fuel
	"Seniors Groups"	\$0.50 / km	Excluding Fuel
Quairading	"Standard"	\$1.75 / Km	Including Fuel

Shire of Quairading has the highest hire rates for a Community Bus in the immediate neighbourhood.

SURVEY RESULTS

INDIVIDUAL SURVEYS

Staff conducted a community survey from 14th February through to 1st March 2019. A total of 66 surveys responses were received: 31 paper surveys were returned, and 35 were received electronically via a Survey Monkey link promoted on social media.

Five (5) Key Questions were asked with an opportunity to provide additional feedback and comments at the end.

Bus Usage – Frequency

- 58% of respondents used the Bus less than once a year or never.
- 6% of respondents used the bus on a regular basis (quarterly)

² Beverley Community Bus is over 10 years old and has clocked 200K+ Kilometres.

Need for a Community Bus

- 97% of respondents believed that the Community Bus was a service that should be provided by the Shire

Size of Bus

- 82% of respondents wanted to retain a bus of the existing size

Importance of Universal Access

- 95% of respondents indicated that there was a need to address access within the bus
- This is not surprising considering the majority of respondents were in the 50+ and over category.

Price Structure

- 84% of the respondents believed the cost of the Bus should be subsidized.

General Comments

- Community bus is too expensive to hire
- Have been hiring bus from neighbouring shires because of the high cost.
- Not affordable to local clubs and community groups
- Value of service recognised but too expensive
- Need for better promotion / advertising of the service.

GROUPS / CLUBS AND INSTITUTIONS

The following Clubs, Groups and Institutions were interviewed

Institutions	Sports Clubs	Social Community Groups
P&C QDHS	Football Club	QARRAS
Hospital	Quairading Aquatic Club	Curtain Raisers
CRC	Hockey	Quairading Youth
	Tennis	

Sporting Clubs

Frequency of Travel

- Seasonal use between 1 to 2 times per month (max 10 time per season)

Means of Transport

- Smaller clubs use private vehicles but also hire the Footy Club mini-bus
- Football club has own vehicle but also uses private vehicles.

Numbers of Passengers

- Numbers range between 5 and 25

Distances travelled

- Majority of travel is Local / Regional (1 – 1½ Hours)
- There are occasional trips to Perth.

Comments

- Bus would be used if cheaper
- Size of bus too large for the smaller clubs – hence use of Footy Club mini-bus

Community Clubs

Frequency of Travel

- Year round use but frequency less
- Quarterly / Annually
- Bus not used by Youth Group currently

Means of Transport

- Community Bus
- Occasional rental when numbers exceed seating of Community Bus.

Numbers of Passengers

- Numbers range between 5 and 35 (QARRAS)

Distances travelled

- Bus is used predominantly for regional travel and to Perth.

Comments

- Is used for cultural and social events
- Needs to be more universal friendly
- Needs storage for walker frames
- Constraint is the issue of needing a special drivers licence

Institutions

Frequency of Travel

- Year round
- School and hospital organise travel at least once per month
- CRC once every six months

Means of Transport

- Hospital has own vehicle (12 seater) funded through HACC Program
- School (PC) has been renting buses from neighbouring Shires. It has now purchased its own bus
- CRC both uses private vehicles and hires Footy Club Bus. Once a year will use the Community Bus

Numbers of Passengers

- Hospital between 5 and 10
- School between 15 and 30
- CRC between 5 and 12

Distances travelled

- Travel is a combination of local, regional travel and to Perth.

Comments

- Biggest deterrent for the use of the Community Bus has been the high price to hire with cheaper options in neighbouring Shires.
- Bus too large for needs
- Need for a special driver's licence.

FURTHER CONSIDERATIONS

The Quairading DHS P&C has recently purchased a 24 seat bus for the school to use. The P&C have confirmed that the bus will be used exclusively for the school at this time but it may be available to junior sporting clubs and other community groups in the future.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The 2018/19 Budget provides the following:

9706	Purchase Price – New Coaster Bus	\$135,700
7066	Sale of Current Community Bus (Q458)	\$27,000
	<i>Changeover Balance</i>	<i>\$108,700</i>
	Funding	
	Amount Allocated from Reserves	\$85,000
	Amount Allocated from Municipal Acct	\$23,700

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

This project achieves multiple items within the Shire's Strategic Community Plan.

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
S1.2	Promote increased participation in the social and cultural life of the community
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them

COMMUNITY CONSULTATION

A survey was circulated to the community through a postal drop off and through social media and Survey Monkey.

Short interviews were conducted with Sporting Clubs, Community Groups and other local institutions.

Results from these consultations have been included in the body of the report.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Council budgets for the Operation and Hiring of the Community Bus. Frequency of the Hirings have diminished considerably in the past 2 years whilst many Operating Costs such as Licensing and Insurance are Fixed Costs. Financial Risk for Council will escalate if Council were to purchase a new Bus and still have low patronage and low Hiring Income.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low. There is a potential reputational risk, if Council does not review the Hire Rate to promote greater local use of the Community Bus.

Operation – Risk Matrix Rating is considered Low. The Community Bus is established within Council's operations and Budget.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

Shire Community Bus is seven (7) years old with only 65,000 kilometres on the clock. The bus is in good condition with low operational and maintenance costs. It should be retained for the next three years and traded in at 100,000 kilometres.

A study on the use of the Community Bus over the past four years has been conducted.

Statistics on use /patronage has been collated and running costs per kilometre determined.

The current rate used by the Shire (\$1.75 /Km) is equivalent to full cost recovery @ \$1.76 / km verses recovery (exc depreciation) @ \$0.81 / km.

Comparisons of fees and charges have been made with neighbouring Shires to determine the competitiveness of the Shire's Community Bus. The Quairading Community Bus is the most expensive to hire. This is a deterrent for clubs and organisations to hire it.

It is recommended that Council should consider a trial reduction in Hire Rate and subsidize the hire of the bus in an effort to promote greater use of the Bus in the short term.

It is also highlighted that the P&C Bus will only be utilised for School activities (possibly later on for Junior Sport)

Feedback from the Community is that:

- i. There is a need for a community bus;
- ii. Its size is appropriate;
- iii It needs modifications to make it more aged friendly;
- iv That the high hire cost of the bus is a deterrent to use the bus.

Feedback from Clubs, Groups and Organisations is that:

- i The cost of hire is too high and there are cheaper options available;
- ii The size of the bus is too large for smaller clubs;
- iii Aged friendly / access is an issue;
- iv Some clubs / organisations have acquired their own vehicles.

ITEM 12 COUNCILLORS' EMERGING ISSUES

Cr Davies

Cr Davies commented that he had been liaising with Mr Terry Kean in regard to his Community Tree Planting Proposal and enquired when Council would be receiving the Soil Test Results for the Ex-Valley Ford (PTA) land. The Chief Executive Officer confirmed that the Consultant's Report was now to hand and will be presented in the next Council Meeting Agenda.

The Chief Executive Officer provided an update on the Review of the GP Contract and Cr Davies provided an overview of the recent MEC Meeting. The Chief Executive Officer confirmed that Rural Health West were assisting Council with a Report being prepared on the GP Models operating in the Wheatbelt region.

Cr Stacey

Cr Stacey sought clarification from the Chief Executive Officer on what feedback was being requested from Councillors on the Business Attraction Framework.

The Chief Executive Officer advised that Councillors were invited to provide any thoughts or suggested business initiatives that may be included in the Draft Strategy document.

CEO

The Chief Executive Officer sought Committee confirmation on the setting of the date for the Pre-Audit Meeting with the Auditor.

Committee resolved that the Meeting be scheduled for Monday 6th May 2019 commencing at 4.00pm

ITEM 13 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 11th June 2019, commencing at 5.00pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 7.15 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 14th March 2019 were confirmed on 11th June 2019 as recorded on Resolution No. _____

Confirmed..... 11/06/2019

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 PTA Land: Ex Valley Ford Site - Soil Contamination Assessment

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Soil Contamination Assessment Report – Western Environmental Plan of Current PTA Lease
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Receive the Soil Contamination Assessment Report prepared by Western Environmental; and
2. That Council request that the Subject Land (approximately 3700 metres²) fronting McLennan Street be added to the exiting Railway Land leased from the Public Transport Authority.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Railway Reserve land, under the control of the Public Transport Authority (PTA), on the corner of McLennan and Parker Street, Quairading has been identified as a potential site for the Shire to utilise and/or manage in the future.
- The Railway Reserve land was previously used as a Car Sales Yard/Motor Vehicle Repair premises, which has since been demolished and historically has been the subject of an anecdotal fuel spill from a Railway wagon in the vicinity or adjacent the North East section of the land;
- The Shire engaged Western Environmental Consultants to undertake a Soil Contamination Assessment with a view to ascertaining the extent of contamination and likely cost to remediate the land for the proposed purpose as a Recreation Area before determining whether to acquire the Land from PTA via lease.
- The Soil Contamination Assessment has been completed and the findings indicated that:-

“elevated metals and minor concentrations of hydrocarbons and pesticides were detected in surficial and subsurface soils, however all reported contaminant concentrations comply with the adopted environmental and health assessment criteria.”

“Approximately 1.0kg of asbestos cement material (ACM), approximately 30 fragments were identified and collected by hand from the surficial soils across the site. All the ACM was in moderate to good condition (i.e. non friable). Generally, the ACM was in the proximity to the historical building footprint and likely due to the poor demolition processes. No surficial ACM was observed during a final walkover of the site.”

“any personnel working on the site should be made aware of the low risk of encountering potential ACM during the works. Any additional potential ACM identified should be handled as ACM until confirmed otherwise.”
- The site is considered suitable for the proposed use as a child friendly recreation area such as a skate park (original suggestion to PTA).

- Due to its central and high profile location in the Townsite, consideration should be given to the land being incorporated into the exiting area leased by Council from the PTA. This will enable Council to be able to maintain this portion of land while Council maintains all surrounding land leased from the PTA.
- Eventual use of the land has not been addressed in this Report.
- Current Lease (Licence to Occupy) with the PTA is for a Term of 21 years, expiring 31st July 2030.
- Attached Map provides detail of the current land area.
- PTA's Property Manager advises that this could be done through an "Exchange of Letters" to achieve the extension of the leased land to the McLennan Street frontage. This would remove the need for a separate lease which would incur Lease / Licence preparation fees.
- Terms and Conditions would then be in accordance with the present leased area from Ashton Street to McLennan Street.

MATTER FOR CONSIDERATION

That Council receive the Soil Contamination Assessment Report by Western Environmental and determine whether Council would accept the future lease of the PTA Land (Ex Valley Ford Site) by its inclusion into Council's existing Railway Lease held with the PTA.

BACKGROUND

Following the demolition of buildings located on land on the corner of McLennan Street and Parker Street the site has come under Council's consideration given its proximity to the Town Hall / Public Toilets, Caravan Park and Community Resource Centre.

It has been noted that the land is the subject of a relinquished Lease by "Valley Ford" from the PTA and therefore the vacant (but fenced) land is currently under the management of the Public Transport Authority.

The PTA has indicated a willingness to consider extending the current lease area to include the land (approximately 3,700 metres²) at no additional Lease / Licence costs.

The site was previously used as a Vehicle Sales Yard/Fuel Depot/ Motor Vehicle Repair premises with an anecdotal history of a large fuel (diesel) spill. Accordingly, before the site could be considered for use as Public Open Space or Community Space, Council authorised the Chief Executive Officer to engage a Consultant to test and ascertain the extent of any soil contamination that may preclude its use for any future purpose.

Council at its November 2018 Ordinary Council Meeting resolved (103-18/19)

That Council: -

1. *Receive the Legal Advice from Civic Legal dated 27th November 2018;*
2. *Authorise the Chief Executive Officer to proceed with the engagement of Environmental Consultant, Western Environmental to undertake the Soil Analysis Testing and Report within Council's Revised Budget Provision.*
3. *Council requested that the Chief Executive Officer obtain a copy of the Certificate of Title from the PTA.*

The PTA are yet to provide a copy of the Certificate of Title.

STATUTORY ENVIRONMENT

Public Transport Authority Act 2003

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Yes – Council reviewed its Original Budget to allocate \$10,000 for Conducting Soil Sampling and Testing. The actual cost of the Soil Testing consultancy was \$7,150.

PTA Property Management have advised that there would be no additional Lease / Legal Costs associated with incorporating this land into Council's existing lease area.

It is envisaged that there would be minimal future operating costs to conduct weed control on the site as Council Staff undertake seasonal weed control on the remaining leased PTA land.

Future Use or development of the Land will require the development of a Project Plan and be submitted to Council's Budgetary processes.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

Built Environment Objective: Planning and infrastructure to meet the needs of the community

ITEM	OUTCOMES AND STRATEGIES
B1	Responsive Land Use Planning
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

COMMUNITY CONSULTATION

Nil – Formal Consultation

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Current proposal will be at a nil Cost to Council.

Health – Risk Matrix Rating is assessed as Low. Public Risk has been mitigated by the Soil Testing and Analysis. Standard OHS protocols will need to be complied with if any further Asbestos Cement Material fragments are identified.

Reputation – Risk Matrix Rating is assessed as Low. Council has undertaken Due Diligence in ordering a Soil Assessment of the Site, prior to considering future tenure options.

Operation – Risk Matrix Rating is assessed as Low. Ongoing weed control of the vacant site can be accommodated within Council's existing operations which are on adjoining land.

Natural Environment – Risk Matrix Rating is assessed as Low. Soil Tests and Assessment has provided Findings that clarify the status of the Site and no impact on the surrounding Natural Environment.

COMMENT

The land under consideration is well located and could be included into the land area currently leased from the PTA which has a Lease Cost of \$1 per annum (upon demand).



Thursday, 28 February 2019

Ref: P19.028-LRP-CSI_0_FINAL

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ATTENTION: Anthea

SUBJECT: 1 QAIRADING-YORK RD, QAIRADING – SOIL CONTAMINATION ASSESSMENT

Western Environmental Pty Ltd (WEPL) presents the following letter report in relation to the soil contamination assessment undertaken at the above site.

Project Background

Western Environmental was commissioned by the Shire of Quairading to undertake a soil contamination assessment for a portion of 1 Quairading-York Road, Quairading (the site) as part of the planning process to determine if the site is suitable to be transformed into a child friendly recreational area. The regional site location is shown in Figure 1 and site layout with the site boundary shown in Figure 2.

The site is approximately 3700 m² in area and was historically used for Vehicle Sales Yards/Fuel Service Station (operation dates not specified) as advised by Shire of Quairading. Shire of Quairading also advised that there is anecdotal evidence of a historical hydrocarbon spill in the 1950s from a railway wagon in the vicinity of the northern site boundary and the eastern half of the site is currently covered with a road aggregate.

Scope of Work

Site Inspection and Soil Investigation

The scope of work was comprised of the following:

- Completion of a site inspection to identify if there were any signs of contamination on the site surface or historical chemical storage activities to target during the investigation.
- Excavation of 11 test pits by excavator across the site to nominal 1.0 m depth.
- Inspection of the soil sub-surface profile at each test pit for visible and olfactory evidence of potential contamination including soil staining evidence.
- Analysis of a minimum of one sample per test pit (i.e. 11 primary soil samples) for a broad suite of contaminants including hydrocarbons (BTEX, TRH and PAH), metals and organochlorine and organophosphate pesticides (OC/OPs); surface samples were generally targeted for analysis due to the greatest probability of contaminants being detected (if present); however, two samples collected at depth were also analysed to assess the quality of sub surface soils.

- Collection of one duplicate and one triplicate for QA/QC purposes; replicates were analysed for hydrocarbons (BTEX, TRH and PAH), metals and OC/OP pesticides.
- Screening of quality data against criteria for recreational land and public open space (POS) as defined by NEPC (2013) and provision of the assessment findings in a letter report.

Methodology

The assessment, including the sampling density, methodology, and assessment criteria, was based on the *National Environment Protection (Assessment of Site Contamination) Amendment Measure* (NEPC 2013), *Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia* (DoH 2009) and *Assessment and Management of Contaminated Sites – Contaminated Sites Guidelines* (DER 2014).

A site inspection to assess for visual and olfactory signs of contamination was completed on 7 February 2019 by an appropriately qualified and experienced Environmental Scientist, Matt Trenorden, with 3 years' experience in undertaking contamination in soil assessments including asbestos. Asbestos containing material (ACM) was suspected to be present in the former site buildings based on their age and a visual inspection for any ACM within surface soils was undertaken in accordance with Section 2.2 of DoH (2009) guidelines. The visual inspections were focused around any former building structures, footprints of demolished structures and immediate surrounding areas.

Soil sampling was undertaken on 7 February 2019 using an excavator to construct eleven test pits across the site (TP01 – TP11, Figure 3) to allow for a thorough inspection of the soil profile. The final test pit location design was systematic and grid based while also attempting to target historical activities including the historical hydrocarbon spill area, former building footprint including the former Fuel Service Station, and the former Vehicle Sales Yard. However, site schematics were not made available for any of the former land use activities and the targeted test pit locations were based on review of historical aerial photographs. The geographic coordinates of each sampling location were recorded and are outlined in Figure 3.

Soil samples were collected at the following intervals:

- 0.0 – 0.3 metres below ground level (mBGL)
- 0.3 – 0.6 mBGL
- 0.6 – 1.0 mBGL.

The recovered soils were inspected for signs of potential contamination, soil texture and appearance, recorded on soil profile logs and photographed. Any open excavations were backfilled following completion of sample collection.

As a minimum, the shallow soil sample (0.0-0.3 mBGL) of all locations were analysed given they are most exposed to contaminating activities and would most likely exhibit contamination. Two subsurface samples were also randomly analysed to assess if there were any subsurface contaminants present in the natural subsurface GRAVEL even though there were no obvious signs of contamination.



Soil samples were submitted for analysis at the following National Association of Testing Authorities (NATA) accredited laboratories:

- Eurofins (primary laboratory)
- ALS Environmental.

Results

Site Inspection

Observations made during the site inspection are summarised as follows:

- The topography of the site was flat, with the exception of the gravel loading ramp at the west end of site.
- The historical building onsite has been demolished with the former building footprint was predominantly comprised of gravel with some sand.
- The western half of the site was predominantly covered with gravel and some sand.
- The eastern half of the site was predominantly covered with blue metal and some gravel.
- The observation of surface staining at the site was limited with minor staining observed at TP05.
- Approximately 1 kg of ACM fragments (approximately 30 fragments) were identified and collected by hand from the surficial soils across the site. All of the ACM was in moderate to good condition (i.e. not friable). Generally, the ACM was in proximity to the historical building footprint and likely a result of poor demolition practices. The approximate locations of the surficial ACM fragments are shown in Figure 2. No surficial ACM was observed during a final walkover of the site.

The general site layout with key observations is outlined in Figure 2. Photographs of the site inspection are provided in Appendix A.

Soil Investigation

The soil profile across the site was broadly consistent in each test pit, consisting of brownish red/orange GRAVEL. Variances in the test pit lithologies were generally only in the surficial material (blue metal, gravel, sand). The exception to this was TP03, where fill material (bricks) was observed in the soil profile from 0 – 0.4 mBGL.

Tabulated laboratory analytical results and the relevant assessment criteria are presented in Tables 1 – 5. Elevated metals and minor concentrations of hydrocarbons and pesticides were detected in surficial and subsurface soils; however, all reported contaminant concentrations comply with the adopted environmental and human health assessment criteria. Note that pesticides were detected in the surface soils at TP03 (i.e. in sample TP03-0.3); however, pesticides were not detected in sample TP03-0.6 demonstrating that residual

pesticides are unlikely to have leached to subsurface soils at concentrations that present a contamination risk.

Photographs of test pits and soil profile are provided in Appendix A. Soil profile logs for each of the test pits are provided in Appendix B. Laboratory documentation including Chain of Custodies (CoCs), sample receipts, Certificates of Analysis (COA) and Quality Control reports are presented in Appendix C.

Quality Assurance/Quality Control

All quality assurance/quality control (QA/QC) procedures employed by WEPL and the laboratory during the investigation were in general accordance with the requirements detailed in Schedule B2 of the NEPM (NEPC, 2013).

In accordance with the quality assurance and quality control requirements, a field duplicate and field triplicate were collected for every batch of twenty soil samples as a minimum. All soil field QA/QC data is presented within Tables 6 – 10. One duplicate and triplicate sample was collected, which corresponded to the primary sample TP09-0.3. Of all the analytes tested, only one Relative Percentage Difference (RPD) exceedance (RPD > 30%) was noted, which was minor (i.e. 31%) occurred in the chromium analysis. As the chromium levels in the primary and duplicate samples were close to the laboratory limit of reporting, the calculation of the RPD is skewed by these low values indicating that the exceedance is a limitation of the statistical assessment rather than an indication of poor quality control.

All matrix spike, laboratory control sample recovery data and internal RPDs were generally within the acceptable laboratory criteria except for the following:

- Zinc recovery (58%) from the matrix spike for Eurofins work order # 639724 not compliant with the adopted criterion range of 75-125%. Given that an acceptable recovery was obtained for the laboratory control sample this result indicated there was some sample matrix interference; however, is not considered to have impacted the outcome of the assessment.
- Various PAH RPDs in the internal duplicate assessment for Eurofins work order # 639724 exceeded the primary criterion of 30%; however, the RPDs are compliant within Eurofins QC - Acceptance Criteria as defined in the Internal Quality Control Review and Glossary page of the QC report.
- Recovery of TPH and TRH fractions from the matrix spike were either non compliant with the adopted criteria or not determined for ALS work order # EP1901200; however, analysis results were significantly lower than the adopted criteria for the assessment and these laboratory QC fails are not considered to have impacted the outcome of the assessment.

Assumptions and Exclusions

The conclusions drawn and recommendations made have been developed on the assumption that the data collected accurately represents the conditions at the site. Assumptions and uncertainties pertaining to the data collected include the following:

- Spatial uncertainty; no sampling program can provide complete certainty that no contamination exists anywhere on a site.



- Historical information such as storage of any chemicals/fuels and/or spills that may have occurred onsite is limited.
- Gaps in historical aerial photography do not provide continuity of site changes.

Although assumptions and uncertainties exist, these do not significantly change the overall history of the site, which is considered to be adequately assessed by the investigations herein. However, no survey can be regarded as absolute. Future excavations on-site may reveal materials that were concealed and were therefore not accessible at the time of the survey.

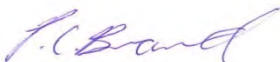
Conclusions and Recommendations

Based on the field data acquired during this investigation, the following recommendations have been reached:

- The site is considered suitable for the proposed use as a child friendly recreation area such as a skate park.
- All personnel working on the proposed child friendly recreation area should be made aware of the low risk of encountering potential ACM during the works. Any additional potential ACM identified should be handled as ACM until confirmed otherwise.
- The potential for isolated ACM fragments occurring on surface soils cannot be fully discounted. No perfect strategy exists which can conclusively confirm that all surface soils are completely free from contamination. Therefore, for precautionary purposes, soils should be routinely inspected for the presence of ACM and if any is identified fragments should be recovered and disposed of in an appropriate manner.
- All handling and removal of ACM situations must be undertaken in full compliance with the relevant legislation and NOHSC Codes of Practice.

This report should be read in conjunction with the Schedule - Statement of Limitations. Should you have any queries regarding the above, please contact the undersigned on (08) 6162 8980.

Yours sincerely,
Western Environmental Pty Ltd



PHILIP BRAND
SENIOR ENVIRONMENTAL SCIENTIST

Schedule

- Statement of Limitation

Figures

- Figure 1: Site Location
- Figure 2: Site Layout
- Figure 3: Sample Locations

Tables

- Table 1: Soil Analytical Results - Metals



- Table 2: Soil Analytical Results - Organochlorine Pesticides
- Table 3: Soil Analytical Results - Organophosphorous Pesticides
- Table 4: Soil Analytical Results - Polycyclic Aromatic Hydrocarbons
- Table 5: Soil Analytical Results - Monocyclic Aromatic Hydrocarbons & Total Recoverable Hydrocarbons
- Table 6: Soil QA/QC Results - Metals
- Table 7: Soil QA/QC Results - Organochlorine Pesticides
- Table 8: Soil QA/QC Results - Organophosphorous Pesticides
- Table 9: Soil QA/QC Results - Polycyclic Aromatic Hydrocarbons
- Table 10: Soil QA/QC Results - Monocyclic Aromatic Hydrocarbons & Total Recoverable Hydrocarbons

Appendices

- Appendix A: Photograph Log
- Appendix B: Soil Profile Logs
- Appendix C: Laboratory Documentation



SCHEDULE Statement of Limitation

Statement of Limitations

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This environmental report (“this report”) has been prepared for the sole benefit and exclusive use of the Client for the purpose for which it was prepared in accordance with the agreement between the Client and WEPL (“the Agreement”). However, in addressing the requirements of the Contaminated Sites Act 2003, an Accredited Contaminated Sites Auditor may be engaged by the Client to undertake review of this report, prior to its submission to the DWER. The report shall be made available and can be relied upon for the purposes of the Contaminated Sites Act.

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In particular, it should be noted that this report is based on a scope of services defined by the Client, and is limited by budgetary and time constraints, the information supplied by the Client (and its agents) and, in some circumstances, access and/or site disturbance constraints.

The scope of services did not include any assessment of the title to or ownership of the properties, buildings and structures referred to in this report, or the application or interpretation of laws in the jurisdiction in which those properties, buildings and structures are located.

Reliance on Data

In preparing this report, WEPL has relied on data, surveys, analyses, designs, plans and other information provided by the Client (or its agents), other individuals and organisations (“the data”).

Except as otherwise stated in this report, WEPL has not verified the accuracy or completeness of the data. WEPL does not represent or warrant that the data is true or accurate, and disclaims any and all responsibility or liability with respect to the use of the data.

To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in this report (“conclusions”) are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data.

WEPL does not accept any responsibility or liability for any incorrect or inaccurate conclusions should any data be incorrect, inaccurate or incomplete or have been concealed, withheld, misrepresented or otherwise not fully disclosed to WEPL.

The conclusions must also be considered in light of the agreed scope of services (including any constraints or limitation therein) and the methods used to carry out those services, both of which are as stated or referred to in this report.

Environmental Conclusions

In accordance with the scope of services, WEPL has conducted environmental field monitoring and/or testing in the preparation of this report. The nature and extent of monitoring and/or testing conducted is described in this report.

On all sites, varying degrees of non-uniformity of vertical and horizontal conditions in media (soil, water, air, waste or other media as described in the report) are encountered. Hence no monitoring, common testing or sampling technique can eliminate the possibility that monitoring or testing results/samples are not totally representative of media conditions encountered. The conclusions are based on the data and the environmental field monitoring and/or testing actually undertaken, and are therefore merely indicative of the environmental condition of the site at the time of preparing this report, including the presence or otherwise of contaminants or emissions. It should be recognised that site conditions, including the extent and concentration of contaminants, can change.

Within the limitations imposed by the scope of services, the monitoring, testing, sampling and preparation of this report have been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable environmental consultants under similar circumstances. To the maximum extent permitted by law, no other warranty, express or implied, is made.

Report for Benefit of Client

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If an Auditor is engaged by the Client to undertake review of this report, it shall be made available subject to the terms and conditions of the agreement between the Client and WEPL and the caveats in this statement.

Other Limitations

This report is intended to be read in its entirety, and sections or parts of this report should therefore not be read and relied on out of context.

WEPL will not be liable to update or revise this report to take into account any events or circumstances or facts becoming apparent after the date of this report



FIGURES





Figure 1: Site Location

		PROJECT/REPORT NAME 1 QUAIRADING-YORK RD, QUAIRADING- SOIL CONTAMINATION ASSESSMENT		Legend 1 Quairading- York Road	
SCALE 1:50,000	SHEET SIZE A3 COLOUR	CLIENT SHIRE OF QUAIRADING			
COORDINATE REFERENCE SYSTEM GDA94 / MGA zone 50		PROJECT NUMBER P17.140	VERSION 0		
DATA SOURCE WA NOW AERIAL IMAGERY		DRAWN BY / REVIEWED BY MT / PB	DATE 13/2/2019		



Figure 2: Site Layout

		PROJECT/REPORT NAME 1 QUAIRADING-YORK RD, QUAIRADING- SOIL CONTAMINATION ASSESSMENT		Legend <ul style="list-style-type: none"> Site Boundary Gravel Loading Ramp Surficial Gravel and Sand Historical Building Footprint Surficial Blue Metal and Gravel Road ● Surficial ACM Finds 	
SCALE 1:500	SHEET SIZE A3 COLOUR	CLIENT SHIRE OF QUAIRADING	VERSION 0		
COORDINATE REFERENCE SYSTEM GDA94 / MGA zone 50		PROJECT NUMBER P17.140	DATE 20/2/2019		
DATA SOURCE WA NOW AERIAL IMAGERY		DRAWN BY / REVIEWED BY MT / PB			



Figure 3: Sample Locations

		PROJECT/REPORT NAME 1 QUAIRADING-YORK RD, QUAIRADING- SOIL CONTAMINATION ASSESSMENT		Legend Site Boundary Test Pit	
SCALE 1:500	SHEET SIZE A3 COLOUR	CLIENT SHIRE OF QUAIRADING			
COORDINATE REFERENCE SYSTEM GDA94 / MGA zone 50		PROJECT NUMBER P17.140	VERSION 0		
DATA SOURCE WA NOW AERIAL IMAGERY		DRAWN BY / REVIEWED BY MT / PB	DATE 13/2/2019		

TABLES



Table 1
Soil Analytical Results - Metals

				Arsenic	Cadmium	Chromium	Copper	Lead	Mercury (inorganic)	Nickel	Zinc
EIL - Urban residential and POS				100	NE	190	190	1100	NE	30	230
HIL-C (Recreational)				300	90	NE	17,000	600	80	1,200	30,000
LOR				2	0.4	5	5	5	0.1	5	5
Sample ID	Lab ID	Sample Depth (m)	Date Sampled								
TP01-0.3	M19-Fe11239	0.0 - 0.3	7/02/2019	< 2	< 0.4	52	< 5	72	< 0.1	5.7	15
TP02-0.3	M19-Fe11240	0.0 - 0.3	7/02/2019	< 2	< 0.4	29	< 5	26	< 0.1	< 5	41
TP03-0.3	M19-Fe11241	0.0 - 0.3	7/02/2019	< 2	< 0.4	28	< 5	45	< 0.1	< 5	77
TP03-0.6	M19-Fe11242	0.3 - 0.6	7/02/2019	< 2	< 0.4	39	< 5	27	< 0.1	< 5	34
TP04-0.3	M19-Fe11243	0.0 - 0.3	7/02/2019	2.8	< 0.4	97	6.7	140	< 0.1	6.1	130
TP05-0.3	M19-Fe11244	0.0 - 0.3	7/02/2019	2.8	6.2	30	140	20	< 0.1	< 5	140
TP05-0.8	M19-Fe11245	0.6 - 0.8	7/02/2019	< 2	3.1	27	55	11	< 0.1	< 5	76
TP06-0.3	M19-Fe11246	0.0 - 0.3	7/02/2019	< 2	< 0.4	10	< 5	13	< 0.1	< 5	14
TP07-0.3	M19-Fe11247	0.0 - 0.3	7/02/2019	< 2	< 0.4	13	< 5	18	< 0.1	< 5	16
TP08-0.3	M19-Fe11248	0.0 - 0.3	7/02/2019	< 2	< 0.4	43	< 5	9.7	< 0.1	< 5	6.7
TP09-0.3	M19-Fe11249	0.0 - 0.3	7/02/2019	< 2	< 0.4	15 [#]	7.4 [#]	20	< 0.1	< 5	24 [#]
TP10-0.3	M19-Fe11250	0.0 - 0.3	7/02/2019	< 2	< 0.4	33	18	62	< 0.1	< 5	50
TP11-0.3	M19-Fe11251	0.0 - 0.3	7/02/2019	< 2	< 0.4	9.9	< 5	21	< 0.1	< 5	19

Notes:

NE = Regulatory guideline not established

< Indicates sample results below the laboratory limit of reporting (LOR)

Indicates duplicate or triplicate conservatively used

EILs calculated based on the following assumptions: CEC of 5 cmol/kg, pH of 6 and Clay Content of 1%. ACL was conservatively used in absence of ABC

- Not Analysed

Regulatory Guidelines:Guidelines are derived from the *National Environment Protection (Assessment of Site Contamination) Measure* (NEPC, 2013) and the *Assessment and Management of Contaminated Sites* (DER, 2014).

	shading indicates concentration exceeds the NEPC (2013) Ecological Investigation Levels (EIL)
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	shading indicates concentration exceeds the NEPC (2013) Health Investigation Levels (HIL)
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Table 2
Soil Analytical Results - Organochlorine Pesticides

				Organochlorine Pesticides																							
				p,p-DDD	p,p-DDE	p,p-DDT	a-BHC	Aldrin	Aldrin + Dieldrin	b-BHC	a-chlordane	g-chlordane	d-BHC	DDT + DDE + DDD	Dieldrin	a-endosulphan	b-endosulphan	Endosulfan Sulfate	Endrin	Endrin Aldehyde	Endrin Ketone	Heptachlor	Heptachlor Epoxide	Hexachlorobenzene	Methoxychlor	Toxaphene	
EIL - Urban residential and POS				NE	NE	180	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE
HIL-C (Recreational)				NE	NE	NE	NE	NE	10	NE	70	NE	400	NE	340	NE	20	NE	NE	10	NE	10	NE	10	400	NE	NE
LOR				0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.1	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	1
Sample ID	Lab ID	Sample Depth (m)	Date Sampled	mg/kg																							
TP01-0.3	M19-Fe11239	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP02-0.3	M19-Fe11240	0.0 - 0.3	7/02/2019	2.2	0.84	3.8	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	6.84	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP03-0.3	M19-Fe11241	0.0 - 0.3	7/02/2019	0.15	< 0.05	0.06	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	0.21	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP03-0.6	M19-Fe11242	0.3 - 0.6	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP04-0.3	M19-Fe11243	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP05-0.3	M19-Fe11244	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP05-0.8	M19-Fe11245	0.6 - 0.8	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP06-0.3	M19-Fe11246	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP07-0.3	M19-Fe11247	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP08-0.3	M19-Fe11248	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP09-0.3	M19-Fe11249	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP10-0.3	M19-Fe11250	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	
TP11-0.3	M19-Fe11251	0.0 - 0.3	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1	

Notes:

NE = Regulatory guideline not established

< Indicates sample results below the laboratory limit of reporting (LOR)

- Not Analysed

Regulatory Guidelines:

Guidelines are derived from the *National Environment Protection (Assessment of Site Contamination) Measure* (NEPC, 2013) and the *Assessment and Management of Contaminated Sites* (DER, 2014).

- shading indicates concentration exceeds the NEPC (2013) Ecological Investigation Levels (EIL)
- shading indicates concentration exceeds the NEPC (2013) Health Investigation Levels (HIL)

Table 4
Soil Analytical Results - Polycyclic Aromatic Hydrocarbons

				PAHs																					
				Acenaphthene	Acenaphthylene	Anthracene	Benz(a)anthracene	Benzo(a)pyrene	Benzo(a)pyrene TEQ (lower bound)	Benzo(a)pyrene TEQ (medium bound)	Benzo(a)pyrene TEQ (upper bound)	Benzo(b&j)fluoranthene	Benzo(g,h,i)perylene	Benzo(k)fluoranthene	Chrysene	Dibenz(a,h)anthracene	Fluoranthene	Fluorene	Indeno(1,2,3-cd)pyrene	Naphthalene	Phenanthrene	Pyrene	Total PAH		
EIL - Urban residential & POS				NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	170	NE	NE	NE	NE	
ESL - Urban residential & POS				coarse soil		NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	
				fine soil		NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	
HIL-C (Recreational)				NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	3	300	NE	NE	
Direct Contact - HSL-C Recreation/Open Space				NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	1,900	NE	NE	NE	NE
Vapour Intrusion - HSL C (Recreational / open space)				Sand (0 - <1 m)		NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE
Vapour Intrusion - HSL C (Recreational / open space)				Sand (1 - <2 m)		NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE
Vapour Intrusion - HSL C (Recreational / open space)				Sand (2 - <4 m)		NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE
Vapour Intrusion - HSL C (Recreational / open space)				Sand (4 m+)		NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE
LOR				0.5	0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
Sample ID	Lab ID	Sample Depth (m)	Date Sampled	mg/kg																					
TP01-0.3	M19-Fe11239	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP02-0.3	M19-Fe11240	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP03-0.3	M19-Fe11241	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP03-0.6	M19-Fe11242	0.3 - 0.6	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP04-0.3	M19-Fe11243	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP05-0.3	M19-Fe11244	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP05-0.8	M19-Fe11245	0.6 - 0.8	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP06-0.3	M19-Fe11246	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP07-0.3	M19-Fe11247	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP08-0.3	M19-Fe11248	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP09-0.3	M19-Fe11249	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP10-0.3	M19-Fe11250	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		
TP11-0.3	M19-Fe11251	0.0 - 0.3	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5		

Notes:

- NE = Regulatory guideline not established
- NL= Not limiting
- < Indicates sample results below the laboratory limit of reporting (LOR)
- Not Analysed

Regulatory Guidelines:

Guidelines are derived from the *National Environment Protection (Assessment of Site Contamination) Measure (NEPC, 2013)*, the *Assessment and Management of Contaminated Sites (DER, 2014)* and *CRC CARE Technical Report No. 10 (2011)*.

- shading indicates concentration exceeds the NEPC (2013) Ecological Investigation Levels (EIL)
- shading indicates concentration exceeds the NEPC (2013) Ecological Screening Levels (ESL)
- shading indicates concentration exceeds the NEPC (2013) Health Investigation Levels (HIL)
- shading indicates concentration exceeds the CRC CARE Health Screening Levels (HSL) for Direct Contact
- shading indicates concentration exceeds the NEPC (2013) Health Screening Levels (HSL) for Vapour Intrusion for Sand

Table 5
Soil Analytical Results - Monocyclic Aromatic Hydrocarbons & Total Recoverable Hydrocarbons

	BTEX					TRH 1999 NEPM Fractions					TRH 2013 NEPM Fractions									
	Benzene	Toluene	Ethylbenzene	m+p-Xylene	o-Xylene	C ₁₀₋₃₆ (Total)	C ₁₀₋₁₄	C ₁₅₋₂₈	C ₂₉₋₃₆	C _{6-C₉}	>C _{10-C₁₆}	>C _{10-C₁₆} less Naphthalene (F2)	>C _{10-C₄₀} (total)*	>C _{16-C₃₄} (F3)	>C _{34-C₄₀} (F4)	>C _{6-C₁₀}	>C _{6-C₁₀} less BTEX (F1)			
EIL - Urban residential and POS	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE			
ESL - Urban residential & POS	coarse soil	50	85	70	105	NE	NE	NE	NE	NE	NE	120	NE	300	2,800	NE	180			
	fine soil	65	105	125	45	NE	NE	NE	NE	NE	NE	120	NE	1,300	5,600	NE	180			
Direct Contact - HSL-A Residential (Low Density)	100	14,000	4,500	12,000	NE	NE	NE	NE	NE	NE	3,300	NE	4,500	6,300	NE	4,400				
Direct Contact - HSL-C Recreation/Open Space	120	18,000	5,300	15,000	NE	NE	NE	NE	NE	NE	3,800	NE	5,300	7,400	NE	5,100				
Vapour Intrusion - HSL C (Recreational/open space)	Sand (0 - <1 m)	NL	NL	NL	NL	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE	NL			
Vapour Intrusion - HSL C (Recreational/open space)	Sand (1 - <2 m)	NL	NL	NL	NL	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE	NL			
Vapour Intrusion - HSL C (Recreational/open space)	Sand (2 - <4 m)	NL	NL	NL	NL	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE	NL			
Vapour Intrusion - HSL C (Recreational/open space)	Sand (4 m+)	NL	NL	NL	NL	NE	NE	NE	NE	NE	NE	NL	NE	NE	NE	NE	NL			
Management Limits - Residential, parkland & POS	coarse soil	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	1,000	NE	2,500	10,000	NE	700			
	fine soil	NE	NE	NE	NE	NE	NE	NE	NE	NE	NE	1,000	NE	3,500	10,000	NE	800			
LOR	0.1	0.1	0.1	0.2	0.1	50	20	50	50	20	50	50	100	100	100	20	20			
Sample ID	Lab ID	Sample Depth (m)	Date Sampled	mg/kg																
TP01-0.3	M19-Fe11239	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	50	< 20	50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP02-0.3	M19-Fe11240	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	210	< 20	210	< 50	< 20	< 50	< 50	210	210	< 100	< 20	< 20
TP03-0.3	M19-Fe11241	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	150	< 20	150	< 50	< 20	< 50	< 50	160	160	< 100	< 20	< 20
TP03-0.6	M19-Fe11242	0.3 - 0.6	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	77	< 20	77	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP04-0.3	M19-Fe11243	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	100	< 20	100	< 50	< 20	< 50	< 50	130	130	< 100	< 20	< 20
TP05-0.3	M19-Fe11244	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	186	< 20	100	86	< 20	< 50	< 50	150	150	< 100	< 20	< 20
TP05-0.8	M19-Fe11245	0.6 - 0.8	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP06-0.3	M19-Fe11246	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP07-0.3	M19-Fe11247	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP08-0.3	M19-Fe11248	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	87	< 20	87	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP09-0.3	M19-Fe11249	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP10-0.3	M19-Fe11250	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TP11-0.3	M19-Fe11251	0.0 - 0.3	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	188	< 20	130	58	< 20	< 50	< 50	180	180	< 100	< 20	< 20

Notes:

NE = Regulatory guideline not established

NL= Not limiting

< Indicates sample results below the laboratory limit of reporting (LOR)

- Not Analysed

Regulatory Guidelines:Guidelines are derived from the *National Environment Protection (Assessment of Site Contamination) Measure (NEPC, 2013)*, the *Assessment and Management of Contaminated Sites (DER, 2014)* and *CRC CARE Technical Report No. 10 (2011)*.

	shading indicates concentration exceeds the NEPC (2013) Ecological Investigation Levels (EIL)
	shading indicates concentration exceeds the NEPC (2013) Ecological Screening Levels (ESL)
	shading indicates concentration exceeds the CRC CARE Health Screening Levels (HSL) for Direct Contact
	shading indicates concentration exceeds the NEPC (2013) Health Screening Levels (HSL) for Vapour Intrusion for Sand
	shading indicates concentration exceeds the NEPC (2013) Management Limits for TPH

Table 6
Soil QA/QC Results - Metals

			Metals							
			Arsenic	Cadmium	Chromium	Copper	Lead	Mercury (inorganic)	Nickel	Zinc
LOR			2	0.4	5	5	5	0.1	5	5
Sample ID	Lab ID	Date Sampled	mg/kg							
Field Duplicates										
TP09-0.3	M19-Fe11249	7/02/2019	< 2	< 0.4	11	5.9	20	< 0.1	< 5	18
DUP01	M19-Fe11252		< 2	< 0.4	15	7.4	19	< 0.1	< 5	22
%RPD			#	#	31	23	5	#	#	20
Field Triplicates										
TP09-0.3	M19-Fe11249	7/02/2019	< 2	< 0.4	11	5.9	20	< 0.1	< 5	18
TRIP01	EP1901200001		< 5	< 1	10	7	16	< 0.1	< 2	24
%RPD			#	#	10	17	22	#	#	29

Notes:

- Not Analysed

< Indicates sample results below the laboratory limit of reporting (LOR)

indicates RPD not calculable, as primary and/or replicate concentrations <LOR.

Red font indicates RPD > 30%

Table 7
Soil QA/QC Results - Organochlorine Pesticides

			Organochlorine Pesticides																							
			p,p-DDD	p,p-DDE	p,p-DDT	a-BHC	Aldrin	Aldrin + Dieldrin	b-BHC	a-chlordane	g-chlordane	d-BHC	DDT + DDE + DDD	Dieldrin	a-endosulphan	b-endosulphan	Endosulfan Sulfate	Endrin	Endrin Aldehyde	Endrin Ketone	Heptachlor	Heptachlor Epoxide	Hexachlorobenzene	Methoxychlor	Toxaphene	
LOR			0.05	0.05	0.05	0.05	0.05	0.05	0.05		0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	1
Sample ID	Lab ID	Date Sampled	mg/kg																							
Field Duplicates																										
TP09-0.3	M19-Fe11249	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1
DUP01	M19-Fe11252		< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05
%RPD			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Field Triplicates																										
TP09-0.3	M19-Fe11249	7/02/2019	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.1	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 1
TRIP01	EP1901200001		< 0.05	< 0.05	< 0.2	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.05	< 0.2	-
%RPD			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#

Notes:
 - Not Analysed
 < Indicates sample results below the laboratory limit of reporting (LOR)
 # indicates RPD not calculable, as primary and/or replicate concentrations <LOR.
 Red font indicates RPD > 30%

Table 8
Soil QA/QC Results - Organophosphorous Pesticides

			Organophosphorous Pesticides																																					
			Azinphos-methyl	Bolstar	Chlorfenvinphos	Chlorpyrifos	Chlorpyrifos-methyl	Coumaphos	Demeton-O	Demeton-S	Diazinon	Dichlorvos	Dimethoate	Disulfoton	EPN	Ethion	Ethoprop	Ethyl parathion	Fenitrothion	Fensulfotthion	Fenthion	Malathion	Merphos	Methyl parathion	Mevinphos	Monocrotophos	Naled	Omethoate	Phorate	Pririphos-methyl	Pyrazophos	Ronnel	Terbufos	Tetrachlorvinphos	Tokuthion	Trichloronate				
Sample ID	Lab ID	Date Sampled	mg/kg																																					
LOR			0.2	0.2	0.2	0.2	0.2	2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	2	0.2	2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2		
Field Duplicates																																								
TP09-0.3	M19-Fe11249	7/02/2019	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 2	< 0.2	< 2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2		
DUP01	M19-Fe11252		< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 2	< 0.2	< 2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	
%RPD			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
Field Triplicates																																								
TP09-0.3	M19-Fe11249	7/02/2019	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 2	< 0.2	< 2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	< 0.2	
TRIP01	EP1901200001		< 0.05	-	< 0.05	< 0.05	< 0.05	-	< 0.05	< 0.05	< 0.05	< 0.05	-	-	< 0.05	-	-	-	-	< 0.05	< 0.05	-	< 0.2	-	< 0.2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
%RPD			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#

Notes:
 - Not Analysed
 < Indicates sample results below the laboratory limit of reporting (LOR)
 # indicates RPD not calculable, as primary and/or replicate concentrations <LOR.
 # indicates RPD > 30%

Table 9
Soil QA/QC Results - Polycyclic Aromatic Hydrocarbons

			PAHs																			
	Acenaphthene	Acenaphthylene	Anthracene	Benz(a)anthracene	Benzo(a)pyrene	Benzo(a)pyrene TEQ (lower bound)	Benzo(a)pyrene TEQ (medium bound)	Benzo(a)pyrene TEQ (upper bound)	Benzo(b&j)fluoranthene	Benzo(g,h,i)perylene	Benzo(k)fluoranthene	Chrysene	Dibenz(a,h)anthracene	Fluoranthene	Fluorene	Indeno(1,2,3-cd)pyrene	Naphthalene	Phenanthrene	Pyrene	Total PAH		
LOR			0.5	0.5	0.5	0.5	0.5	0.1	0.1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
Sample ID	Lab ID	Date Sampled	mg/kg																			
Field Duplicates																						
TP09-0.3	M19-Fe11249	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	
DUP01	M19-Fe11252		< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5
%RPD			#	#	#	#	#	#	0	0	#	#	#	#	#	#	#	#	#	#	#	#
Field Triplicates																						
TP09-0.3	M19-Fe11249	7/02/2019	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5
TRIP01	EP1901200001		< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	0.6	1.2	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5	< 0.5
%RPD			#	#	#	#	#	#	0	0	#	#	#	#	#	#	#	#	#	#	#	#

Notes:
 - Not Analysed
 < Indicates sample results below the laboratory limit of reporting (LOR)
 # indicates RPD not calculable, as primary and/or replicate concentrations <LOR.
 Red font indicates RPD > 30%

Table 10
Soil QA/QC Results - Monocyclic Aromatic Hydrocarbons & Total Recoverable Hydrocarbons

			MBTEX					TRH NEPM 1999 Fractions					TRH NEPM 2013 Fractions						
			Benzene	Toluene	Ethylbenzene	m+p-Xylene	o-Xylene	C ₁₀ -C ₃₆ (Total)	C ₁₀ -C ₁₄	C ₁₅ -C ₂₈	C ₂₉ -C ₃₆	C ₆ -C ₉	>C ₁₀ -C ₁₆	>C ₁₀ -C ₁₆ less Naphthalene (F2)	>C ₁₀ -C ₄₀ (total)*	>C ₁₆ -C ₃₄ (F3)	>C ₃₄ -C ₄₀ (F4)	>C ₆ -C ₁₀	>C ₆ -C ₁₀ less BTEX (F1)
LOR			0.1	0.1	0.1	0.2	0.1	50	20	50	50	20	50	50	100	100	100	20	20
Sample ID	Lab ID	Date Sampled	mg/kg																
Field Duplicates																			
TP09-0.3	M19-Fe11249	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
DUP01	M19-Fe11252		< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
%RPD			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#
Field Triplicates																			
TP09-0.3	M19-Fe11249	7/02/2019	< 0.1	< 0.1	< 0.1	< 0.2	< 0.1	< 50	< 20	< 50	< 50	< 20	< 50	< 50	< 100	< 100	< 100	< 20	< 20
TRIP01	EP1901200001		< 0.2	< 0.5	< 0.5	< 0.5	< 0.5	< 50	< 50	< 100	< 100	< 10	< 50	< 50	< 100	< 100	< 100	< 10	< 10
%RPD			#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#

Notes:

- Not Analysed

< Indicates sample results below the laboratory limit of reporting (LOR)

indicates RPD not calculable, as primary and/or replicate concentrations <LOR.

Red font indicates RPD > 30%

APPENDIX A Photograph Log



Site Photographs



Photo:
Description: View to the east across the site from the western end of site.
Details: Photo taken on 07/02/2019



Photo:
Description: View to the west along the northern boundary with the Quairading Community Resource Centre in the background.
Details: Photo taken on 07/02/2019

Site Photographs

**Photo:**

Description: View to the north at the north eastern corner of site, showing the proximity of the railway line.

Details: Photo taken on 07/02/2019

**Photo:**

Description: View to the east along the northern boundary of site, showing the Quairading Tennis Club in the background.

Details: Photo taken on 07/02/2019

Site Photographs

**Photo:**

Description: View to the south east across the site towards Parker Street and Quairading Smash Repairs.

Details: Photo taken on 07/02/2019

**Photo:**

Description: View to the south west across site towards Parker Street and residential properties.

Details: Photo taken on 07/02/2019

Site Photographs



Photo:
Description: View to the north west across site. The surficial gravel in the left and centre of the photo represents the footprint of the historical building onsite.
Details: Photo taken on 07/02/2019



Photo:
Description: ACM fragment found on surface near the north eastern corner of site.
Details: Photo taken on 07/02/2019

Site Photographs

**Photo:**

Description: All of the collected ACM from across the site.

Details: Photo taken on 07/02/2019

**Photo:**

Description: Soil lithology at sample location TP01.

Details: Photo taken on 07/02/2019

Site Photographs

**Photo:**

Description: Soil lithology at sample location TP03. Visible brick rubble at base of hole originated from the surficial soil layer (0 – 0.4 mBGL).

Details: Photo taken on 07/02/2019

**Photo:**

Description: Minor surficial staining at sample location TP05.

Details: Photo taken on 07/02/2019

Site Photographs



Photo:
Description: Soil lithology at sample location TP05.
Details: Photo taken on 07/02/2019



Photo:
Description: Soil lithology at sample location TP07.
Details: Photo taken on 07/02/2019

APPENDIXB Soil Profile Logs





Western Environmental
25 Prowse Street
West Perth, WA 6005
Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537923.00 m E 6458273.00 m N
METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			GP		BITUMEN	TP01-0.3 TP01-0.6		
					GRAVEL, brown/orange colour, medium/coarse grained, medium density, dry			
1.0					Borehole TP01 terminated at 1m	TP01-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



Western Environmental
 25 Prowse Street
 West Perth, WA 6005
 Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537916.00 m E 6458288.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			GP		BITUMEN	TP02-0.3		
					GRAVEL, orange/red colour, medium/coarse grained, moderately sorted, medium density, dry			
1.0					Borehole TP02 terminated at 1m	TP02-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



Western Environmental
 25 Prowse Street
 West Perth, WA 6005
 Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment

PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____

EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537902.00 m E 6458269.00 m N

METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____

NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			GPS		SANDY GRAVEL, brown\orange colour, fine\medium\coarse grained, poorly sorted, with trace red bricks, loose density, dry	TP03-0.3		
			GP		GRAVEL, brown\orange colour, medium\coarse grained, moderately sorted, medium density, dry	TP03-0.6		
1.0					Borehole TP03 terminated at 1m	TP03-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



Western Environmental
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 West Perth, WA 6005
 Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537907.00 m E 6458260.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW-SC		BITUMEN	TP04-0.3 TP04-0.6		Hardifence (Non-ACM) fragments approximately 10 m north of test pit
			GP		CLAYEY SAND, brown/orange colour, fine/medium/coarse grained, poorly sorted, with abundant gravel, medium density, dry			
					GRAVEL, orange colour, medium/coarse grained, poorly/moderately sorted, medium density, dry			
1.0					Borehole TP04 terminated at 1m	TP04-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



Western Environmental
 25 Prowse Street
 West Perth, WA 6005
 Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537880.00 m E 6458276.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown\grey colour, fine\medium grained, moderately sorted, with some gravel, loose\medium density, dry	TP05-0.3 TP05-0.6		Minor staining at surface
			GP		GRAVEL, orange\red colour, medium\coarse grained, moderately sorted, medium density, dry			
1.0					Borehole TP05 terminated at 1m	TP05-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



Western Environmental
 25 Prowse Street
 West Perth, WA 6005
 Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537865.00 m E 6458264.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown\grey colour, fine\medium grained, moderately sorted, with some gravel, medium density, dry	TP06-0.3		
			GP		GRAVEL, orange\red colour, medium\coarse grained, moderately sorted, medium density, dry			
1.0					Borehole TP06 terminated at 1m	TP06-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



Western Environmental
 25 Prowse Street
 West Perth, WA 6005
 Telephone: 08 6162 8980

CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537851.00 m E 6458259.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown\grey colour, fine\medium grained, moderately sorted, with abundant gravel, medium density, dry	TP07-0.3		
			GP		GRAVEL, orange colour, medium\coarse grained, poorly\moderately sorted, medium density, dry			
1.0					Borehole TP07 terminated at 1m	TP07-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



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CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537861.00 m E 6458237.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown\orange colour, fine\medium grained, poorly/moderately sorted, with abundant gravel, medium density, dry	TP08-0.3		
			GP		GRAVEL, orange colour, medium\coarse grained, poorly/moderately sorted, medium density, dry			
1.0						TP08-0.6		
1.5					Borehole TP08 terminated at 1m	TP08-1.0		
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



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CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537872.00 m E 6458241.00 m N
METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown\grey colour, fine\medium grained, moderately sorted, with some gravel, medium density, dry	TP09-0.3 TP09-0.6		
			GP-GC		GRAVEL, brown\orange colour, medium\coarse grained, poorly\moderately sorted, medium density, dry			
1.0					Borehole TP09 terminated at 1m	TP09-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



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CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537889.00 m E 6458249.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown\grey colour, fine\medium grained, moderately sorted, with some gravel, medium density, dry	TP10-0.3		
			GP		GRAVEL, brown\orange colour, medium\coarse grained, moderately sorted, medium density, dry			
1.0					Borehole TP10 terminated at 1m	TP10-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19



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 West Perth, WA 6005
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CLIENT Shire of Quairading PROJECT NAME Quairading – Soil Contamination Assessment
 PROJECT NUMBER P17.140 PROJECT LOCATION Quairading-York Rd

DATE 7/2/19 R.L. SURFACE _____ CASING HEIGHT _____
 EXCAVATION CONTRACTOR Shire of Quairading COORDINATES (MGA94 Zone 50) 537887.00 m E 6458262.00 m N
 METHOD / HOLE SIZE Excavator 600 mm TEST PIT LOCATION _____
 NOTES _____ LOGGED BY MT CHECKED BY PB

Depth (m)	RL (m)	Water	Classification Symbol	Graphic Log	Material Description	Samples	PID (ppm)	Additional Observations
0.5			SW		SAND, brown colour, fine\medium grained, moderately sorted, with some gravel, loose density, dry	TP11-0.3		
			GP		SANDY GRAVEL, brown\orange colour, fine\medium grained, poorly\moderately sorted, medium density, dry			
			GP		GRAVEL, orange\red colour, medium\coarse grained, poorly\moderately sorted, medium density, dry			
1.0					Borehole TP11 terminated at 1m	TP11-1.0		
1.5								
2.0								
2.5								
3.0								

WEPL BOREHOLE / TEST PIT / GW WELL 17.140.GPJ GINT STD AUSTRALIA GDT 28/2/19

APPENDIX C Laboratory Documentation



Melbourne
6 Monterey Road
Dandenong South Vic 3175
Phone : +61 3 8564 5000
NATA # 1261
Site # 1254 & 14271

Sydney
Unit F3, Building F
16 Mars Road
Lane Cove West NSW 2066
Phone : +61 2 9900 8400
NATA # 1261 Site # 18217

Brisbane
1/21 Smallwood Place
Murarrie QLD 4172
Phone : +61 7 3902 4600
NATA # 1261 Site # 20794

Perth
2/91 Leach Highway
Kewdale WA 6105
Phone : +61 8 9251 9600
NATA # 1261 Site # 23736

ABN – 50 005 085 521

e.mail : EnviroSales@eurofins.com

web : www.eurofins.com.au

Sample Receipt Advice

Company name: **Western Environmental Pty Ltd**

Contact name: **Philip Brand**

Project name: **17.140**

COC number: **1391**

Turn around time: **5 Day**

Date/Time received: **Feb 7, 2019 4:02 PM**

Eurofins | mgt reference: **639724**

Sample information

- A detailed list of analytes logged into our LIMS, is included in the attached summary table.
- All samples have been received as described on the above COC.
- COC has been completed correctly.
- Attempt to chill was evident.
- Appropriately preserved sample containers have been used.
- All samples were received in good condition.
- Samples have been provided with adequate time to commence analysis in accordance with the relevant holding times.
- Appropriate sample containers have been used.
- Split sample sent to requested external lab.
- Some samples have been subcontracted.

N/A Custody Seals intact (if used).

Contact notes

If you have any questions with respect to these samples please contact:

Robert Johnston on Phone : or by e.mail: RobertJohnston@eurofins.com

Results will be delivered electronically via e.mail to Philip Brand - philip.brand@westernenvironmental.com.au.

Western Environmental Pty Ltd
Level 3, 25 Prowse Street
West Perth
WA 6005



NATA Accredited
Accreditation Number 1261
Site Number 1254

Accredited for compliance with ISO/IEC 17025 – Testing
The results of the tests, calibrations and/or
measurements included in this document are traceable
to Australian/national standards.

Attention: Philip Brand

Report 639724-S
Project name 17.140
Received Date Feb 07, 2019

Client Sample ID			TP01-0.3	TP02-0.3	TP03-0.3	TP03-0.6
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11239	M19-Fe11240	M19-Fe11241	M19-Fe11242
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Total Recoverable Hydrocarbons - 1999 NEPM Fractions						
TRH C6-C9	20	mg/kg	< 20	< 20	< 20	< 20
TRH C10-C14	20	mg/kg	< 20	< 20	< 20	< 20
TRH C15-C28	50	mg/kg	50	210	150	77
TRH C29-C36	50	mg/kg	< 50	< 50	< 50	< 50
TRH C10-36 (Total)	50	mg/kg	50	210	150	77
BTEX						
Benzene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Toluene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Ethylbenzene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
m&p-Xylenes	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
o-Xylene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Xylenes - Total	0.3	mg/kg	< 0.3	< 0.3	< 0.3	< 0.3
4-Bromofluorobenzene (surr.)	1	%	80	88	89	62
Total Recoverable Hydrocarbons - 2013 NEPM Fractions						
Naphthalene ^{N02}	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
TRH C6-C10	20	mg/kg	< 20	< 20	< 20	< 20
TRH C6-C10 less BTEX (F1) ^{N04}	20	mg/kg	< 20	< 20	< 20	< 20
TRH >C10-C16	50	mg/kg	< 50	< 50	< 50	< 50
TRH >C10-C16 less Naphthalene (F2) ^{N01}	50	mg/kg	< 50	< 50	< 50	< 50
TRH >C16-C34	100	mg/kg	< 100	210	160	< 100
TRH >C34-C40	100	mg/kg	< 100	< 100	< 100	< 100
TRH >C10-C40 (total)*	100	mg/kg	< 100	210	160	< 100
Polycyclic Aromatic Hydrocarbons						
Benzo(a)pyrene TEQ (lower bound) *	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(a)pyrene TEQ (medium bound) *	0.5	mg/kg	0.6	0.6	0.6	0.6
Benzo(a)pyrene TEQ (upper bound) *	0.5	mg/kg	1.2	1.2	1.2	1.2
Acenaphthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Acenaphthylene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benz(a)anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(a)pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(b&j)fluoranthene ^{N07}	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(g,h,i)perylene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(k)fluoranthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Chrysene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Dibenz(a,h)anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5

Client Sample ID			TP01-0.3	TP02-0.3	TP03-0.3	TP03-0.6
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11239	M19-Fe11240	M19-Fe11241	M19-Fe11242
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Polycyclic Aromatic Hydrocarbons						
Fluoranthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Fluorene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Indeno(1.2.3-cd)pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Naphthalene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Phenanthrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Total PAH*	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
2-Fluorobiphenyl (surr.)	1	%	61	114	107	76
p-Terphenyl-d14 (surr.)	1	%	89	140	76	51
Organochlorine Pesticides						
Chlordanes - Total	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
4.4'-DDD	0.05	mg/kg	< 0.05	2.2	0.15	< 0.05
4.4'-DDE	0.05	mg/kg	< 0.05	0.84	< 0.05	< 0.05
4.4'-DDT	0.05	mg/kg	< 0.05	3.8	0.06	< 0.05
a-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Aldrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
b-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
d-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Dieldrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan I	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan II	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan sulphate	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin aldehyde	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin ketone	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
g-BHC (Lindane)	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Heptachlor	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Heptachlor epoxide	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Hexachlorobenzene	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Methoxychlor	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Toxaphene	1	mg/kg	< 1	< 1	< 1	< 1
Aldrin and Dieldrin (Total)*	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
DDT + DDE + DDD (Total)*	0.05	mg/kg	< 0.05	6.84	0.21	< 0.05
Vic EPA IWRG 621 OCP (Total)*	0.1	mg/kg	< 0.1	6.84	0.21	< 0.1
Vic EPA IWRG 621 Other OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Dibutylchloroendate (surr.)	1	%	59	93	84	57
Tetrachloro-m-xylene (surr.)	1	%	66	138	61	84
Organophosphorus Pesticides						
Azinphos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Bolstar	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorfenvinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorpyrifos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorpyrifos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Coumaphos	2	mg/kg	< 2	< 2	< 2	< 2
Demeton-S	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Demeton-O	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Diazinon	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Dichlorvos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Dimethoate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2

Client Sample ID			TP01-0.3	TP02-0.3	TP03-0.3	TP03-0.6
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11239	M19-Fe11240	M19-Fe11241	M19-Fe11242
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Organophosphorus Pesticides						
Disulfoton	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
EPN	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethoprop	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethyl parathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fenitrothion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fensulfothion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fenthion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Malathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Merphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Methyl parathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Mevinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Monocrotophos	2	mg/kg	< 2	< 2	< 2	< 2
Naled	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Omethoate	2	mg/kg	< 2	< 2	< 2	< 2
Phorate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Pirimiphos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Pyrazophos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ronnel	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Terbufos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Tetrachlorvinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Tokuthion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Trichloronate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Triphenylphosphate (surr.)	1	%	68	56	128	82
Heavy Metals						
Arsenic	2	mg/kg	< 2	< 2	< 2	< 2
Cadmium	0.4	mg/kg	< 0.4	< 0.4	< 0.4	< 0.4
Chromium	5	mg/kg	52	29	28	39
Copper	5	mg/kg	< 5	< 5	< 5	< 5
Lead	5	mg/kg	72	26	45	27
Mercury	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Nickel	5	mg/kg	5.7	< 5	< 5	< 5
Zinc	5	mg/kg	15	41	77	34
% Moisture	1	%	3.9	4.6	2.8	5.4

Client Sample ID			TP04-0.3	TP05-0.3	TP05-0.8	TP06-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11243	M19-Fe11244	M19-Fe11245	M19-Fe11246
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Total Recoverable Hydrocarbons - 1999 NEPM Fractions						
TRH C6-C9	20	mg/kg	< 20	< 20	< 20	< 20
TRH C10-C14	20	mg/kg	< 20	< 20	< 20	< 20
TRH C15-C28	50	mg/kg	100	100	< 50	< 50
TRH C29-C36	50	mg/kg	< 50	86	< 50	< 50
TRH C10-36 (Total)	50	mg/kg	100	186	< 50	< 50

Client Sample ID			TP04-0.3	TP05-0.3	TP05-0.8	TP06-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11243	M19-Fe11244	M19-Fe11245	M19-Fe11246
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
BTEX						
Benzene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Toluene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Ethylbenzene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
m&p-Xylenes	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
o-Xylene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Xylenes - Total	0.3	mg/kg	< 0.3	< 0.3	< 0.3	< 0.3
4-Bromofluorobenzene (surr.)	1	%	68	73	102	92
Total Recoverable Hydrocarbons - 2013 NEPM Fractions						
Naphthalene ^{N02}	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
TRH C6-C10	20	mg/kg	< 20	< 20	< 20	< 20
TRH C6-C10 less BTEX (F1) ^{N04}	20	mg/kg	< 20	< 20	< 20	< 20
TRH >C10-C16	50	mg/kg	< 50	< 50	< 50	< 50
TRH >C10-C16 less Naphthalene (F2) ^{N01}	50	mg/kg	< 50	< 50	< 50	< 50
TRH >C16-C34	100	mg/kg	130	150	< 100	< 100
TRH >C34-C40	100	mg/kg	< 100	< 100	< 100	< 100
TRH >C10-C40 (total)*	100	mg/kg	130	150	< 100	< 100
Polycyclic Aromatic Hydrocarbons						
Benzo(a)pyrene TEQ (lower bound) *	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(a)pyrene TEQ (medium bound) *	0.5	mg/kg	0.6	0.6	0.6	0.6
Benzo(a)pyrene TEQ (upper bound) *	0.5	mg/kg	1.2	1.2	1.2	1.2
Acenaphthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Acenaphthylene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benz(a)anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(a)pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(b&j)fluoranthene ^{N07}	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(g,h,i)perylene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(k)fluoranthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Chrysene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Dibenz(a,h)anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Fluoranthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Fluorene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Indeno(1,2,3-cd)pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Naphthalene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Phenanthrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Total PAH*	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
2-Fluorobiphenyl (surr.)	1	%	84	82	59	70
p-Terphenyl-d14 (surr.)	1	%	94	72	57	63
Organochlorine Pesticides						
Chlordanes - Total	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
4,4'-DDD	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
4,4'-DDE	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
4,4'-DDT	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
a-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Aldrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
b-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
d-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Dieldrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05

Client Sample ID			TP04-0.3	TP05-0.3	TP05-0.8	TP06-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11243	M19-Fe11244	M19-Fe11245	M19-Fe11246
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Organochlorine Pesticides						
Endosulfan I	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan II	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan sulphate	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin aldehyde	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin ketone	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
g-BHC (Lindane)	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Heptachlor	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Heptachlor epoxide	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Hexachlorobenzene	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Methoxychlor	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Toxaphene	1	mg/kg	< 1	< 1	< 1	< 1
Aldrin and Dieldrin (Total)*	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
DDT + DDE + DDD (Total)*	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Vic EPA IWRG 621 OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Vic EPA IWRG 621 Other OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Dibutylchloroendate (surr.)	1	%	87	139	76	80
Tetrachloro-m-xylene (surr.)	1	%	97	77	57	75
Organophosphorus Pesticides						
Azinphos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Bolstar	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorfenvinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorpyrifos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorpyrifos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Coumaphos	2	mg/kg	< 2	< 2	< 2	< 2
Demeton-S	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Demeton-O	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Diazinon	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Dichlorvos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Dimethoate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Disulfoton	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
EPN	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethoprop	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethyl parathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fenitrothion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fensulfothion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fenthion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Malathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Merphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Methyl parathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Mevinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Monocrotophos	2	mg/kg	< 2	< 2	< 2	< 2
Naled	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Omethoate	2	mg/kg	< 2	< 2	< 2	< 2
Phorate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Pirimiphos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Pyrazophos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ronnel	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2

Client Sample ID			TP04-0.3	TP05-0.3	TP05-0.8	TP06-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11243	M19-Fe11244	M19-Fe11245	M19-Fe11246
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Organophosphorus Pesticides						
Terbufos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Tetrachlorvinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Tokuthion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Trichloronate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Triphenylphosphate (surr.)	1	%	84	136	71	78
Heavy Metals						
Arsenic	2	mg/kg	2.8	2.8	< 2	< 2
Cadmium	0.4	mg/kg	< 0.4	6.2	3.1	< 0.4
Chromium	5	mg/kg	97	30	27	10
Copper	5	mg/kg	6.7	140	55	< 5
Lead	5	mg/kg	140	20	11	13
Mercury	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Nickel	5	mg/kg	6.1	< 5	< 5	< 5
Zinc	5	mg/kg	130	140	76	14
% Moisture	1	%	3.5	2.0	5.7	< 1

Client Sample ID			TP07-0.3	TP08-0.3	TP09-0.3	TP10-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11247	M19-Fe11248	M19-Fe11249	M19-Fe11250
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Total Recoverable Hydrocarbons - 1999 NEPM Fractions						
TRH C6-C9	20	mg/kg	< 20	< 20	< 20	< 20
TRH C10-C14	20	mg/kg	< 20	< 20	< 20	< 20
TRH C15-C28	50	mg/kg	< 50	87	< 50	< 50
TRH C29-C36	50	mg/kg	< 50	< 50	< 50	< 50
TRH C10-36 (Total)	50	mg/kg	< 50	87	< 50	< 50
BTEX						
Benzene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Toluene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Ethylbenzene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
m&p-Xylenes	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
o-Xylene	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Xylenes - Total	0.3	mg/kg	< 0.3	< 0.3	< 0.3	< 0.3
4-Bromofluorobenzene (surr.)	1	%	93	85	97	88
Total Recoverable Hydrocarbons - 2013 NEPM Fractions						
Naphthalene ^{N02}	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
TRH C6-C10	20	mg/kg	< 20	< 20	< 20	< 20
TRH C6-C10 less BTEX (F1) ^{N04}	20	mg/kg	< 20	< 20	< 20	< 20
TRH >C10-C16	50	mg/kg	< 50	< 50	< 50	< 50
TRH >C10-C16 less Naphthalene (F2) ^{N01}	50	mg/kg	< 50	< 50	< 50	< 50
TRH >C16-C34	100	mg/kg	< 100	< 100	< 100	< 100
TRH >C34-C40	100	mg/kg	< 100	< 100	< 100	< 100
TRH >C10-C40 (total)*	100	mg/kg	< 100	< 100	< 100	< 100

Client Sample ID			TP07-0.3	TP08-0.3	TP09-0.3	TP10-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11247	M19-Fe11248	M19-Fe11249	M19-Fe11250
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Polycyclic Aromatic Hydrocarbons						
Benzo(a)pyrene TEQ (lower bound) *	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(a)pyrene TEQ (medium bound) *	0.5	mg/kg	0.6	0.6	0.6	0.6
Benzo(a)pyrene TEQ (upper bound) *	0.5	mg/kg	1.2	1.2	1.2	1.2
Acenaphthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Acenaphthylene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benz(a)anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(a)pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(b&j)fluoranthene ^{N07}	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(g,h,i)perylene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Benzo(k)fluoranthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Chrysene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Dibenz(a,h)anthracene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Fluoranthene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Fluorene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Indeno(1.2.3-cd)pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Naphthalene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Phenanthrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Pyrene	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
Total PAH*	0.5	mg/kg	< 0.5	< 0.5	< 0.5	< 0.5
2-Fluorobiphenyl (surr.)	1	%	72	57	78	88
p-Terphenyl-d14 (surr.)	1	%	53	60	68	57
Organochlorine Pesticides						
Chlordanes - Total	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
4.4'-DDD	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
4.4'-DDE	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
4.4'-DDT	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
a-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Aldrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
b-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
d-BHC	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Dieldrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan I	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan II	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endosulfan sulphate	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin aldehyde	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Endrin ketone	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
g-BHC (Lindane)	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Heptachlor	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Heptachlor epoxide	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Hexachlorobenzene	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Methoxychlor	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Toxaphene	1	mg/kg	< 1	< 1	< 1	< 1
Aldrin and Dieldrin (Total)*	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
DDT + DDE + DDD (Total)*	0.05	mg/kg	< 0.05	< 0.05	< 0.05	< 0.05
Vic EPA IWRG 621 OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Vic EPA IWRG 621 Other OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Dibutylchloroendate (surr.)	1	%	69	65	84	74
Tetrachloro-m-xylene (surr.)	1	%	66	68	82	68

Client Sample ID			TP07-0.3	TP08-0.3	TP09-0.3	TP10-0.3
Sample Matrix			Soil	Soil	Soil	Soil
Eurofins mgt Sample No.			M19-Fe11247	M19-Fe11248	M19-Fe11249	M19-Fe11250
Date Sampled			Feb 07, 2019	Feb 07, 2019	Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit				
Organophosphorus Pesticides						
Azinphos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Bolstar	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorfenvinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorpyrifos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Chlorpyrifos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Coumaphos	2	mg/kg	< 2	< 2	< 2	< 2
Demeton-S	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Demeton-O	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Diazinon	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Dichlorvos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Dimethoate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Disulfoton	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
EPN	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethoprop	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ethyl parathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fenitrothion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fensulfothion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Fenthion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Malathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Merphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Methyl parathion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Mevinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Monocrotophos	2	mg/kg	< 2	< 2	< 2	< 2
Naled	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Omethoate	2	mg/kg	< 2	< 2	< 2	< 2
Phorate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Pirimiphos-methyl	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Pyrazophos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Ronnel	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Terbufos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Tetrachlorvinphos	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Tokuthion	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Trichloronate	0.2	mg/kg	< 0.2	< 0.2	< 0.2	< 0.2
Triphenylphosphate (surr.)	1	%	67	73	80	74
Heavy Metals						
Arsenic	2	mg/kg	< 2	< 2	< 2	< 2
Cadmium	0.4	mg/kg	< 0.4	< 0.4	< 0.4	< 0.4
Chromium	5	mg/kg	13	43	11	33
Copper	5	mg/kg	< 5	< 5	5.9	18
Lead	5	mg/kg	18	9.7	20	62
Mercury	0.1	mg/kg	< 0.1	< 0.1	< 0.1	< 0.1
Nickel	5	mg/kg	< 5	< 5	< 5	< 5
Zinc	5	mg/kg	16	6.7	18	50
% Moisture	1	%	1.5	1.5	< 1	1.2

Client Sample ID			TP11-0.3	DUP01
Sample Matrix			Soil	Soil
Eurofins mgt Sample No.			M19-Fe11251	M19-Fe11252
Date Sampled			Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit		
Total Recoverable Hydrocarbons - 1999 NEPM Fractions				
TRH C6-C9	20	mg/kg	< 20	< 20
TRH C10-C14	20	mg/kg	< 20	< 20
TRH C15-C28	50	mg/kg	130	< 50
TRH C29-C36	50	mg/kg	58	< 50
TRH C10-36 (Total)	50	mg/kg	188	< 50
BTEX				
Benzene	0.1	mg/kg	< 0.1	< 0.1
Toluene	0.1	mg/kg	< 0.1	< 0.1
Ethylbenzene	0.1	mg/kg	< 0.1	< 0.1
m&p-Xylenes	0.2	mg/kg	< 0.2	< 0.2
o-Xylene	0.1	mg/kg	< 0.1	< 0.1
Xylenes - Total	0.3	mg/kg	< 0.3	< 0.3
4-Bromofluorobenzene (surr.)	1	%	91	94
Total Recoverable Hydrocarbons - 2013 NEPM Fractions				
Naphthalene ^{N02}	0.5	mg/kg	< 0.5	< 0.5
TRH C6-C10	20	mg/kg	< 20	< 20
TRH C6-C10 less BTEX (F1) ^{N04}	20	mg/kg	< 20	< 20
TRH >C10-C16	50	mg/kg	< 50	< 50
TRH >C10-C16 less Naphthalene (F2) ^{N01}	50	mg/kg	< 50	< 50
TRH >C16-C34	100	mg/kg	180	< 100
TRH >C34-C40	100	mg/kg	< 100	< 100
TRH >C10-C40 (total)*	100	mg/kg	180	< 100
Polycyclic Aromatic Hydrocarbons				
Benzo(a)pyrene TEQ (lower bound) *	0.5	mg/kg	< 0.5	< 0.5
Benzo(a)pyrene TEQ (medium bound) *	0.5	mg/kg	0.6	0.6
Benzo(a)pyrene TEQ (upper bound) *	0.5	mg/kg	1.2	1.2
Acenaphthene	0.5	mg/kg	< 0.5	< 0.5
Acenaphthylene	0.5	mg/kg	< 0.5	< 0.5
Anthracene	0.5	mg/kg	< 0.5	< 0.5
Benz(a)anthracene	0.5	mg/kg	< 0.5	< 0.5
Benzo(a)pyrene	0.5	mg/kg	< 0.5	< 0.5
Benzo(b&j)fluoranthene ^{N07}	0.5	mg/kg	< 0.5	< 0.5
Benzo(g,h,i)perylene	0.5	mg/kg	< 0.5	< 0.5
Benzo(k)fluoranthene	0.5	mg/kg	< 0.5	< 0.5
Chrysene	0.5	mg/kg	< 0.5	< 0.5
Dibenz(a,h)anthracene	0.5	mg/kg	< 0.5	< 0.5
Fluoranthene	0.5	mg/kg	< 0.5	< 0.5
Fluorene	0.5	mg/kg	< 0.5	< 0.5
Indeno(1,2,3-cd)pyrene	0.5	mg/kg	< 0.5	< 0.5
Naphthalene	0.5	mg/kg	< 0.5	< 0.5
Phenanthrene	0.5	mg/kg	< 0.5	< 0.5
Pyrene	0.5	mg/kg	< 0.5	< 0.5
Total PAH*	0.5	mg/kg	< 0.5	< 0.5
2-Fluorobiphenyl (surr.)	1	%	71	99
p-Terphenyl-d14 (surr.)	1	%	54	70

Client Sample ID			TP11-0.3	DUP01
Sample Matrix			Soil	Soil
Eurofins mgt Sample No.			M19-Fe11251	M19-Fe11252
Date Sampled			Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit		
Organochlorine Pesticides				
Chlordanes - Total	0.1	mg/kg	< 0.1	< 0.1
4.4'-DDD	0.05	mg/kg	< 0.05	< 0.05
4.4'-DDE	0.05	mg/kg	< 0.05	< 0.05
4.4'-DDT	0.05	mg/kg	< 0.05	< 0.05
a-BHC	0.05	mg/kg	< 0.05	< 0.05
Aldrin	0.05	mg/kg	< 0.05	< 0.05
b-BHC	0.05	mg/kg	< 0.05	< 0.05
d-BHC	0.05	mg/kg	< 0.05	< 0.05
Dieldrin	0.05	mg/kg	< 0.05	< 0.05
Endosulfan I	0.05	mg/kg	< 0.05	< 0.05
Endosulfan II	0.05	mg/kg	< 0.05	< 0.05
Endosulfan sulphate	0.05	mg/kg	< 0.05	< 0.05
Endrin	0.05	mg/kg	< 0.05	< 0.05
Endrin aldehyde	0.05	mg/kg	< 0.05	< 0.05
Endrin ketone	0.05	mg/kg	< 0.05	< 0.05
g-BHC (Lindane)	0.05	mg/kg	< 0.05	< 0.05
Heptachlor	0.05	mg/kg	< 0.05	< 0.05
Heptachlor epoxide	0.05	mg/kg	< 0.05	< 0.05
Hexachlorobenzene	0.05	mg/kg	< 0.05	< 0.05
Methoxychlor	0.05	mg/kg	< 0.05	< 0.05
Toxaphene	1	mg/kg	< 1	< 1
Aldrin and Dieldrin (Total)*	0.05	mg/kg	< 0.05	< 0.05
DDT + DDE + DDD (Total)*	0.05	mg/kg	< 0.05	< 0.05
Vic EPA IWRG 621 OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1
Vic EPA IWRG 621 Other OCP (Total)*	0.1	mg/kg	< 0.1	< 0.1
Dibutylchloroendate (surr.)	1	%	79	89
Tetrachloro-m-xylene (surr.)	1	%	63	86
Organophosphorus Pesticides				
Azinphos-methyl	0.2	mg/kg	< 0.2	< 0.2
Bolstar	0.2	mg/kg	< 0.2	< 0.2
Chlorfenvinphos	0.2	mg/kg	< 0.2	< 0.2
Chlorpyrifos	0.2	mg/kg	< 0.2	< 0.2
Chlorpyrifos-methyl	0.2	mg/kg	< 0.2	< 0.2
Coumaphos	2	mg/kg	< 2	< 2
Demeton-S	0.2	mg/kg	< 0.2	< 0.2
Demeton-O	0.2	mg/kg	< 0.2	< 0.2
Diazinon	0.2	mg/kg	< 0.2	< 0.2
Dichlorvos	0.2	mg/kg	< 0.2	< 0.2
Dimethoate	0.2	mg/kg	< 0.2	< 0.2
Disulfoton	0.2	mg/kg	< 0.2	< 0.2
EPN	0.2	mg/kg	< 0.2	< 0.2
Ethion	0.2	mg/kg	< 0.2	< 0.2
Ethoprop	0.2	mg/kg	< 0.2	< 0.2
Ethyl parathion	0.2	mg/kg	< 0.2	< 0.2
Fenitrothion	0.2	mg/kg	< 0.2	< 0.2
Fensulfothion	0.2	mg/kg	< 0.2	< 0.2
Fenthion	0.2	mg/kg	< 0.2	< 0.2
Malathion	0.2	mg/kg	< 0.2	< 0.2
Merphos	0.2	mg/kg	< 0.2	< 0.2

Client Sample ID			TP11-0.3	DUP01
Sample Matrix			Soil	Soil
Eurofins mgt Sample No.			M19-Fe11251	M19-Fe11252
Date Sampled			Feb 07, 2019	Feb 07, 2019
Test/Reference	LOR	Unit		
Organophosphorus Pesticides				
Methyl parathion	0.2	mg/kg	< 0.2	< 0.2
Mevinphos	0.2	mg/kg	< 0.2	< 0.2
Monocrotophos	2	mg/kg	< 2	< 2
Naled	0.2	mg/kg	< 0.2	< 0.2
Omethoate	2	mg/kg	< 2	< 2
Phorate	0.2	mg/kg	< 0.2	< 0.2
Pirimiphos-methyl	0.2	mg/kg	< 0.2	< 0.2
Pyrazophos	0.2	mg/kg	< 0.2	< 0.2
Ronnel	0.2	mg/kg	< 0.2	< 0.2
Terbufos	0.2	mg/kg	< 0.2	< 0.2
Tetrachlorvinphos	0.2	mg/kg	< 0.2	< 0.2
Tokuthion	0.2	mg/kg	< 0.2	< 0.2
Trichloronate	0.2	mg/kg	< 0.2	< 0.2
Triphenylphosphate (surr.)	1	%	76	95
Heavy Metals				
Arsenic	2	mg/kg	< 2	< 2
Cadmium	0.4	mg/kg	< 0.4	< 0.4
Chromium	5	mg/kg	9.9	15
Copper	5	mg/kg	< 5	7.4
Lead	5	mg/kg	21	19
Mercury	0.1	mg/kg	< 0.1	< 0.1
Nickel	5	mg/kg	< 5	< 5
Zinc	5	mg/kg	19	22
% Moisture				
	1	%	2.4	< 1

Sample History

Where samples are submitted/analysed over several days, the last date of extraction and analysis is reported. A recent review of our LIMS has resulted in the correction or clarification of some method identifications. Due to this, some of the method reference information on reports has changed. However, no substantive change has been made to our laboratory methods, and as such there is no change in the validity of current or previous results (regarding both quality and NATA accreditation).

If the date and time of sampling are not provided, the Laboratory will not be responsible for compromised results should testing be performed outside the recommended holding time.

Description	Testing Site	Extracted	Holding Time
Eurofins mgt Suite B7			
Total Recoverable Hydrocarbons - 1999 NEPM Fractions - Method: LTM-ORG-2010 TRH C6-C40	Melbourne	Feb 12, 2019	14 Day
BTEX - Method: LTM-ORG-2150 VOCs in Soils Liquid and other Aqueous Matrices	Melbourne	Feb 12, 2019	14 Day
Total Recoverable Hydrocarbons - 2013 NEPM Fractions - Method: LTM-ORG-2010 TRH C6-C40	Melbourne	Feb 12, 2019	14 Day
Total Recoverable Hydrocarbons - 2013 NEPM Fractions - Method: LTM-ORG-2010 TRH C6-C40	Melbourne	Feb 12, 2019	14 Day
Polycyclic Aromatic Hydrocarbons - Method: LTM-ORG-2130 PAH and Phenols in Soil and Water	Melbourne	Feb 12, 2019	14 Day
Metals M8 - Method: LTM-MET-3040 Metals in Waters, Soils & Sediments by ICP-MS	Melbourne	Feb 12, 2019	28 Days
Eurofins mgt Suite B14			
Organochlorine Pesticides - Method: LTM-ORG-2220 OCP & PCB in Soil and Water	Melbourne	Feb 12, 2019	14 Day
Organophosphorus Pesticides - Method: LTM-ORG-2200 Organophosphorus Pesticides by GC-MS	Melbourne	Feb 12, 2019	14 Day
% Moisture - Method: LTM-GEN-7080 Moisture	Melbourne	Feb 09, 2019	14 Day

Company Name: Western Environmental Pty Ltd	Order No.:	Received: Feb 7, 2019 4:02 PM
Address: Level 3, 25 Prowse Street West Perth WA 6005	Report #: 639724	Due: Feb 14, 2019
Project Name: 17.140	Phone: 08 6162 8980	Priority: 5 Day
	Fax:	Contact Name: Philip Brand

Eurofins | mgt Analytical Services Manager : Robert Johnston

Sample Detail						HOLD	Eurofins mgt Suite B14	Moisture Set	Eurofins mgt Suite B7
Melbourne Laboratory - NATA Site # 1254 & 14271						X	X	X	X
Sydney Laboratory - NATA Site # 18217									
Brisbane Laboratory - NATA Site # 20794									
Perth Laboratory - NATA Site # 23736									
External Laboratory									
No	Sample ID	Sample Date	Sampling Time	Matrix	LAB ID				
1	TP01-0.3	Feb 07, 2019		Soil	M19-Fe11239		X	X	X
2	TP02-0.3	Feb 07, 2019		Soil	M19-Fe11240		X	X	X
3	TP03-0.3	Feb 07, 2019		Soil	M19-Fe11241		X	X	X
4	TP03-0.6	Feb 07, 2019		Soil	M19-Fe11242		X	X	X
5	TP04-0.3	Feb 07, 2019		Soil	M19-Fe11243		X	X	X
6	TP05-0.3	Feb 07, 2019		Soil	M19-Fe11244		X	X	X
7	TP05-0.8	Feb 07, 2019		Soil	M19-Fe11245		X	X	X
8	TP06-0.3	Feb 07, 2019		Soil	M19-Fe11246		X	X	X
9	TP07-0.3	Feb 07, 2019		Soil	M19-Fe11247		X	X	X
10	TP08-0.3	Feb 07, 2019		Soil	M19-Fe11248		X	X	X

Company Name: Western Environmental Pty Ltd Address: Level 3, 25 Prowse Street West Perth WA 6005 Project Name: 17.140	Order No.: Report #: 639724 Phone: 08 6162 8980 Fax:	Received: Feb 7, 2019 4:02 PM Due: Feb 14, 2019 Priority: 5 Day Contact Name: Philip Brand
Eurofins mgt Analytical Services Manager : Robert Johnston		

Sample Detail						HOLD	Eurofins mgt Suite B14	Moisture Set	Eurofins mgt Suite B7
Melbourne Laboratory - NATA Site # 1254 & 14271						X	X	X	X
Sydney Laboratory - NATA Site # 18217									
Brisbane Laboratory - NATA Site # 20794									
Perth Laboratory - NATA Site # 23736									
11	TP09-0.3	Feb 07, 2019		Soil	M19-Fe11249		X	X	X
12	TP10-0.3	Feb 07, 2019		Soil	M19-Fe11250		X	X	X
13	TP11-0.3	Feb 07, 2019		Soil	M19-Fe11251		X	X	X
14	DUP01	Feb 07, 2019		Soil	M19-Fe11252		X	X	X
15	TP01-0.6	Feb 07, 2019		Soil	M19-Fe11253	X			
16	TP01-1.0	Feb 07, 2019		Soil	M19-Fe11254	X			
17	TP02-0.6	Feb 07, 2019		Soil	M19-Fe11255	X			
18	TP02-1.0	Feb 07, 2019		Soil	M19-Fe11256	X			
19	TP03-1.0	Feb 07, 2019		Soil	M19-Fe11257	X			
20	TP04-0.6	Feb 07, 2019		Soil	M19-Fe11258	X			
21	TP04-1.0	Feb 07, 2019		Soil	M19-Fe11259	X			
22	TP05-1.0	Feb 07, 2019		Soil	M19-Fe11260	X			
23	TP06-0.6	Feb 07, 2019		Soil	M19-Fe11261	X			

Company Name: Western Environmental Pty Ltd	Order No.:	Received: Feb 7, 2019 4:02 PM
Address: Level 3, 25 Prowse Street West Perth WA 6005	Report #: 639724	Due: Feb 14, 2019
Project Name: 17.140	Phone: 08 6162 8980	Priority: 5 Day
	Fax:	Contact Name: Philip Brand

Eurofins | mgt Analytical Services Manager : Robert Johnston

Sample Detail						HOLD	Eurofins mgt Suite B14	Moisture Set	Eurofins mgt Suite B7
Melbourne Laboratory - NATA Site # 1254 & 14271						X	X	X	X
Sydney Laboratory - NATA Site # 18217									
Brisbane Laboratory - NATA Site # 20794									
Perth Laboratory - NATA Site # 23736									
24	TP06-1.0	Feb 07, 2019		Soil	M19-Fe11262	X			
25	TP07-0.6	Feb 07, 2019		Soil	M19-Fe11263	X			
26	TP07-1.0	Feb 07, 2019		Soil	M19-Fe11264	X			
27	TP08-0.6	Feb 07, 2019		Soil	M19-Fe11265	X			
28	TP08-1.0	Feb 07, 2019		Soil	M19-Fe11266	X			
29	TP09-0.6	Feb 07, 2019		Soil	M19-Fe11267	X			
30	TP09-1.0	Feb 07, 2019		Soil	M19-Fe11268	X			
31	TP10-0.8	Feb 07, 2019		Soil	M19-Fe11269	X			
32	TP10-1.0	Feb 07, 2019		Soil	M19-Fe11270	X			
33	TP11-0.6	Feb 07, 2019		Soil	M19-Fe11271	X			
34	TP11-1.0	Feb 07, 2019		Soil	M19-Fe11272	X			
Test Counts						20	14	14	14

Internal Quality Control Review and Glossary

General

1. Laboratory QC results for Method Blanks, Duplicates, Matrix Spikes, and Laboratory Control Samples follows guidelines delineated in the National Environment Protection (Assessment of Site Contamination) Measure, April 2011 and are included in this QC report where applicable. Additional QC data may be available on request.
2. All soil/sediment/solid results are reported on a dry basis, unless otherwise stated.
3. All biota/food results are reported on a wet weight basis on the edible portion, unless otherwise stated.
4. Actual LORs are matrix dependant. Quoted LORs may be raised where sample extracts are diluted due to interferences.
5. Results are uncorrected for matrix spikes or surrogate recoveries except for PFAS compounds.
6. SVOC analysis on waters are performed on homogenised, unfiltered samples, unless noted otherwise.
7. Samples were analysed on an 'as received' basis.
8. This report replaces any interim results previously issued.

Holding Times

Please refer to 'Sample Preservation and Container Guide' for holding times (QS3001).

For samples received on the last day of holding time, notification of testing requirements should have been received at least 6 hours prior to sample receipt deadlines as stated on the SRA.

If the Laboratory did not receive the information in the required timeframe, and regardless of any other integrity issues, suitably qualified results may still be reported.

Holding times apply from the date of sampling, therefore compliance to these may be outside the laboratory's control.

For VOCs containing vinyl chloride, styrene and 2-chloroethyl vinyl ether the holding time is 7 days however for all other VOCs such as BTEX or C6-10 TRH then the holding time is 14 days.

****NOTE:** pH duplicates are reported as a range NOT as RPD

Units

mg/kg: milligrams per kilogram

mg/L: milligrams per litre

ug/L: micrograms per litre

ppm: Parts per million

ppb: Parts per billion

%: Percentage

org/100mL: Organisms per 100 millilitres

NTU: Nephelometric Turbidity Units

MPN/100mL: Most Probable Number of organisms per 100 millilitres

Terms

Dry	Where a moisture has been determined on a solid sample the result is expressed on a dry basis.
LOR	Limit of Reporting.
SPIKE	Addition of the analyte to the sample and reported as percentage recovery.
RPD	Relative Percent Difference between two Duplicate pieces of analysis.
LCS	Laboratory Control Sample - reported as percent recovery.
CRM	Certified Reference Material - reported as percent recovery.
Method Blank	In the case of solid samples these are performed on laboratory certified clean sands and in the case of water samples these are performed on de-ionised water.
Surr - Surrogate	The addition of a like compound to the analyte target and reported as percentage recovery.
Duplicate	A second piece of analysis from the same sample and reported in the same units as the result to show comparison.
USEPA	United States Environmental Protection Agency
APHA	American Public Health Association
TCLP	Toxicity Characteristic Leaching Procedure
COC	Chain of Custody
SRA	Sample Receipt Advice
QSM	US Department of Defense Quality Systems Manual Version 5.2 2018
CP	Client Parent - QC was performed on samples pertaining to this report
NCP	Non-Client Parent - QC performed on samples not pertaining to this report, QC is representative of the sequence or batch that client samples were analysed within.
TEQ	Toxic Equivalency Quotient

QC - Acceptance Criteria

RPD Duplicates: Global RPD Duplicates Acceptance Criteria is 30% however the following acceptance guidelines are equally applicable:

Results <10 times the LOR : No Limit

Results between 10-20 times the LOR : RPD must lie between 0-50%

Results >20 times the LOR : RPD must lie between 0-30%

Surrogate Recoveries: Recoveries must lie between 50-150%-Phenols & PFASs

PFAS field samples that contain surrogate recoveries in excess of the QC limit designated in QSM 5.2 where no positive PFAS results have been reported have been reviewed and no data was affected.

WA DWER (n=10): PFBA, PFPeA, PFHxA, PFHpA, PFOA, PFBS, PFHxS, PFOS, 6:2 FTSA, 8:2 FTSA

QC Data General Comments

1. Where a result is reported as a less than (<), higher than the nominated LOR, this is due to either matrix interference, extract dilution required due to interferences or contaminant levels within the sample, high moisture content or insufficient sample provided.
2. Duplicate data shown within this report that states the word "BATCH" is a Batch Duplicate from outside of your sample batch, but within the laboratory sample batch at a 1:10 ratio. The Parent and Duplicate data shown is not data from your samples.
3. Organochlorine Pesticide analysis - where reporting LCS data, Toxaphene & Chlordane are not added to the LCS.
4. Organochlorine Pesticide analysis - where reporting Spike data, Toxaphene is not added to the Spike.
5. Total Recoverable Hydrocarbons - where reporting Spike & LCS data, a single spike of commercial Hydrocarbon products in the range of C12-C30 is added and it's Total Recovery is reported in the C10-C14 cell of the Report.
6. pH and Free Chlorine analysed in the laboratory - Analysis on this test must begin within 30 minutes of sampling. Therefore laboratory analysis is unlikely to be completed within holding time. Analysis will begin as soon as possible after sample receipt.
7. Recovery Data (Spikes & Surrogates) - where chromatographic interference does not allow the determination of Recovery the term "INT" appears against that analyte.
8. Polychlorinated Biphenyls are spiked only using Aroclor 1260 in Matrix Spikes and LCS.
9. For Matrix Spikes and LCS results a dash "-" in the report means that the specific analyte was not added to the QC sample.
10. Duplicate RPDs are calculated from raw analytical data thus it is possible to have two sets of data.

Quality Control Results

Test	Units	Result 1			Acceptance Limits	Pass Limits	Qualifying Code
Method Blank							
Total Recoverable Hydrocarbons - 1999 NEPM Fractions							
TRH C6-C9	mg/kg	< 20			20	Pass	
TRH C10-C14	mg/kg	< 20			20	Pass	
TRH C15-C28	mg/kg	< 50			50	Pass	
TRH C29-C36	mg/kg	< 50			50	Pass	
Method Blank							
BTEX							
Benzene	mg/kg	< 0.1			0.1	Pass	
Toluene	mg/kg	< 0.1			0.1	Pass	
Ethylbenzene	mg/kg	< 0.1			0.1	Pass	
m&p-Xylenes	mg/kg	< 0.2			0.2	Pass	
o-Xylene	mg/kg	< 0.1			0.1	Pass	
Xylenes - Total	mg/kg	< 0.3			0.3	Pass	
Method Blank							
Total Recoverable Hydrocarbons - 2013 NEPM Fractions							
Naphthalene	mg/kg	< 0.5			0.5	Pass	
TRH C6-C10	mg/kg	< 20			20	Pass	
TRH >C10-C16	mg/kg	< 50			50	Pass	
TRH >C16-C34	mg/kg	< 100			100	Pass	
TRH >C34-C40	mg/kg	< 100			100	Pass	
Method Blank							
Polycyclic Aromatic Hydrocarbons							
Acenaphthene	mg/kg	< 0.5			0.5	Pass	
Acenaphthylene	mg/kg	< 0.5			0.5	Pass	
Anthracene	mg/kg	< 0.5			0.5	Pass	
Benz(a)anthracene	mg/kg	< 0.5			0.5	Pass	
Benzo(a)pyrene	mg/kg	< 0.5			0.5	Pass	
Benzo(b&j)fluoranthene	mg/kg	< 0.5			0.5	Pass	
Benzo(g,h,i)perylene	mg/kg	< 0.5			0.5	Pass	
Benzo(k)fluoranthene	mg/kg	< 0.5			0.5	Pass	
Chrysene	mg/kg	< 0.5			0.5	Pass	
Dibenz(a,h)anthracene	mg/kg	< 0.5			0.5	Pass	
Fluoranthene	mg/kg	< 0.5			0.5	Pass	
Fluorene	mg/kg	< 0.5			0.5	Pass	
Indeno(1,2,3-cd)pyrene	mg/kg	< 0.5			0.5	Pass	
Naphthalene	mg/kg	< 0.5			0.5	Pass	
Phenanthrene	mg/kg	< 0.5			0.5	Pass	
Pyrene	mg/kg	< 0.5			0.5	Pass	
Method Blank							
Organochlorine Pesticides							
Chlordanes - Total	mg/kg	< 0.1			0.1	Pass	
4,4'-DDD	mg/kg	< 0.05			0.05	Pass	
4,4'-DDE	mg/kg	< 0.05			0.05	Pass	
4,4'-DDT	mg/kg	< 0.05			0.05	Pass	
a-BHC	mg/kg	< 0.05			0.05	Pass	
Aldrin	mg/kg	< 0.05			0.05	Pass	
b-BHC	mg/kg	< 0.05			0.05	Pass	
d-BHC	mg/kg	< 0.05			0.05	Pass	
Dieldrin	mg/kg	< 0.05			0.05	Pass	
Endosulfan I	mg/kg	< 0.05			0.05	Pass	
Endosulfan II	mg/kg	< 0.05			0.05	Pass	

Test	Units	Result 1			Acceptance Limits	Pass Limits	Qualifying Code
Endosulfan sulphate	mg/kg	< 0.05			0.05	Pass	
Endrin	mg/kg	< 0.05			0.05	Pass	
Endrin aldehyde	mg/kg	< 0.05			0.05	Pass	
Endrin ketone	mg/kg	< 0.05			0.05	Pass	
g-BHC (Lindane)	mg/kg	< 0.05			0.05	Pass	
Heptachlor	mg/kg	< 0.05			0.05	Pass	
Heptachlor epoxide	mg/kg	< 0.05			0.05	Pass	
Hexachlorobenzene	mg/kg	< 0.05			0.05	Pass	
Methoxychlor	mg/kg	< 0.05			0.05	Pass	
Toxaphene	mg/kg	< 1			1	Pass	
Method Blank							
Organophosphorus Pesticides							
Azinphos-methyl	mg/kg	< 0.2			0.2	Pass	
Bolstar	mg/kg	< 0.2			0.2	Pass	
Chlorfenvinphos	mg/kg	< 0.2			0.2	Pass	
Chlorpyrifos	mg/kg	< 0.2			0.2	Pass	
Chlorpyrifos-methyl	mg/kg	< 0.2			0.2	Pass	
Coumaphos	mg/kg	< 2			2	Pass	
Demeton-S	mg/kg	< 0.2			0.2	Pass	
Demeton-O	mg/kg	< 0.2			0.2	Pass	
Diazinon	mg/kg	< 0.2			0.2	Pass	
Dichlorvos	mg/kg	< 0.2			0.2	Pass	
Dimethoate	mg/kg	< 0.2			0.2	Pass	
Disulfoton	mg/kg	< 0.2			0.2	Pass	
EPN	mg/kg	< 0.2			0.2	Pass	
Ethion	mg/kg	< 0.2			0.2	Pass	
Ethoprop	mg/kg	< 0.2			0.2	Pass	
Ethyl parathion	mg/kg	< 0.2			0.2	Pass	
Fenitrothion	mg/kg	< 0.2			0.2	Pass	
Fensulfothion	mg/kg	< 0.2			0.2	Pass	
Fenthion	mg/kg	< 0.2			0.2	Pass	
Malathion	mg/kg	< 0.2			0.2	Pass	
Merphos	mg/kg	< 0.2			0.2	Pass	
Methyl parathion	mg/kg	< 0.2			0.2	Pass	
Mevinphos	mg/kg	< 0.2			0.2	Pass	
Monocrotophos	mg/kg	< 2			2	Pass	
Naled	mg/kg	< 0.2			0.2	Pass	
Omethoate	mg/kg	< 2			2	Pass	
Phorate	mg/kg	< 0.2			0.2	Pass	
Pirimiphos-methyl	mg/kg	< 0.2			0.2	Pass	
Pyrazophos	mg/kg	< 0.2			0.2	Pass	
Ronnel	mg/kg	< 0.2			0.2	Pass	
Terbufos	mg/kg	< 0.2			0.2	Pass	
Tetrachlorvinphos	mg/kg	< 0.2			0.2	Pass	
Tokuthion	mg/kg	< 0.2			0.2	Pass	
Trichloronate	mg/kg	< 0.2			0.2	Pass	
Method Blank							
Heavy Metals							
Arsenic	mg/kg	< 2			2	Pass	
Cadmium	mg/kg	< 0.4			0.4	Pass	
Chromium	mg/kg	< 5			5	Pass	
Copper	mg/kg	< 5			5	Pass	
Lead	mg/kg	< 5			5	Pass	
Mercury	mg/kg	< 0.1			0.1	Pass	

Test	Units	Result 1		Acceptance Limits	Pass Limits	Qualifying Code
Nickel	mg/kg	< 5		5	Pass	
Zinc	mg/kg	< 5		5	Pass	
LCS - % Recovery						
Total Recoverable Hydrocarbons - 1999 NEPM Fractions						
TRH C6-C9	%	115		70-130	Pass	
TRH C10-C14	%	117		70-130	Pass	
LCS - % Recovery						
BTEX						
Benzene	%	76		70-130	Pass	
Toluene	%	81		70-130	Pass	
Ethylbenzene	%	103		70-130	Pass	
m&p-Xylenes	%	88		70-130	Pass	
Xylenes - Total	%	94		70-130	Pass	
LCS - % Recovery						
Total Recoverable Hydrocarbons - 2013 NEPM Fractions						
Naphthalene	%	110		70-130	Pass	
TRH C6-C10	%	114		70-130	Pass	
TRH >C10-C16	%	115		70-130	Pass	
LCS - % Recovery						
Polycyclic Aromatic Hydrocarbons						
Acenaphthene	%	90		70-130	Pass	
Acenaphthylene	%	94		70-130	Pass	
Anthracene	%	113		70-130	Pass	
Benz(a)anthracene	%	82		70-130	Pass	
Benzo(a)pyrene	%	97		70-130	Pass	
Benzo(b&j)fluoranthene	%	90		70-130	Pass	
Benzo(g,h,i)perylene	%	93		70-130	Pass	
Benzo(k)fluoranthene	%	95		70-130	Pass	
Chrysene	%	81		70-130	Pass	
Dibenz(a,h)anthracene	%	101		70-130	Pass	
Fluoranthene	%	123		70-130	Pass	
Fluorene	%	107		70-130	Pass	
Indeno(1,2,3-cd)pyrene	%	93		70-130	Pass	
Naphthalene	%	84		70-130	Pass	
Phenanthrene	%	108		70-130	Pass	
Pyrene	%	120		70-130	Pass	
LCS - % Recovery						
Organochlorine Pesticides						
Chlordanes - Total	%	103		70-130	Pass	
4,4'-DDD	%	100		70-130	Pass	
4,4'-DDE	%	120		70-130	Pass	
4,4'-DDT	%	95		70-130	Pass	
a-BHC	%	99		70-130	Pass	
Aldrin	%	90		70-130	Pass	
b-BHC	%	101		70-130	Pass	
d-BHC	%	103		70-130	Pass	
Dieldrin	%	111		70-130	Pass	
Endosulfan I	%	90		70-130	Pass	
Endosulfan II	%	114		70-130	Pass	
Endosulfan sulphate	%	100		70-130	Pass	
Endrin	%	82		70-130	Pass	
Endrin aldehyde	%	98		70-130	Pass	
Endrin ketone	%	100		70-130	Pass	
g-BHC (Lindane)	%	107		70-130	Pass	

Test	Units	Result 1			Acceptance Limits	Pass Limits	Qualifying Code	
Heptachlor	%	83			70-130	Pass		
Heptachlor epoxide	%	78			70-130	Pass		
Hexachlorobenzene	%	105			70-130	Pass		
Methoxychlor	%	84			70-130	Pass		
LCS - % Recovery								
Organophosphorus Pesticides								
Diazinon	%	97			70-130	Pass		
Dimethoate	%	97			70-130	Pass		
Ethion	%	77			70-130	Pass		
Fenitrothion	%	107			70-130	Pass		
Methyl parathion	%	109			70-130	Pass		
Mevinphos	%	70			70-130	Pass		
LCS - % Recovery								
Heavy Metals								
Arsenic	%	106			80-120	Pass		
Cadmium	%	107			80-120	Pass		
Chromium	%	118			80-120	Pass		
Copper	%	114			80-120	Pass		
Lead	%	111			80-120	Pass		
Mercury	%	115			75-125	Pass		
Nickel	%	112			80-120	Pass		
Zinc	%	109			80-120	Pass		
Test	Lab Sample ID	QA Source	Units	Result 1		Acceptance Limits	Pass Limits	Qualifying Code
Spike - % Recovery								
Polycyclic Aromatic Hydrocarbons				Result 1				
Acenaphthene	M19-Fe15723	NCP	%	100		70-130	Pass	
Acenaphthylene	M19-Fe15723	NCP	%	105		70-130	Pass	
Anthracene	M19-Fe15723	NCP	%	130		70-130	Pass	
Benz(a)anthracene	M19-Fe15723	NCP	%	100		70-130	Pass	
Benzo(a)pyrene	M19-Fe15723	NCP	%	118		70-130	Pass	
Benzo(b&j)fluoranthene	M19-Fe15723	NCP	%	108		70-130	Pass	
Benzo(g,h,i)perylene	M19-Fe15723	NCP	%	78		70-130	Pass	
Benzo(k)fluoranthene	M19-Fe15723	NCP	%	113		70-130	Pass	
Chrysene	M19-Fe15723	NCP	%	93		70-130	Pass	
Dibenz(a,h)anthracene	M19-Fe15723	NCP	%	121		70-130	Pass	
Fluoranthene	M19-Fe15723	NCP	%	118		70-130	Pass	
Fluorene	M19-Fe15723	NCP	%	116		70-130	Pass	
Indeno(1,2,3-cd)pyrene	M19-Fe15723	NCP	%	93		70-130	Pass	
Naphthalene	M19-Fe15723	NCP	%	93		70-130	Pass	
Phenanthrene	M19-Fe15723	NCP	%	120		70-130	Pass	
Pyrene	M19-Fe15723	NCP	%	121		70-130	Pass	
Spike - % Recovery								
Organochlorine Pesticides				Result 1				
Methoxychlor	M19-Fe15947	NCP	%	91		70-130	Pass	
Spike - % Recovery								
Heavy Metals				Result 1				
Arsenic	M19-Fe11242	CP	%	88		75-125	Pass	
Cadmium	M19-Fe11242	CP	%	98		75-125	Pass	
Chromium	M19-Fe11242	CP	%	81		75-125	Pass	
Copper	M19-Fe11242	CP	%	110		75-125	Pass	
Lead	M19-Fe11242	CP	%	75		75-125	Pass	
Mercury	M19-Fe11242	CP	%	106		70-130	Pass	
Nickel	M19-Fe11242	CP	%	115		75-125	Pass	
Zinc	M19-Fe11242	CP	%	58		75-125	Fail	Q08

Test	Lab Sample ID	QA Source	Units	Result 1		Acceptance Limits	Pass Limits	Qualifying Code
Spike - % Recovery								
Organophosphorus Pesticides				Result 1				
Diazinon	S19-Fe13678	NCP	%	104		70-130	Pass	
Ethion	S19-Fe13678	NCP	%	120		70-130	Pass	
Fenitrothion	S19-Fe13678	NCP	%	97		70-130	Pass	
Methyl parathion	S19-Fe13678	NCP	%	100		70-130	Pass	
Mevinphos	S19-Fe13678	NCP	%	126		70-130	Pass	
Spike - % Recovery								
Organochlorine Pesticides				Result 1				
Chlordanes - Total	M19-Fe11245	CP	%	103		70-130	Pass	
4.4'-DDD	M19-Fe11245	CP	%	73		70-130	Pass	
4.4'-DDE	M19-Fe11245	CP	%	111		70-130	Pass	
4.4'-DDT	M19-Fe11245	CP	%	84		70-130	Pass	
a-BHC	M19-Fe11245	CP	%	98		70-130	Pass	
Aldrin	M19-Fe11245	CP	%	109		70-130	Pass	
b-BHC	M19-Fe11245	CP	%	78		70-130	Pass	
d-BHC	M19-Fe11245	CP	%	88		70-130	Pass	
Dieldrin	M19-Fe11245	CP	%	117		70-130	Pass	
Endosulfan I	M19-Fe11245	CP	%	121		70-130	Pass	
Endosulfan II	M19-Fe11245	CP	%	109		70-130	Pass	
Endosulfan sulphate	M19-Fe11245	CP	%	77		70-130	Pass	
Endrin	M19-Fe11245	CP	%	90		70-130	Pass	
Endrin aldehyde	M19-Fe11245	CP	%	96		70-130	Pass	
Endrin ketone	M19-Fe11245	CP	%	100		70-130	Pass	
g-BHC (Lindane)	M19-Fe11245	CP	%	114		70-130	Pass	
Heptachlor	M19-Fe11245	CP	%	84		70-130	Pass	
Heptachlor epoxide	M19-Fe11245	CP	%	97		70-130	Pass	
Hexachlorobenzene	M19-Fe11245	CP	%	115		70-130	Pass	
Spike - % Recovery								
Organophosphorus Pesticides				Result 1				
Dimethoate	M19-Fe04524	NCP	%	80		70-130	Pass	
Spike - % Recovery								
Total Recoverable Hydrocarbons - 1999 NEPM Fractions				Result 1				
TRH C10-C14	M19-Fe11247	CP	%	101		70-130	Pass	
Spike - % Recovery								
Total Recoverable Hydrocarbons - 2013 NEPM Fractions				Result 1				
TRH >C10-C16	M19-Fe11247	CP	%	99		70-130	Pass	
Spike - % Recovery								
Total Recoverable Hydrocarbons - 1999 NEPM Fractions				Result 1				
TRH C6-C9	M19-Fe11249	CP	%	118		70-130	Pass	
Spike - % Recovery								
BTEX				Result 1				
Benzene	M19-Fe11249	CP	%	79		70-130	Pass	
Toluene	M19-Fe11249	CP	%	92		70-130	Pass	
Ethylbenzene	M19-Fe11249	CP	%	106		70-130	Pass	
m&p-Xylenes	M19-Fe11249	CP	%	92		70-130	Pass	
o-Xylene	M19-Fe11249	CP	%	108		70-130	Pass	
Xylenes - Total	M19-Fe11249	CP	%	97		70-130	Pass	
Spike - % Recovery								
Total Recoverable Hydrocarbons - 2013 NEPM Fractions				Result 1				
Naphthalene	M19-Fe11249	CP	%	94		70-130	Pass	
TRH C6-C10	M19-Fe11249	CP	%	110		70-130	Pass	

Test	Lab Sample ID	QA Source	Units	Result 1	Result 2	RPD	Acceptance Limits	Pass Limits	Qualifying Code
Duplicate									
Total Recoverable Hydrocarbons - 1999 NEPM Fractions				Result 1	Result 2	RPD			
TRH C10-C14	M19-Fe11038	NCP	mg/kg	< 20	< 20	<1	30%	Pass	
TRH C15-C28	M19-Fe11038	NCP	mg/kg	< 50	< 50	<1	30%	Pass	
TRH C29-C36	M19-Fe11038	NCP	mg/kg	< 50	< 50	<1	30%	Pass	
Duplicate									
Total Recoverable Hydrocarbons - 2013 NEPM Fractions				Result 1	Result 2	RPD			
TRH >C10-C16	M19-Fe11038	NCP	mg/kg	< 50	< 50	<1	30%	Pass	
TRH >C16-C34	M19-Fe11038	NCP	mg/kg	< 100	< 100	<1	30%	Pass	
TRH >C34-C40	M19-Fe11038	NCP	mg/kg	< 100	< 100	<1	30%	Pass	
Duplicate									
Polycyclic Aromatic Hydrocarbons				Result 1	Result 2	RPD			
Acenaphthene	M19-Fe10937	NCP	mg/kg	< 0.5	0.7	140	30%	Fail	Q15
Acenaphthylene	M19-Fe10937	NCP	mg/kg	< 0.5	< 0.5	<1	30%	Pass	
Anthracene	M19-Fe10937	NCP	mg/kg	1.4	3.4	84	30%	Fail	Q15
Benz(a)anthracene	M19-Fe10937	NCP	mg/kg	8.4	12	36	30%	Fail	Q15
Benzo(a)pyrene	M19-Fe10937	NCP	mg/kg	9.9	13	30	30%	Pass	
Benzo(b&j)fluoranthene	M19-Fe10937	NCP	mg/kg	5.3	7.2	30	30%	Pass	
Benzo(g,h,i)perylene	M19-Fe10937	NCP	mg/kg	2.8	3.8	29	30%	Pass	
Benzo(k)fluoranthene	M19-Fe10937	NCP	mg/kg	7.1	9.0	23	30%	Pass	
Chrysene	M19-Fe10937	NCP	mg/kg	6.6	9.6	37	30%	Fail	Q15
Dibenz(a,h)anthracene	M19-Fe10937	NCP	mg/kg	0.8	1.1	36	30%	Fail	Q15
Fluorene	M19-Fe10937	NCP	mg/kg	< 0.5	< 0.5	<1	30%	Pass	
Indeno(1,2,3-cd)pyrene	M19-Fe10937	NCP	mg/kg	7.2	9.7	30	30%	Pass	
Naphthalene	M19-Fe10937	NCP	mg/kg	0.5	< 0.5	31	30%	Fail	Q15
Duplicate									
Organochlorine Pesticides				Result 1	Result 2	RPD			
Chlordanes - Total	M19-Fe10937	NCP	mg/kg	< 0.1	< 0.1	<1	30%	Pass	
4,4'-DDD	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
4,4'-DDE	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
4,4'-DDT	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
a-BHC	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Aldrin	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
b-BHC	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
d-BHC	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Dieldrin	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Endosulfan I	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Endosulfan II	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Endosulfan sulphate	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Endrin	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Endrin aldehyde	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Endrin ketone	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
g-BHC (Lindane)	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Heptachlor	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Heptachlor epoxide	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Hexachlorobenzene	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Methoxychlor	M19-Fe10937	NCP	mg/kg	< 0.05	< 0.05	<1	30%	Pass	
Duplicate									
Organophosphorus Pesticides				Result 1	Result 2	RPD			
Azinphos-methyl	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass	
Bolstar	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass	
Chlorfenvinphos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass	
Chlorpyrifos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass	
Chlorpyrifos-methyl	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass	

Duplicate								
Organophosphorus Pesticides				Result 1	Result 2	RPD		
Coumaphos	M19-Fe10937	NCP	mg/kg	< 2	< 2	<1	30%	Pass
Demeton-S	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Demeton-O	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Diazinon	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Dichlorvos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Dimethoate	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Disulfoton	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
EPN	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Ethion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Ethoprop	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Ethyl parathion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Fenitrothion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Fensulfothion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Fenthion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Malathion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Merphos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Methyl parathion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Mevinphos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Monocrotophos	M19-Fe10937	NCP	mg/kg	< 2	< 2	<1	30%	Pass
Naled	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Omethoate	M19-Fe10937	NCP	mg/kg	< 2	< 2	<1	30%	Pass
Phorate	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Pirimiphos-methyl	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Pyrazophos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Ronnel	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Terbufos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Tetrachlorvinphos	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Tokuthion	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Trichloronate	M19-Fe10937	NCP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
Duplicate								
Heavy Metals				Result 1	Result 2	RPD		
Arsenic	M19-Fe11241	CP	mg/kg	< 2	< 2	<1	30%	Pass
Cadmium	M19-Fe11241	CP	mg/kg	< 0.4	< 0.4	<1	30%	Pass
Chromium	M19-Fe11241	CP	mg/kg	28	29	4.0	30%	Pass
Copper	M19-Fe11241	CP	mg/kg	< 5	< 5	<1	30%	Pass
Lead	M19-Fe11241	CP	mg/kg	45	52	15	30%	Pass
Mercury	M19-Fe11241	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
Nickel	M19-Fe11241	CP	mg/kg	< 5	< 5	<1	30%	Pass
Zinc	M19-Fe11241	CP	mg/kg	77	78	2.0	30%	Pass
Duplicate								
Heavy Metals				Result 1	Result 2	RPD		
Arsenic	M19-Fe11242	CP	mg/kg	< 2	< 2	<1	30%	Pass
Cadmium	M19-Fe11242	CP	mg/kg	< 0.4	< 0.4	<1	30%	Pass
Chromium	M19-Fe11242	CP	mg/kg	39	39	<1	30%	Pass
Copper	M19-Fe11242	CP	mg/kg	< 5	< 5	<1	30%	Pass
Lead	M19-Fe11242	CP	mg/kg	27	27	1.0	30%	Pass
Mercury	M19-Fe11242	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
Nickel	M19-Fe11242	CP	mg/kg	< 5	< 5	<1	30%	Pass
Zinc	M19-Fe11242	CP	mg/kg	34	34	<1	30%	Pass
Duplicate								
				Result 1	Result 2	RPD		
% Moisture	M19-Fe11246	CP	%	< 1	< 1	<1	30%	Pass
Duplicate								
Total Recoverable Hydrocarbons - 1999 NEPM Fractions				Result 1	Result 2	RPD		
TRH C6-C9	M19-Fe11248	CP	mg/kg	< 20	< 20	<1	30%	Pass

Duplicate								
BTEX				Result 1	Result 2	RPD		
Benzene	M19-Fe11248	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
Toluene	M19-Fe11248	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
Ethylbenzene	M19-Fe11248	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
m&p-Xylenes	M19-Fe11248	CP	mg/kg	< 0.2	< 0.2	<1	30%	Pass
o-Xylene	M19-Fe11248	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
Xylenes - Total	M19-Fe11248	CP	mg/kg	< 0.3	< 0.3	<1	30%	Pass
Duplicate								
Total Recoverable Hydrocarbons - 2013 NEPM Fractions				Result 1	Result 2	RPD		
Naphthalene	M19-Fe11248	CP	mg/kg	< 0.5	< 0.5	<1	30%	Pass
TRH C6-C10	M19-Fe11248	CP	mg/kg	< 20	< 20	<1	30%	Pass
Duplicate								
Heavy Metals				Result 1	Result 2	RPD		
Arsenic	M19-Fe11251	CP	mg/kg	< 2	< 2	<1	30%	Pass
Cadmium	M19-Fe11251	CP	mg/kg	< 0.4	< 0.4	<1	30%	Pass
Chromium	M19-Fe11251	CP	mg/kg	9.9	8.3	17	30%	Pass
Copper	M19-Fe11251	CP	mg/kg	< 5	< 5	<1	30%	Pass
Lead	M19-Fe11251	CP	mg/kg	21	17	19	30%	Pass
Mercury	M19-Fe11251	CP	mg/kg	< 0.1	< 0.1	<1	30%	Pass
Nickel	M19-Fe11251	CP	mg/kg	< 5	< 5	<1	30%	Pass
Zinc	M19-Fe11251	CP	mg/kg	19	16	14	30%	Pass

Comments

Sample Integrity

Custody Seals Intact (if used)	N/A
Attempt to Chill was evident	Yes
Sample correctly preserved	Yes
Appropriate sample containers have been used	Yes
Sample containers for volatile analysis received with minimal headspace	Yes
Samples received within HoldingTime	Yes
Some samples have been subcontracted	No

Qualifier Codes/Comments

Code	Description
N01	F2 is determined by arithmetically subtracting the "naphthalene" value from the ">C10-C16" value. The naphthalene value used in this calculation is obtained from volatiles (Purge & Trap analysis).
N02	Where we have reported both volatile (P&T GCMS) and semivolatile (GCMS) naphthalene data, results may not be identical. Provided correct sample handling protocols have been followed, any observed differences in results are likely to be due to procedural differences within each methodology. Results determined by both techniques have passed all QAQC acceptance criteria, and are entirely technically valid.
N04	F1 is determined by arithmetically subtracting the "Total BTEX" value from the "C6-C10" value. The "Total BTEX" value is obtained by summing the concentrations of BTEX analytes. The "C6-C10" value is obtained by quantitating against a standard of mixed aromatic/aliphatic analytes.
N07	Please note:- These two PAH isomers closely co-elute using the most contemporary analytical methods and both the reported concentration (and the TEQ) apply specifically to the total of the two co-eluting PAHs
Q08	The matrix spike recovery is outside of the recommended acceptance criteria. An acceptable recovery was obtained for the laboratory control sample indicating a sample matrix interference
Q15	The RPD reported passes Eurofins mgt's QC - Acceptance Criteria as defined in the Internal Quality Control Review and Glossary page of this report.

Authorised By

Robert Johnston	Analytical Services Manager
Emily Rosenberg	Senior Analyst-Metal (VIC)
Harry Bacalis	Senior Analyst-Volatile (VIC)
Joseph Edouard	Senior Analyst-Organic (VIC)



**Glenn Jackson
General Manager**

Final report - this Report replaces any previously issued Report

- Indicates Not Requested

* Indicates NATA accreditation does not cover the performance of this service

Measurement uncertainty of test data is available on request or please [click here](#).

Eurofins | mgt shall not be liable for loss, cost, damages or expenses incurred by the client, or any other person or company, resulting from the use of any information or interpretation given in this report. In no case shall Eurofins | mgt be liable for consequential damages including, but not limited to, lost profits, damages for failure to meet deadlines and lost production arising from this report. This document shall not be reproduced except in full and relates only to the items tested. Unless indicated otherwise, the tests were performed on the samples as received.

CERTIFICATE OF ANALYSIS

Work Order : EP1901200 Client : WESTERN ENVIRONMENTAL P/L Contact : PHILIP BRAND Address : Level 3, Prowse St West Perth Telephone : 08 6162 8980 Project : 17.140 Order number : 17.140 C-O-C number : 1391 Sampler : MATT TRENORDEN Site : ---- Quote number : EN/110 No. of samples received : 1 No. of samples analysed : 1	Page : 1 of 7 Laboratory : Environmental Division Perth Contact : Brandon Ovens Address : 26 Rigali Way Wangara WA Australia 6065 Telephone : 08 9406 1328 Date Samples Received : 08-Feb-2019 10:40 Date Analysis Commenced : 11-Feb-2019 Issue Date : 14-Feb-2019 13:33
---	--



This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Surrogate Control Limits

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QA/QC Compliance Assessment to assist with Quality Review and Sample Receipt Notification.

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is carried out in compliance with procedures specified in 21 CFR Part 11.

<i>Signatories</i>	<i>Position</i>	<i>Accreditation Category</i>
Chris Lemaitre	Laboratory Manager (Perth)	Perth Inorganics, Wangara, WA
David Viner	SENIOR LAB TECH	Perth Organics, Wangara, WA
Indra Astuty	Instrument Chemist	Perth Inorganics, Wangara, WA
Vanessa Nguyen	Organic Chemist	Perth Organics, Wangara, WA



Page : 2 of 7
Work Order : EP1901200
Client : WESTERN ENVIRONMENTAL P/L
Project : 17.140

General Comments

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the USEPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request.

Where moisture determination has been performed, results are reported on a dry weight basis.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Where a result is required to meet compliance limits the associated uncertainty must be considered. Refer to the ALS Contact for details.

Key : CAS Number = CAS registry number from database maintained by Chemical Abstracts Services. The Chemical Abstracts Service is a division of the American Chemical Society.
LOR = Limit of reporting
^ = This result is computed from individual analyte detections at or above the level of reporting
ø = ALS is not NATA accredited for these tests.
~ = Indicates an estimated value.

- EP071: Poor matrix spike recovery due to positives and sample heterogeneity. Chromatogram profiles match.
- Benzo(a)pyrene Toxicity Equivalent Quotient (TEQ) is the sum total of the concentration of the eight carcinogenic PAHs multiplied by their Toxicity Equivalence Factor (TEF) relative to Benzo(a)pyrene. TEF values are provided in brackets as follows: Benz(a)anthracene (0.1), Chrysene (0.01), Benzo(b+j) & Benzo(k)fluoranthene (0.1), Benzo(a)pyrene (1.0), Indeno(1.2.3.cd)pyrene (0.1), Dibenz(a.h)anthracene (1.0), Benzo(g.h.i)perylene (0.01). Less than LOR results for 'TEQ Zero' are treated as zero, for 'TEQ 1/2LOR' are treated as half the reported LOR, and for 'TEQ LOR' are treated as being equal to the reported LOR.
Note: TEQ 1/2LOR and TEQ LOR will calculate as 0.6mg/Kg and 1.2mg/Kg respectively for samples with non-detects for all of the eight TEQ PAHs.



Page : 3 of 7
 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)		Client sample ID			TRIP01	----	----	----	----
		Client sampling date / time			07-Feb-2019 00:00	----	----	----	----
Compound	CAS Number	LOR	Unit	EP1901200-001	-----	-----	-----	-----	-----
				Result	----	----	----	----	----
EA055: Moisture Content (Dried @ 105-110°C)									
Moisture Content	----	1.0	%	<1.0	----	----	----	----	----
EG005T: Total Metals by ICP-AES									
Arsenic	7440-38-2	5	mg/kg	<5	----	----	----	----	----
Cadmium	7440-43-9	1	mg/kg	<1	----	----	----	----	----
Chromium	7440-47-3	2	mg/kg	10	----	----	----	----	----
Copper	7440-50-8	5	mg/kg	7	----	----	----	----	----
Lead	7439-92-1	5	mg/kg	16	----	----	----	----	----
Nickel	7440-02-0	2	mg/kg	<2	----	----	----	----	----
Zinc	7440-66-6	5	mg/kg	24	----	----	----	----	----
EG035T: Total Recoverable Mercury by FIMS									
Mercury	7439-97-6	0.1	mg/kg	<0.1	----	----	----	----	----
EP068A: Organochlorine Pesticides (OC)									
alpha-BHC	319-84-6	0.05	mg/kg	<0.05	----	----	----	----	----
Hexachlorobenzene (HCB)	118-74-1	0.05	mg/kg	<0.05	----	----	----	----	----
beta-BHC	319-85-7	0.05	mg/kg	<0.05	----	----	----	----	----
gamma-BHC	58-89-9	0.05	mg/kg	<0.05	----	----	----	----	----
delta-BHC	319-86-8	0.05	mg/kg	<0.05	----	----	----	----	----
Heptachlor	76-44-8	0.05	mg/kg	<0.05	----	----	----	----	----
Aldrin	309-00-2	0.05	mg/kg	<0.05	----	----	----	----	----
Heptachlor epoxide	1024-57-3	0.05	mg/kg	<0.05	----	----	----	----	----
^ Total Chlordane (sum)	----	0.05	mg/kg	<0.05	----	----	----	----	----
trans-Chlordane	5103-74-2	0.05	mg/kg	<0.05	----	----	----	----	----
alpha-Endosulfan	959-98-8	0.05	mg/kg	<0.05	----	----	----	----	----
cis-Chlordane	5103-71-9	0.05	mg/kg	<0.05	----	----	----	----	----
Dieldrin	60-57-1	0.05	mg/kg	<0.05	----	----	----	----	----
4,4'-DDE	72-55-9	0.05	mg/kg	<0.05	----	----	----	----	----
Endrin	72-20-8	0.05	mg/kg	<0.05	----	----	----	----	----
beta-Endosulfan	33213-65-9	0.05	mg/kg	<0.05	----	----	----	----	----
^ Endosulfan (sum)	115-29-7	0.05	mg/kg	<0.05	----	----	----	----	----
4,4'-DDD	72-54-8	0.05	mg/kg	<0.05	----	----	----	----	----
Endrin aldehyde	7421-93-4	0.05	mg/kg	<0.05	----	----	----	----	----
Endosulfan sulfate	1031-07-8	0.05	mg/kg	<0.05	----	----	----	----	----
4,4'-DDT	50-29-3	0.2	mg/kg	<0.2	----	----	----	----	----
Endrin ketone	53494-70-5	0.05	mg/kg	<0.05	----	----	----	----	----



Page : 4 of 7
 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	TRIP01	----	----	----	----
Client sampling date / time				07-Feb-2019 00:00	----	----	----	----	----
Compound	CAS Number	LOR	Unit	EP1901200-001	-----	-----	-----	-----	-----
				Result	----	----	----	----	----
EP068A: Organochlorine Pesticides (OC) - Continued									
Methoxychlor	72-43-5	0.2	mg/kg	<0.2	----	----	----	----	----
^ Sum of Aldrin + Dieldrin	309-00-2/60-57-1	0.05	mg/kg	<0.05	----	----	----	----	----
^ Sum of DDD + DDE + DDT	72-54-8/72-55-9/5 0-2	0.05	mg/kg	<0.05	----	----	----	----	----
EP068B: Organophosphorus Pesticides (OP)									
Dichlorvos	62-73-7	0.05	mg/kg	<0.05	----	----	----	----	----
Demeton-S-methyl	919-86-8	0.05	mg/kg	<0.05	----	----	----	----	----
Monocrotophos	6923-22-4	0.2	mg/kg	<0.2	----	----	----	----	----
Dimethoate	60-51-5	0.05	mg/kg	<0.05	----	----	----	----	----
Diazinon	333-41-5	0.05	mg/kg	<0.05	----	----	----	----	----
Chlorpyrifos-methyl	5598-13-0	0.05	mg/kg	<0.05	----	----	----	----	----
Parathion-methyl	298-00-0	0.2	mg/kg	<0.2	----	----	----	----	----
Malathion	121-75-5	0.05	mg/kg	<0.05	----	----	----	----	----
Fenthion	55-38-9	0.05	mg/kg	<0.05	----	----	----	----	----
Chlorpyrifos	2921-88-2	0.05	mg/kg	<0.05	----	----	----	----	----
Parathion	56-38-2	0.2	mg/kg	<0.2	----	----	----	----	----
Pirimphos-ethyl	23505-41-1	0.05	mg/kg	<0.05	----	----	----	----	----
Chlorfenvinphos	470-90-6	0.05	mg/kg	<0.05	----	----	----	----	----
Bromophos-ethyl	4824-78-6	0.05	mg/kg	<0.05	----	----	----	----	----
Fenamiphos	22224-92-6	0.05	mg/kg	<0.05	----	----	----	----	----
Prothiofos	34643-46-4	0.05	mg/kg	<0.05	----	----	----	----	----
Ethion	563-12-2	0.05	mg/kg	<0.05	----	----	----	----	----
Carbophenothion	786-19-6	0.05	mg/kg	<0.05	----	----	----	----	----
Azinphos Methyl	86-50-0	0.05	mg/kg	<0.05	----	----	----	----	----
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons									
Naphthalene	91-20-3	0.5	mg/kg	<0.5	----	----	----	----	----
Acenaphthylene	208-96-8	0.5	mg/kg	<0.5	----	----	----	----	----
Acenaphthene	83-32-9	0.5	mg/kg	<0.5	----	----	----	----	----
Fluorene	86-73-7	0.5	mg/kg	<0.5	----	----	----	----	----
Phenanthrene	85-01-8	0.5	mg/kg	<0.5	----	----	----	----	----
Anthracene	120-12-7	0.5	mg/kg	<0.5	----	----	----	----	----
Fluoranthene	206-44-0	0.5	mg/kg	<0.5	----	----	----	----	----
Pyrene	129-00-0	0.5	mg/kg	<0.5	----	----	----	----	----
Benz(a)anthracene	56-55-3	0.5	mg/kg	<0.5	----	----	----	----	----
Chrysene	218-01-9	0.5	mg/kg	<0.5	----	----	----	----	----



Page : 5 of 7
 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)				Client sample ID	TRIP01	----	----	----	----
Client sampling date / time				07-Feb-2019 00:00	----	----	----	----	----
Compound	CAS Number	LOR	Unit	EP1901200-001	-----	-----	-----	-----	-----
				Result	----	----	----	----	----
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons - Continued									
Benzo(b+j)fluoranthene	205-99-2 205-82-3	0.5	mg/kg	<0.5	----	----	----	----	----
Benzo(k)fluoranthene	207-08-9	0.5	mg/kg	<0.5	----	----	----	----	----
Benzo(a)pyrene	50-32-8	0.5	mg/kg	<0.5	----	----	----	----	----
Indeno(1.2.3.cd)pyrene	193-39-5	0.5	mg/kg	<0.5	----	----	----	----	----
Dibenz(a.h)anthracene	53-70-3	0.5	mg/kg	<0.5	----	----	----	----	----
Benzo(g.h.i)perylene	191-24-2	0.5	mg/kg	<0.5	----	----	----	----	----
^ Sum of polycyclic aromatic hydrocarbons	----	0.5	mg/kg	<0.5	----	----	----	----	----
^ Benzo(a)pyrene TEQ (zero)	----	0.5	mg/kg	<0.5	----	----	----	----	----
^ Benzo(a)pyrene TEQ (half LOR)	----	0.5	mg/kg	0.6	----	----	----	----	----
^ Benzo(a)pyrene TEQ (LOR)	----	0.5	mg/kg	1.2	----	----	----	----	----
EP080/071: Total Petroleum Hydrocarbons									
C6 - C9 Fraction	----	10	mg/kg	<10	----	----	----	----	----
C10 - C14 Fraction	----	50	mg/kg	<50	----	----	----	----	----
C15 - C28 Fraction	----	100	mg/kg	<100	----	----	----	----	----
C29 - C36 Fraction	----	100	mg/kg	<100	----	----	----	----	----
^ C10 - C36 Fraction (sum)	----	50	mg/kg	<50	----	----	----	----	----
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions									
C6 - C10 Fraction	C6_C10	10	mg/kg	<10	----	----	----	----	----
^ C6 - C10 Fraction minus BTEX (F1)	C6_C10-BTEX	10	mg/kg	<10	----	----	----	----	----
>C10 - C16 Fraction	----	50	mg/kg	<50	----	----	----	----	----
>C16 - C34 Fraction	----	100	mg/kg	<100	----	----	----	----	----
>C34 - C40 Fraction	----	100	mg/kg	<100	----	----	----	----	----
^ >C10 - C40 Fraction (sum)	----	50	mg/kg	<50	----	----	----	----	----
^ >C10 - C16 Fraction minus Naphthalene (F2)	----	50	mg/kg	<50	----	----	----	----	----
EP080: BTEXN									
Benzene	71-43-2	0.2	mg/kg	<0.2	----	----	----	----	----
Toluene	108-88-3	0.5	mg/kg	<0.5	----	----	----	----	----
Ethylbenzene	100-41-4	0.5	mg/kg	<0.5	----	----	----	----	----
meta- & para-Xylene	108-38-3 106-42-3	0.5	mg/kg	<0.5	----	----	----	----	----
ortho-Xylene	95-47-6	0.5	mg/kg	<0.5	----	----	----	----	----
^ Sum of BTEX	----	0.2	mg/kg	<0.2	----	----	----	----	----
^ Total Xylenes	----	0.5	mg/kg	<0.5	----	----	----	----	----



Page : 6 of 7
 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Analytical Results

Sub-Matrix: SOIL (Matrix: SOIL)		Client sample ID			TRIP01	----	----	----	----
Client sampling date / time		07-Feb-2019 00:00			----	----	----	----	----
Compound	CAS Number	LOR	Unit	EP1901200-001	-----	-----	-----	-----	-----
				Result	----	----	----	----	----
EP080: BTEXN - Continued									
Naphthalene	91-20-3	1	mg/kg	<1	----	----	----	----	----
EP068S: Organochlorine Pesticide Surrogate									
Dibromo-DDE	21655-73-2	0.05	%	146	----	----	----	----	----
EP068T: Organophosphorus Pesticide Surrogate									
DEF	78-48-8	0.05	%	130	----	----	----	----	----
EP075(SIM)S: Phenolic Compound Surrogates									
Phenol-d6	13127-88-3	0.5	%	62.0	----	----	----	----	----
2-Chlorophenol-D4	93951-73-6	0.5	%	60.0	----	----	----	----	----
2,4,6-Tribromophenol	118-79-6	0.5	%	102	----	----	----	----	----
EP075(SIM)T: PAH Surrogates									
2-Fluorobiphenyl	321-60-8	0.5	%	103	----	----	----	----	----
Anthracene-d10	1719-06-8	0.5	%	81.2	----	----	----	----	----
4-Terphenyl-d14	1718-51-0	0.5	%	96.4	----	----	----	----	----
EP080S: TPH(V)/BTEX Surrogates									
1,2-Dichloroethane-D4	17060-07-0	0.2	%	93.0	----	----	----	----	----
Toluene-D8	2037-26-5	0.2	%	75.5	----	----	----	----	----
4-Bromofluorobenzene	460-00-4	0.2	%	86.4	----	----	----	----	----



Page : 7 of 7
 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Surrogate Control Limits

Sub-Matrix: SOIL		Recovery Limits (%)	
Compound	CAS Number	Low	High
EP068S: Organochlorine Pesticide Surrogate			
Dibromo-DDE	21655-73-2	53	152
EP068T: Organophosphorus Pesticide Surrogate			
DEF	78-48-8	28	152
EP075(SIM)S: Phenolic Compound Surrogates			
Phenol-d6	13127-88-3	57	119
2-Chlorophenol-D4	93951-73-6	52	130
2,4,6-Tribromophenol	118-79-6	40	132
EP075(SIM)T: PAH Surrogates			
2-Fluorobiphenyl	321-60-8	53	139
Anthracene-d10	1719-06-8	68	124
4-Terphenyl-d14	1718-51-0	66	132
EP080S: TPH(V)/BTEX Surrogates			
1,2-Dichloroethane-D4	17060-07-0	63	132
Toluene-D8	2037-26-5	66	125
4-Bromofluorobenzene	460-00-4	60	124

QUALITY CONTROL REPORT

Work Order	: EP1901200	Page	: 1 of 9
Client	: WESTERN ENVIRONMENTAL P/L	Laboratory	: Environmental Division Perth
Contact	: PHILIP BRAND	Contact	: Brandon Ovens
Address	: Level 3, Prowse St West Perth	Address	: 26 Rigali Way Wangara WA Australia 6065
Telephone	: 08 6162 8980	Telephone	: 08 9406 1328
Project	: 17.140	Date Samples Received	: 08-Feb-2019
Order number	: 17.140	Date Analysis Commenced	: 11-Feb-2019
C-O-C number	: 1391	Issue Date	: 14-Feb-2019
Sampler	: MATT TRENORDEN		
Site	: ---		
Quote number	: EN/110		
No. of samples received	: 1		
No. of samples analysed	: 1		



This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Quality Control Report contains the following information:

- Laboratory Duplicate (DUP) Report; Relative Percentage Difference (RPD) and Acceptance Limits
- Method Blank (MB) and Laboratory Control Spike (LCS) Report; Recovery and Acceptance Limits
- Matrix Spike (MS) Report; Recovery and Acceptance Limits

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is carried out in compliance with procedures specified in 21 CFR Part 11.

<i>Signatories</i>	<i>Position</i>	<i>Accreditation Category</i>
Chris Lemaitre	Laboratory Manager (Perth)	Perth Inorganics, Wangara, WA
David Viner	SENIOR LAB TECH	Perth Organics, Wangara, WA
Indra Astuty	Instrument Chemist	Perth Inorganics, Wangara, WA
Vanessa Nguyen	Organic Chemist	Perth Organics, Wangara, WA



Page : 2 of 9
 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

General Comments

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the USEPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request.

Where moisture determination has been performed, results are reported on a dry weight basis.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis. Where the LOR of a reported result differs from standard LOR, this may be due to high

Key :
 Anonymous = Refers to samples which are not specifically part of this work order but formed part of the QC process lot
 CAS Number = CAS registry number from database maintained by Chemical Abstracts Services. The Chemical Abstracts Service is a division of the American Chemical Society.
 LOR = Limit of reporting
 RPD = Relative Percentage Difference
 # = Indicates failed QC

Laboratory Duplicate (DUP) Report

The quality control term Laboratory Duplicate refers to a randomly selected intralaboratory split. Laboratory duplicates provide information regarding method precision and sample heterogeneity. The permitted ranges for the Relative Percent Deviation (RPD) of Laboratory Duplicates are specified in ALS Method QWI-EN/38 and are dependent on the magnitude of results in comparison to the level of reporting: Result < 10 times LOR: No Limit; Result between 10 and 20 times LOR: 0% - 50%; Result > 20 times LOR: 0% - 20%.

Sub-Matrix: SOIL

				Laboratory Duplicate (DUP) Report					
Laboratory sample ID	Client sample ID	Method: Compound	CAS Number	LOR	Unit	Original Result	Duplicate Result	RPD (%)	Recovery Limits (%)
EA055: Moisture Content (Dried @ 105-110°C) (QC Lot: 2177747)									
EP1901167-004	Anonymous	EA055: Moisture Content	----	0.1	%	<1.0	<1.0	0.00	No Limit
EP1901183-006	Anonymous	EA055: Moisture Content	----	0.1	%	11.1	11.4	2.69	0% - 50%
EG005T: Total Metals by ICP-AES (QC Lot: 2177772)									
EP1901214-002	Anonymous	EG005T: Cadmium	7440-43-9	1	mg/kg	<1	<1	0.00	No Limit
		EG005T: Chromium	7440-47-3	2	mg/kg	3	3	0.00	No Limit
		EG005T: Nickel	7440-02-0	2	mg/kg	<2	<2	0.00	No Limit
		EG005T: Arsenic	7440-38-2	5	mg/kg	11	9	18.1	No Limit
		EG005T: Copper	7440-50-8	5	mg/kg	<5	<5	0.00	No Limit
		EG005T: Lead	7439-92-1	5	mg/kg	5	<5	0.00	No Limit
		EG005T: Zinc	7440-66-6	5	mg/kg	<5	<5	0.00	No Limit
EP1901167-004	Anonymous	EG005T: Cadmium	7440-43-9	1	mg/kg	<1	<1	0.00	No Limit
		EG005T: Chromium	7440-47-3	2	mg/kg	12	10	13.8	No Limit
		EG005T: Nickel	7440-02-0	2	mg/kg	<2	<2	0.00	No Limit
		EG005T: Arsenic	7440-38-2	5	mg/kg	<5	<5	0.00	No Limit
		EG005T: Copper	7440-50-8	5	mg/kg	8	7	14.9	No Limit
		EG005T: Lead	7439-92-1	5	mg/kg	<5	<5	0.00	No Limit
		EG005T: Zinc	7440-66-6	5	mg/kg	19	17	12.9	No Limit
EG035T: Total Recoverable Mercury by FIMS (QC Lot: 2177773)									
EP1901167-004	Anonymous	EG035T: Mercury	7439-97-6	0.1	mg/kg	<0.1	<0.1	0.00	No Limit
EP068A: Organochlorine Pesticides (OC) (QC Lot: 2177839)									
EP1901200-001	TRIP01	EP068: alpha-BHC	319-84-6	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Hexachlorobenzene (HCB)	118-74-1	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: beta-BHC	319-85-7	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: gamma-BHC	58-89-9	0.05	mg/kg	<0.05	<0.05	0.00	No Limit



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 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Sub-Matrix: SOIL				Laboratory Duplicate (DUP) Report					
Laboratory sample ID	Client sample ID	Method: Compound	CAS Number	LOR	Unit	Original Result	Duplicate Result	RPD (%)	Recovery Limits (%)
EP068A: Organochlorine Pesticides (OC) (QC Lot: 2177839) - continued									
EP1901200-001	TRIP01	EP068: delta-BHC	319-86-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Heptachlor	76-44-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Aldrin	309-00-2	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Heptachlor epoxide	1024-57-3	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Total Chlordane (sum)	----	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: trans-Chlordane	5103-74-2	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: alpha-Endosulfan	959-98-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: cis-Chlordane	5103-71-9	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Dieldrin	60-57-1	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: 4,4'-DDE	72-55-9	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Endrin	72-20-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: beta-Endosulfan	33213-65-9	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Endosulfan (sum)	115-29-7	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: 4,4'-DDD	72-54-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Endrin aldehyde	7421-93-4	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Endosulfan sulfate	1031-07-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Endrin ketone	53494-70-5	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Sum of DDD + DDE + DDT	72-54-8/72-55-9/50-2	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Sum of Aldrin + Dieldrin	309-00-2/60-57-1	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: 4,4'-DDT	50-29-3	0.2	mg/kg	<0.2	<0.2	0.00	No Limit
EP068: Methoxychlor	72-43-5	0.2	mg/kg	<0.2	<0.2	0.00	No Limit		
EP068B: Organophosphorus Pesticides (OP) (QC Lot: 2177839)									
EP1901200-001	TRIP01	EP068: Dichlorvos	62-73-7	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Demeton-S-methyl	919-86-8	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Dimethoate	60-51-5	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Diazinon	333-41-5	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Chlorpyrifos-methyl	5598-13-0	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Malathion	121-75-5	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Fenthion	55-38-9	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Chlorpyrifos	2921-88-2	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Pirimphos-ethyl	23505-41-1	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Chlorfenvinphos	470-90-6	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Bromophos-ethyl	4824-78-6	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Fenamiphos	22224-92-6	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Prothiofos	34643-46-4	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Ethion	563-12-2	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Carbophenothion	786-19-6	0.05	mg/kg	<0.05	<0.05	0.00	No Limit
		EP068: Azinphos Methyl	86-50-0	0.05	mg/kg	<0.05	<0.05	0.00	No Limit



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 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Sub-Matrix: SOIL				Laboratory Duplicate (DUP) Report						
Laboratory sample ID	Client sample ID	Method: Compound	CAS Number	LOR	Unit	Original Result	Duplicate Result	RPD (%)	Recovery Limits (%)	
EP068B: Organophosphorus Pesticides (OP) (QC Lot: 2177839) - continued										
EP1901200-001	TRIP01	EP068: Monocrotophos	6923-22-4	0.2	mg/kg	<0.2	<0.2	0.00	No Limit	
		EP068: Parathion-methyl	298-00-0	0.2	mg/kg	<0.2	<0.2	0.00	No Limit	
		EP068: Parathion	56-38-2	0.2	mg/kg	<0.2	<0.2	0.00	No Limit	
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons (QC Lot: 2177838)										
EP1901200-001	TRIP01	EP075(SIM): Naphthalene	91-20-3	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Acenaphthylene	208-96-8	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Acenaphthene	83-32-9	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Fluorene	86-73-7	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Phenanthrene	85-01-8	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Anthracene	120-12-7	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Fluoranthene	206-44-0	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Pyrene	129-00-0	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Benz(a)anthracene	56-55-3	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Chrysene	218-01-9	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Benzo(b+j)fluoranthene	205-99-2	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
			205-82-3							
		EP075(SIM): Benzo(k)fluoranthene	207-08-9	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Benzo(a)pyrene	50-32-8	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP075(SIM): Indeno(1.2.3.cd)pyrene	193-39-5	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
EP075(SIM): Dibenz(a,h)anthracene	53-70-3	0.5	mg/kg	<0.5	<0.5	0.00	No Limit			
EP075(SIM): Benzo(g,h,i)perylene	191-24-2	0.5	mg/kg	<0.5	<0.5	0.00	No Limit			
EP080/071: Total Petroleum Hydrocarbons (QC Lot: 2177832)										
EP1901198-001	Anonymous	EP080: C6 - C9 Fraction	----	10	mg/kg	<10	<10	0.00	No Limit	
EP080/071: Total Petroleum Hydrocarbons (QC Lot: 2177837)										
EP1901200-001	TRIP01	EP071: C15 - C28 Fraction	----	100	mg/kg	<100	<100	0.00	No Limit	
		EP071: C29 - C36 Fraction	----	100	mg/kg	<100	<100	0.00	No Limit	
		EP071: C10 - C14 Fraction	----	50	mg/kg	<50	<50	0.00	No Limit	
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions (QC Lot: 2177832)										
EP1901198-001	Anonymous	EP080: C6 - C10 Fraction	C6_C10	10	mg/kg	<10	<10	0.00	No Limit	
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions (QC Lot: 2177837)										
EP1901200-001	TRIP01	EP071: >C16 - C34 Fraction	----	100	mg/kg	<100	<100	0.00	No Limit	
		EP071: >C34 - C40 Fraction	----	100	mg/kg	<100	<100	0.00	No Limit	
		EP071: >C10 - C16 Fraction	----	50	mg/kg	<50	<50	0.00	No Limit	
EP080: BTEXN (QC Lot: 2177832)										
EP1901198-001	Anonymous	EP080: Benzene	71-43-2	0.2	mg/kg	<0.2	<0.2	0.00	No Limit	
		EP080: Toluene	108-88-3	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP080: Ethylbenzene	100-41-4	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
		EP080: meta- & para-Xylene	108-38-3	0.5	mg/kg	<0.5	<0.5	0.00	No Limit	
			106-42-3							



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 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Sub-Matrix: **SOIL**

				<i>Laboratory Duplicate (DUP) Report</i>					
<i>Laboratory sample ID</i>	<i>Client sample ID</i>	<i>Method: Compound</i>	<i>CAS Number</i>	<i>LOR</i>	<i>Unit</i>	<i>Original Result</i>	<i>Duplicate Result</i>	<i>RPD (%)</i>	<i>Recovery Limits (%)</i>
EP080: BTEXN (QC Lot: 2177832) - continued									
EP1901198-001	Anonymous	EP080: ortho-Xylene	95-47-6	0.5	mg/kg	<0.5	<0.5	0.00	No Limit
		EP080: Naphthalene	91-20-3	1	mg/kg	<1	<1	0.00	No Limit



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 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Method Blank (MB) and Laboratory Control Spike (LCS) Report

The quality control term Method / Laboratory Blank refers to an analyte free matrix to which all reagents are added in the same volumes or proportions as used in standard sample preparation. The purpose of this QC parameter is to monitor potential laboratory contamination. The quality control term Laboratory Control Spike (LCS) refers to a certified reference material, or a known interference free matrix spiked with target analytes. The purpose of this QC parameter is to monitor method precision and accuracy independent of sample matrix. Dynamic Recovery Limits are based on statistical evaluation of processed LCS.

Sub-Matrix: SOIL

Method: Compound	CAS Number	LOR	Unit	Method Blank (MB) Report	Laboratory Control Spike (LCS) Report				
				Result	Spike Concentration	Spike Recovery (%)		Recovery Limits (%)	
						LCS	Low	High	
EG005T: Total Metals by ICP-AES (QCLot: 2177772)									
EG005T: Arsenic	7440-38-2	5	mg/kg	<5	22 mg/kg	98.4	70	130	
EG005T: Cadmium	7440-43-9	1	mg/kg	<1	5 mg/kg	95.0	70	130	
EG005T: Chromium	7440-47-3	2	mg/kg	<2	34 mg/kg	123	70	130	
EG005T: Copper	7440-50-8	5	mg/kg	<5	34 mg/kg	101	70	130	
EG005T: Lead	7439-92-1	5	mg/kg	<5	40 mg/kg	98.2	70	130	
EG005T: Nickel	7440-02-0	2	mg/kg	<2	51 mg/kg	110	70	130	
EG005T: Zinc	7440-66-6	5	mg/kg	<5	62 mg/kg	106	70	130	
EG035T: Total Recoverable Mercury by FIMS (QCLot: 2177773)									
EG035T: Mercury	7439-97-6	0.1	mg/kg	<0.1	2.154 mg/kg	96.6	81	115	
EP068A: Organochlorine Pesticides (OC) (QCLot: 2177839)									
EP068: alpha-BHC	319-84-6	0.05	mg/kg	<0.05	0.5 mg/kg	114	46	116	
EP068: Hexachlorobenzene (HCB)	118-74-1	0.05	mg/kg	<0.05	0.5 mg/kg	98.7	53	133	
EP068: beta-BHC	319-85-7	0.05	mg/kg	<0.05	0.5 mg/kg	92.3	45	117	
EP068: gamma-BHC	58-89-9	0.05	mg/kg	<0.05	0.5 mg/kg	122	46	122	
EP068: delta-BHC	319-86-8	0.05	mg/kg	<0.05	0.5 mg/kg	111	47	117	
EP068: Heptachlor	76-44-8	0.05	mg/kg	<0.05	0.5 mg/kg	92.7	40	118	
EP068: Aldrin	309-00-2	0.05	mg/kg	<0.05	0.5 mg/kg	103	47	123	
EP068: Heptachlor epoxide	1024-57-3	0.05	mg/kg	<0.05	0.5 mg/kg	97.4	41	119	
EP068: Total Chlordane (sum)	----	0.05	mg/kg	<0.05	----	----	----	----	
EP068: trans-Chlordane	5103-74-2	0.05	mg/kg	<0.05	0.5 mg/kg	101	43	119	
EP068: alpha-Endosulfan	959-98-8	0.05	mg/kg	<0.05	0.5 mg/kg	124	41	131	
EP068: cis-Chlordane	5103-71-9	0.05	mg/kg	<0.05	0.5 mg/kg	100	41	119	
EP068: Dieldrin	60-57-1	0.05	mg/kg	<0.05	0.5 mg/kg	82.9	41	127	
EP068: 4,4'-DDE	72-55-9	0.05	mg/kg	<0.05	0.5 mg/kg	104	44	122	
EP068: Endrin	72-20-8	0.05	mg/kg	<0.05	0.5 mg/kg	106	37	129	
EP068: beta-Endosulfan	33213-65-9	0.05	mg/kg	<0.05	0.5 mg/kg	109	41	127	
EP068: Endosulfan (sum)	115-29-7	0.05	mg/kg	<0.05	----	----	----	----	
EP068: 4,4'-DDD	72-54-8	0.05	mg/kg	<0.05	0.5 mg/kg	99.0	42	122	
EP068: Endrin aldehyde	7421-93-4	0.05	mg/kg	<0.05	0.5 mg/kg	74.7	31	117	
EP068: Endosulfan sulfate	1031-07-8	0.05	mg/kg	<0.05	0.5 mg/kg	96.7	38	120	
EP068: 4,4'-DDT	50-29-3	0.2	mg/kg	<0.2	0.5 mg/kg	97.8	31	125	
EP068: Endrin ketone	53494-70-5	0.05	mg/kg	<0.05	0.5 mg/kg	90.0	31	123	
EP068: Methoxychlor	72-43-5	0.2	mg/kg	<0.2	0.5 mg/kg	96.0	25	125	



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 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Sub-Matrix: SOIL

Method: Compound	CAS Number	LOR	Unit	Method Blank (MB) Report Result	Laboratory Control Spike (LCS) Report				
					Spike Concentration	Spike Recovery (%)		Recovery Limits (%)	
						LCS	Low	High	
EP068A: Organochlorine Pesticides (OC) (QCLot: 2177839) - continued									
EP068: Sum of DDD + DDE + DDT	72-54-8/72-5 5-9/50-2	0.05	mg/kg	<0.05	----	----	----	----	
EP068: Sum of Aldrin + Dieldrin	309-00-2/60- 57-1	0.05	mg/kg	<0.05	----	----	----	----	
EP068B: Organophosphorus Pesticides (OP) (QCLot: 2177839)									
EP068: Dichlorvos	62-73-7	0.05	mg/kg	<0.05	0.5 mg/kg	113	61	141	
EP068: Demeton-S-methyl	919-86-8	0.05	mg/kg	<0.05	0.5 mg/kg	117	39	147	
EP068: Monocrotophos	6923-22-4	0.2	mg/kg	<0.2	0.5 mg/kg	87.3	4	154	
EP068: Dimethoate	60-51-5	0.05	mg/kg	<0.05	0.5 mg/kg	116	40	136	
EP068: Diazinon	333-41-5	0.05	mg/kg	<0.05	0.5 mg/kg	112	59	133	
EP068: Chlorpyrifos-methyl	5598-13-0	0.05	mg/kg	<0.05	0.5 mg/kg	105	57	135	
EP068: Parathion-methyl	298-00-0	0.2	mg/kg	<0.2	0.5 mg/kg	74.9	39	133	
EP068: Malathion	121-75-5	0.05	mg/kg	<0.05	0.5 mg/kg	100	53	131	
EP068: Fenthion	55-38-9	0.05	mg/kg	<0.05	0.5 mg/kg	92.4	53	133	
EP068: Chlorpyrifos	2921-88-2	0.05	mg/kg	<0.05	0.5 mg/kg	108	57	135	
EP068: Parathion	56-38-2	0.2	mg/kg	<0.2	0.5 mg/kg	80.4	45	131	
EP068: Pirimphos-ethyl	23505-41-1	0.05	mg/kg	<0.05	0.5 mg/kg	84.9	53	137	
EP068: Chlorfenvinphos	470-90-6	0.05	mg/kg	<0.05	0.5 mg/kg	90.0	53	133	
EP068: Bromophos-ethyl	4824-78-6	0.05	mg/kg	<0.05	0.5 mg/kg	76.6	49	133	
EP068: Fenamiphos	22224-92-6	0.05	mg/kg	<0.05	0.5 mg/kg	54.5	39	137	
EP068: Prothiofos	34643-46-4	0.05	mg/kg	<0.05	0.5 mg/kg	90.3	57	137	
EP068: Ethion	563-12-2	0.05	mg/kg	<0.05	0.5 mg/kg	90.4	53	135	
EP068: Carbophenothion	786-19-6	0.05	mg/kg	<0.05	0.5 mg/kg	95.5	52	134	
EP068: Azinphos Methyl	86-50-0	0.05	mg/kg	<0.05	0.5 mg/kg	94.0	20	154	
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons (QCLot: 2177838)									
EP075(SIM): Naphthalene	91-20-3	0.5	mg/kg	<0.5	3 mg/kg	107	71	123	
EP075(SIM): Acenaphthylene	208-96-8	0.5	mg/kg	<0.5	3 mg/kg	108	69	129	
EP075(SIM): Acenaphthene	83-32-9	0.5	mg/kg	<0.5	3 mg/kg	93.1	65	125	
EP075(SIM): Fluorene	86-73-7	0.5	mg/kg	<0.5	3 mg/kg	99.8	71	125	
EP075(SIM): Phenanthrene	85-01-8	0.5	mg/kg	<0.5	3 mg/kg	113	66	124	
EP075(SIM): Anthracene	120-12-7	0.5	mg/kg	<0.5	3 mg/kg	92.6	60	112	
EP075(SIM): Fluoranthene	206-44-0	0.5	mg/kg	<0.5	3 mg/kg	97.5	67	127	
EP075(SIM): Pyrene	129-00-0	0.5	mg/kg	<0.5	3 mg/kg	97.2	65	127	
EP075(SIM): Benz(a)anthracene	56-55-3	0.5	mg/kg	<0.5	3 mg/kg	92.6	57	125	
EP075(SIM): Chrysene	218-01-9	0.5	mg/kg	<0.5	3 mg/kg	84.1	57	131	
EP075(SIM): Benzo(b+j)fluoranthene	205-99-2 205-82-3	0.5	mg/kg	<0.5	3 mg/kg	97.2	65	125	
EP075(SIM): Benzo(k)fluoranthene	207-08-9	0.5	mg/kg	<0.5	3 mg/kg	94.6	69	127	
EP075(SIM): Benzo(a)pyrene	50-32-8	0.5	mg/kg	<0.5	3 mg/kg	97.8	63	121	



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 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Sub-Matrix: SOIL

Method: Compound	CAS Number	LOR	Unit	Method Blank (MB) Report Result	Laboratory Control Spike (LCS) Report				
					Spike Concentration	Spike Recovery (%)		Recovery Limits (%)	
						LCS	Low	High	
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons (QCLot: 2177838) - continued									
EP075(SIM): Indeno(1.2.3.cd)pyrene	193-39-5	0.5	mg/kg	<0.5	3 mg/kg	96.9	61	121	
EP075(SIM): Dibenz(a,h)anthracene	53-70-3	0.5	mg/kg	<0.5	3 mg/kg	92.9	52	128	
EP075(SIM): Benzo(g,h,i)perylene	191-24-2	0.5	mg/kg	<0.5	3 mg/kg	100	65	125	
EP080/071: Total Petroleum Hydrocarbons (QCLot: 2177832)									
EP080: C6 - C9 Fraction	----	10	mg/kg	<10	32 mg/kg	93.4	66	122	
EP080/071: Total Petroleum Hydrocarbons (QCLot: 2177837)									
EP071: C10 - C14 Fraction	----	50	mg/kg	<50	1468 mg/kg	99.8	70	120	
EP071: C15 - C28 Fraction	----	100	mg/kg	<100	3111 mg/kg	103	69	117	
EP071: C29 - C36 Fraction	----	100	mg/kg	<100	436 mg/kg	101	59	113	
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions (QCLot: 2177832)									
EP080: C6 - C10 Fraction	C6_C10	10	mg/kg	<10	37 mg/kg	98.2	66	122	
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions (QCLot: 2177837)									
EP071: >C10 - C16 Fraction	----	50	mg/kg	<50	2234 mg/kg	99.4	71	117	
EP071: >C16 - C34 Fraction	----	100	mg/kg	<100	2553 mg/kg	104	65	119	
EP071: >C34 - C40 Fraction	----	100	mg/kg	<100	150 mg/kg	94.0	42	124	
EP080: BTEXN (QCLot: 2177832)									
EP080: Benzene	71-43-2	0.2	mg/kg	<0.2	2 mg/kg	84.6	72	122	
EP080: Toluene	108-88-3	0.5	mg/kg	<0.5	2 mg/kg	92.9	75	119	
EP080: Ethylbenzene	100-41-4	0.5	mg/kg	<0.5	2 mg/kg	104	73	121	
EP080: meta- & para-Xylene	108-38-3 106-42-3	0.5	mg/kg	<0.5	4 mg/kg	104	74	122	
EP080: ortho-Xylene	95-47-6	0.5	mg/kg	<0.5	2 mg/kg	103	75	121	
EP080: Naphthalene	91-20-3	1	mg/kg	<1	0.5 mg/kg	107	64	126	

Matrix Spike (MS) Report

The quality control term Matrix Spike (MS) refers to an intralaboratory split sample spiked with a representative set of target analytes. The purpose of this QC parameter is to monitor potential matrix effects on analyte recoveries. Static Recovery Limits as per laboratory Data Quality Objectives (DQOs). Ideal recovery ranges stated may be waived in the event of sample matrix interference.

Sub-Matrix: SOIL

Laboratory sample ID	Client sample ID	Method: Compound	CAS Number	Matrix Spike (MS) Report				
				Spike Concentration	Spike Recovery(%)		Recovery Limits (%)	
					MS	Low	High	
EG005T: Total Metals by ICP-AES (QCLot: 2177772)								
EP1901167-004	Anonymous	EG005T: Arsenic	7440-38-2	50 mg/kg	107	70	130	
		EG005T: Cadmium	7440-43-9	50 mg/kg	109	70	130	
		EG005T: Chromium	7440-47-3	50 mg/kg	101	70	130	
		EG005T: Copper	7440-50-8	50 mg/kg	110	70	130	
		EG005T: Lead	7439-92-1	50 mg/kg	113	70	130	
		EG005T: Nickel	7440-02-0	50 mg/kg	108	70	130	



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 Project : 17.140

Sub-Matrix: SOIL

				Matrix Spike (MS) Report			
				Spike	SpikeRecovery(%)	Recovery Limits (%)	
Laboratory sample ID	Client sample ID	Method: Compound	CAS Number	Concentration	MS	Low	High
EG005T: Total Metals by ICP-AES (QCLot: 2177772) - continued							
EP1901167-004	Anonymous	EG005T: Zinc	7440-66-6	50 mg/kg	104	70	130
EG035T: Total Recoverable Mercury by FIMS (QCLot: 2177773)							
EP1901167-004	Anonymous	EG035T: Mercury	7439-97-6	10 mg/kg	123	70	130
EP080/071: Total Petroleum Hydrocarbons (QCLot: 2177832)							
EP1901198-002	Anonymous	EP080: C6 - C9 Fraction	----	24 mg/kg	86.7	69	135
EP080/071: Total Petroleum Hydrocarbons (QCLot: 2177837)							
EP1901198-002	Anonymous	EP071: C10 - C14 Fraction	----	1468 mg/kg	96.5	65	126
		EP071: C15 - C28 Fraction	----	3111 mg/kg	120	62	124
		EP071: C29 - C36 Fraction	----	436 mg/kg	# 179	65	131
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions (QCLot: 2177832)							
EP1901198-002	Anonymous	EP080: C6 - C10 Fraction	C6_C10	29 mg/kg	70.9	69	135
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions (QCLot: 2177837)							
EP1901198-002	Anonymous	EP071: >C10 - C16 Fraction	----	2234 mg/kg	97.0	65	126
		EP071: >C16 - C34 Fraction	----	2553 mg/kg	# 136	62	124
		EP071: >C34 - C40 Fraction	----	150 mg/kg	# Not Determined	65	131
EP080: BTEXN (QCLot: 2177832)							
EP1901198-002	Anonymous	EP080: Benzene	71-43-2	2 mg/kg	79.0	76	118
		EP080: Toluene	108-88-3	2 mg/kg	71.2	67	112



QA/QC Compliance Assessment to assist with Quality Review

Work Order	: EP1901200	Page	: 1 of 5
Client	: WESTERN ENVIRONMENTAL P/L	Laboratory	: Environmental Division Perth
Contact	: PHILIP BRAND	Telephone	: 08 9406 1328
Project	: 17.140	Date Samples Received	: 08-Feb-2019
Site	: ----	Issue Date	: 14-Feb-2019
Sampler	: MATT TRENORDEN	No. of samples received	: 1
Order number	: 17.140	No. of samples analysed	: 1

This report is automatically generated by the ALS LIMS through interpretation of the ALS Quality Control Report and several Quality Assurance parameters measured by ALS. This automated reporting highlights any non-conformances, facilitates faster and more accurate data validation and is designed to assist internal expert and external Auditor review. Many components of this report contribute to the overall DQO assessment and reporting for guideline compliance.

Brief method summaries and references are also provided to assist in traceability.

Summary of Outliers

Outliers : Quality Control Samples

This report highlights outliers flagged in the Quality Control (QC) Report.

- **NO** Method Blank value outliers occur.
- **NO** Duplicate outliers occur.
- **NO** Laboratory Control outliers occur.
- Matrix Spike outliers exist - please see following pages for full details.
- For all regular sample matrices, **NO** surrogate recovery outliers occur.

Outliers : Analysis Holding Time Compliance

- **NO** Analysis Holding Time Outliers exist.

Outliers : Frequency of Quality Control Samples

- Quality Control Sample Frequency Outliers exist - please see following pages for full details.



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 Work Order : EP1901200
 Client : WESTERN ENVIRONMENTAL P/L
 Project : 17.140

Outliers : Quality Control Samples

Duplicates, Method Blanks, Laboratory Control Samples and Matrix Spikes

Matrix: **SOIL**

Compound Group Name	Laboratory Sample ID	Client Sample ID	Analyte	CAS Number	Data	Limits	Comment
Matrix Spike (MS) Recoveries							
EP080/071: Total Petroleum Hydrocarbons	EP1901198--002	Anonymous	C29 - C36 Fraction	----	179 %	65-131%	Recovery greater than upper data quality objective
EP080/071: Total Recoverable Hydrocarbons - NEPM 2	EP1901198--002	Anonymous	>C16 - C34 Fraction	----	136 %	62-124%	Recovery greater than upper data quality objective
EP080/071: Total Recoverable Hydrocarbons - NEPM 2	EP1901198--002	Anonymous	>C34 - C40 Fraction	----	Not Determined	----	MS recovery not determined, background level greater than or equal to 4x spike level.

Outliers : Frequency of Quality Control Samples

Matrix: **SOIL**

Quality Control Sample Type	Count		Rate (%)		Quality Control Specification
	QC	Regular	Actual	Expected	
Matrix Spikes (MS)					
PAH/Phenols (SIM)	0	1	0.00	5.00	NEPM 2013 B3 & ALS QC Standard
Pesticides by GCMS	0	1	0.00	5.00	NEPM 2013 B3 & ALS QC Standard

Analysis Holding Time Compliance

If samples are identified below as having been analysed or extracted outside of recommended holding times, this should be taken into consideration when interpreting results.

This report summarizes extraction / preparation and analysis times and compares each with ALS recommended holding times (referencing USEPA SW 846, APHA, AS and NEPM) based on the sample container provided. Dates reported represent first date of extraction or analysis and preclude subsequent dilutions and reruns. A listing of breaches (if any) is provided herein.

Holding time for leachate methods (e.g. TCLP) vary according to the analytes reported. Assessment compares the leach date with the shortest analyte holding time for the equivalent soil method. These are: organics 14 days, mercury 28 days & other metals 180 days. A recorded breach does not guarantee a breach for all non-volatile parameters.

Holding times for VOC in soils vary according to analytes of interest. Vinyl Chloride and Styrene holding time is 7 days; others 14 days. A recorded breach does not guarantee a breach for all VOC analytes and should be verified in case the reported breach is a false positive or Vinyl Chloride and Styrene are not key analytes of interest/concern.

Matrix: **SOIL**

Evaluation: * = Holding time breach ; ✓ = Within holding time.

Method	Sample Date	Extraction / Preparation			Analysis			
		Container / Client Sample ID(s)	Date extracted	Due for extraction	Evaluation	Date analysed	Due for analysis	Evaluation
EA055: Moisture Content (Dried @ 105-110°C)								
Soil Glass Jar - Unpreserved (EA055)	07-Feb-2019	TRIP01	----	----	----	11-Feb-2019	21-Feb-2019	✓
EG005T: Total Metals by ICP-AES								
Soil Glass Jar - Unpreserved (EG005T)	07-Feb-2019	TRIP01	11-Feb-2019	06-Aug-2019	✓	11-Feb-2019	06-Aug-2019	✓
EG035T: Total Recoverable Mercury by FIMS								
Soil Glass Jar - Unpreserved (EG035T)	07-Feb-2019	TRIP01	11-Feb-2019	07-Mar-2019	✓	11-Feb-2019	07-Mar-2019	✓
EP068A: Organochlorine Pesticides (OC)								
Soil Glass Jar - Unpreserved (EP068)	07-Feb-2019	TRIP01	11-Feb-2019	21-Feb-2019	✓	11-Feb-2019	23-Mar-2019	✓



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 Client : WESTERN ENVIRONMENTAL P/L
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Matrix: **SOIL**

Evaluation: * = Holding time breach ; ✓ = Within holding time.

Method Container / Client Sample ID(s)	Sample Date	Extraction / Preparation			Analysis		
		Date extracted	Due for extraction	Evaluation	Date analysed	Due for analysis	Evaluation
EP068B: Organophosphorus Pesticides (OP)							
Soil Glass Jar - Unpreserved (EP068) TRIP01	07-Feb-2019	11-Feb-2019	21-Feb-2019	✓	11-Feb-2019	23-Mar-2019	✓
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons							
Soil Glass Jar - Unpreserved (EP075(SIM)) TRIP01	07-Feb-2019	11-Feb-2019	21-Feb-2019	✓	11-Feb-2019	23-Mar-2019	✓
EP080/071: Total Petroleum Hydrocarbons							
Soil Glass Jar - Unpreserved (EP080) TRIP01	07-Feb-2019	11-Feb-2019	21-Feb-2019	✓	11-Feb-2019	21-Feb-2019	✓
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions							
Soil Glass Jar - Unpreserved (EP080) TRIP01	07-Feb-2019	11-Feb-2019	21-Feb-2019	✓	11-Feb-2019	21-Feb-2019	✓
EP080: BTEXN							
Soil Glass Jar - Unpreserved (EP080) TRIP01	07-Feb-2019	11-Feb-2019	21-Feb-2019	✓	11-Feb-2019	21-Feb-2019	✓



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Quality Control Parameter Frequency Compliance

The following report summarises the frequency of laboratory QC samples analysed within the analytical lot(s) in which the submitted sample(s) was(were) processed. Actual rate should be greater than or equal to the expected rate. A listing of breaches is provided in the Summary of Outliers.

Matrix: **SOIL**

Evaluation: ✖ = Quality Control frequency not within specification ; ✔ = Quality Control frequency within specification.

Quality Control Sample Type	Method	Count		Rate (%)			Quality Control Specification
		QC	Reaular	Actual	Expected	Evaluation	
Analytical Methods							
Laboratory Duplicates (DUP)							
Moisture Content	EA055	2	19	10.53	10.00	✔	NEPM 2013 B3 & ALS QC Standard
PAH/Phenols (SIM)	EP075(SIM)	1	1	100.00	10.00	✔	NEPM 2013 B3 & ALS QC Standard
Pesticides by GCMS	EP068	1	1	100.00	10.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Mercury by FIMS	EG035T	1	9	11.11	10.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Metals by ICP-AES	EG005T	2	9	22.22	10.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH - Semivolatile Fraction	EP071	1	7	14.29	10.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH Volatiles/BTEX	EP080	1	7	14.29	10.00	✔	NEPM 2013 B3 & ALS QC Standard
Laboratory Control Samples (LCS)							
PAH/Phenols (SIM)	EP075(SIM)	1	1	100.00	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Pesticides by GCMS	EP068	1	1	100.00	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Mercury by FIMS	EG035T	1	9	11.11	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Metals by ICP-AES	EG005T	1	9	11.11	5.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH - Semivolatile Fraction	EP071	1	7	14.29	5.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH Volatiles/BTEX	EP080	1	7	14.29	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Method Blanks (MB)							
PAH/Phenols (SIM)	EP075(SIM)	1	1	100.00	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Pesticides by GCMS	EP068	1	1	100.00	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Mercury by FIMS	EG035T	1	9	11.11	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Metals by ICP-AES	EG005T	1	9	11.11	5.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH - Semivolatile Fraction	EP071	1	7	14.29	5.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH Volatiles/BTEX	EP080	1	7	14.29	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Matrix Spikes (MS)							
PAH/Phenols (SIM)	EP075(SIM)	0	1	0.00	5.00	✖	NEPM 2013 B3 & ALS QC Standard
Pesticides by GCMS	EP068	0	1	0.00	5.00	✖	NEPM 2013 B3 & ALS QC Standard
Total Mercury by FIMS	EG035T	1	9	11.11	5.00	✔	NEPM 2013 B3 & ALS QC Standard
Total Metals by ICP-AES	EG005T	1	9	11.11	5.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH - Semivolatile Fraction	EP071	1	7	14.29	5.00	✔	NEPM 2013 B3 & ALS QC Standard
TRH Volatiles/BTEX	EP080	1	7	14.29	5.00	✔	NEPM 2013 B3 & ALS QC Standard

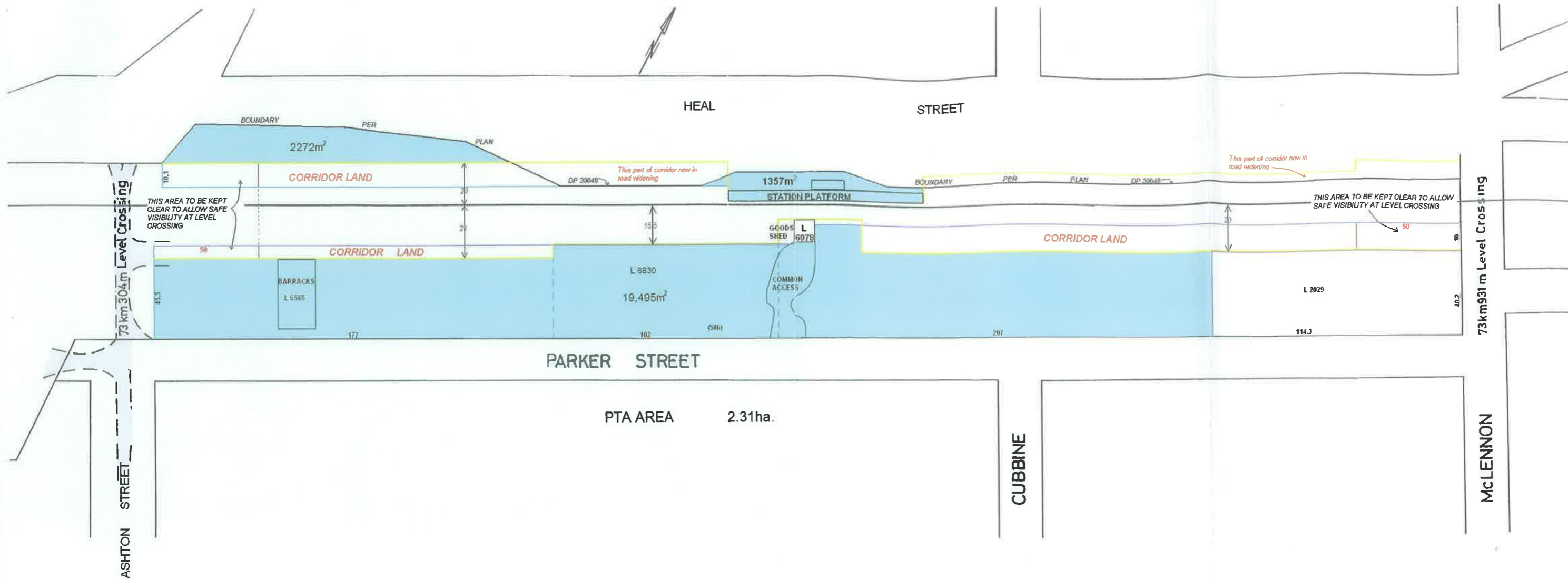


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Brief Method Summaries

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the US EPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request. The following report provides brief descriptions of the analytical procedures employed for results reported in the Certificate of Analysis. Sources from which ALS methods have been developed are provided within the Method Descriptions.

Analytical Methods	Method	Matrix	Method Descriptions
Moisture Content	EA055	SOIL	In house: A gravimetric procedure based on weight loss over a 12 hour drying period at 105-110 degrees C. This method is compliant with NEPM (2013) Schedule B(3) Section 7.1 and Table 1 (14 day holding time).
Total Metals by ICP-AES	EG005T	SOIL	In house: Referenced to APHA 3120; USEPA SW 846 - 6010. Metals are determined following an appropriate acid digestion of the soil. The ICPAES technique ionises samples in a plasma, emitting a characteristic spectrum based on metals present. Intensities at selected wavelengths are compared against those of matrix matched standards. This method is compliant with NEPM (2013) Schedule B(3)
Total Mercury by FIMS	EG035T	SOIL	In house: Referenced to AS 3550, APHA 3112 Hg - B (Flow-injection (SnCl ₂) (Cold Vapour generation) AAS) FIM-AAS is an automated flameless atomic absorption technique. Mercury in solids are determined following an appropriate acid digestion. Ionic mercury is reduced online to atomic mercury vapour by SnCl ₂ which is then purged into a heated quartz cell. Quantification is by comparing absorbance against a calibration curve. This method is compliant with NEPM (2013) Schedule B(3)
Pesticides by GCMS	EP068	SOIL	In house: Referenced to USEPA SW 846 - 8270D Extracts are analysed by Capillary GC/MS and quantification is by comparison against an established 5 point calibration curve. This technique is compliant with NEPM (2013) Schedule B(3) (Method 504,505)
TRH - Semivolatle Fraction	EP071	SOIL	In house: Referenced to USEPA SW 846 - 8015A Sample extracts are analysed by Capillary GC/FID and quantified against alkane standards over the range C10 - C40. Compliant with NEPM amended 2013.
PAH/Phenols (SIM)	EP075(SIM)	SOIL	In house: Referenced to USEPA SW 846 - 8270D. Extracts are analysed by Capillary GC/MS in Selective Ion Mode (SIM) and quantification is by comparison against an established 5 point calibration curve. This method is compliant with NEPM (2013) Schedule B(3) (Method 502 and 507)
TRH Volatiles/BTEX	EP080	SOIL	In house: Referenced to USEPA SW 846 - 8260B. Extracts are analysed by Purge and Trap, Capillary GC/MS. Quantification is by comparison against an established 5 point calibration curve. Compliant with NEPM amended 2013.
Preparation Methods	Method	Matrix	Method Descriptions
Hot Block Digest for metals in soils sediments and sludges	EN69	SOIL	In house: Referenced to USEPA 200.2. Hot Block Acid Digestion 1.0g of sample is heated with Nitric and Hydrochloric acids, then cooled. Peroxide is added and samples heated and cooled again before being filtered and bulked to volume for analysis. Digest is appropriate for determination of selected metals in sludge, sediments, and soils. This method is compliant with NEPM (2013) Schedule B(3) (Method 202)
Methanolic Extraction of Soils for Purge and Trap	ORG16	SOIL	In house: Referenced to USEPA SW 846 - 5030A. 5g of solid is shaken with surrogate and 10mL methanol prior to analysis by Purge and Trap - GC/MS.
Tumbler Extraction of Solids	ORG17	SOIL	In house: Mechanical agitation (tumbler). 10g of sample, Na ₂ SO ₄ and surrogate are extracted with 30mL 1:1 DCM/Acetone by end over end tumble. The solvent is decanted, dehydrated and concentrated (by KD) to the desired volume for analysis.



CORRIDOR / PTA LAND AREAS
 DEFINED BY YELLOW LINE
 AS SHOWN ON CORRIDOR TOWN PLAN 33/74

PUBLIC TRANSPORT AUTHORITY

QUAIRADING

LEASE OF PTA LAND TO SHIRE OF QUAIRADING

CORPORATE LEASING

Scale NTS

Date 11/02/2009

Drawn LD

Plan No. 1422-1

10.2 Local Government Act 1995 Review (Phase 2)

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Survey Results – Compilation of CCZ and Councillors & CEO
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Receive the Local Government Act Review Phase 2 Consultation Survey Results, and
2. Support the Central Country Zone Submission Responses with the exception of the identified Issues as marked in this Report.
3. Authorise the Chief Executive Officer to prepare and submit a formal submission to the Minister of Local Government based on the composite Council and Central Country Zone Responses.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Department of Local Government has consulted with more than 100 organisations and community groups across the State including local government councillors, staff, peak bodies, multicultural groups, young people, Aboriginal groups and seniors.
- Consolidated Survey Results are attached reflecting responses from Councillors, Chief Executive Officer and the Central Country Zone (CCZ).
- Largely there is consensus between the majority of the Survey Respondents.
- There are a number of issues / questions where the Responses vary between Elected Members and the Central Country Zone. These are typed in Red in the attached Consolidated Survey Response.
- Public Submissions are invited until Sunday 31st March 2019.

MATTER FOR CONSIDERATION

Council to consider the various issues raised in the Local Government Act Review Phase 2 Consultation Survey and if deemed appropriate, authorise the Chief Executive Officer to prepare a submission to the Minister of Local Government reflecting Councils position.

BACKGROUND

Local Government Act Review Phase 1 - Local governments and communities were invited to have their say on the priority reforms earlier this year and the drafting of a Bill which includes universal training for candidates and council members, council member code of conduct, improvements to Chief Executive Officer recruitment and performance review and a simplified gift framework is now underway

Local Government Act Review Phase 2 will result in a new Local Government Act and focuses on delivering for the community based on the themes Agile, Smart and Inclusive. It considers nine key topic areas and local governments and community members are currently invited to have a say on some or all of the reform areas.

To assist in the review, the Department of Local Government, Sport and Cultural Industries (DLGSC) has released a series of Surveys covering the following topics:

Agile

- Beneficial organisations (council controlled organisations)
- Financial management
- Rates, fees and charges

Smart

- Administrative efficiencies
- Local laws
- Council meetings
- Interventions

Inclusive

- Community consultation and engagement
- Integrated Planning and Reporting
- Complaints management
- Elections

A collated set of survey papers and related questions prepared by the Central Country Zone were distributed to all Councillors on the 7th February 2019.

Cr Haythornthwaite and Cr Smith have provided their responses.

The Chief Executive Officer has also completed the Review Survey.

The Consolidated Survey Results incorporates the Responses prepared by the Central Country Zone LG Act Review Working Group on which Cr McGuinness sits and has provided input to the CCZ Response.

The Central Country Zone at its meeting on the 15th March 2019 adopted the Working Group's Responses as the Zone's Formal Responses.

STATUTORY ENVIRONMENT

Local Government Act 1995 and associated Regulations

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil – Local Government Act being reviewed by the Minister for Local Government.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

COMMUNITY CONSULTATION

The Minister and the Department of Local Government have widely circulated the Local Government Act Review Consultation Surveys and invite Public Submission by the 31st March 2019.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council and the Community have been invited by the Minister for Local Government to make written submissions or to complete the online survey.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No further Comment.



DELIVERING FOR THE COMMUNITY ▶▶

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Community Engagement.....	21
Integrated Planning and Reporting.....	23
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What do you think?

The public submission period closes on 31 March 2019.

Unless marked as confidential, your submission (including survey responses) will be made public and published in full on the Department's website. Submissions that contain defamatory or offensive material will not be published.

Survey Key

C → CCZ

Roman Numerals → Councillors and CEO's Responses

Yellow Highlights → CCZ Comments

Other Colours → Councillor or CEO Comments.

Administrative efficiencies

- To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
<p>“All local governments regardless of their size should have the same level of powers and responsibilities.”</p> <p>Comment:</p> <p>The Zone is of the view that some powers and responsibilities should be mandatory to all local governments, however there should be an opportunity for local governments, to be able to opt in (or opt out) of certain “operational” powers and responsibilities with such opportunity based on size and location.</p>		C		iii	
<p>“The functions of the Grants Commission and the Advisory Board should be combined under one Board.”</p> <p>Comment:</p> <p>The Zone felt that there could be some value in combining the two bodies but was also mindful of the time commitment that would be required from elected members appointed to the combined body. It was noted that the administrative support to both bodies was provided by the DLGSC and it is possible that this support could be “streamlined” if one body was formed.</p>		ii		iC	
<p>“Membership of the Local Government Advisory Board and the Local Government Grants Commission should be required to be drawn from specific geographic locations, for example, metropolitan Perth as well as regional and remote Western Australia.”</p>					iiiC

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“Prior to conducting a poll to change the method of election of the Mayor/President from election by electors to election by the council, the local government should be required to draft the question and summaries and submit the question to the Advisory Board.”		i		iiC	
“The Advisory Board should not assess a proposal for changes to boundaries that does not meet the minimum requirements.”				Cii	i
“The petition of affected electors should require each signatory to sign an acknowledgement that they have read the summary of the proposal and have seen a plan or map detailing any proposed changes.”				ii	Ci
“The affected local government(s) should be provided with a copy of the proposal prior to it being submitted to the Advisory Board.”				i	Cii
“The applicant should be able to withdraw a proposal at any time prior to a recommendation being made to the Minister, providing there are circumstances which, in the Advisory Board’s view, warrant withdrawal of the proposal.”		i		i	Ci

2. Currently a proposal to the Advisory Board from the community must be signed by 250 people or 10% of the community whichever is less. Should proposals from districts with a population over 5,000 be increased to 500 signatures?
- Yes x 2 (C)
 - No
 - Unsure

3. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“People need the power to impound stray cattle.”		Ci	i	i	
“Local governments need the power to impound stray cattle.”				iii	C
“People need the power to detain and dispose of stray goats, pigs and poultry.”		iC		ii	
“Offences that apply to pound keepers should also apply to similar facilities maintained by local governments, for example cats and dogs.”		C	ii		i

4. Which of the following pieces of information should be provided by local governments to the Department and the Minister for Local Government?

Section		Yes	No	Unsure
s 4.79	Provide a report on the result of an election (ordinary or extra-ordinary election)	Ciii		
s 5.3	Advise of the failure to hold council meetings within the last 3 months	Ciii		
s 7.12A	Provide a copy of the report that addresses the issues identified in the audit report	Ciii		
LG (Audit) Reg 14	Provide a copy of the compliance audit report Comment: The Zone believes there needs to be an electronic way to certify that the CAR has gone to the Council, which would negate the need to provide a copy of the certified compliance audit return.	Ciii		
LG (Audit) Reg 15	Provide a certified copy of the compliance audit return	iii	C	
LG (Constitution)	Provide a report on the result of an election (election	Ciii		

Section		Yes	No	Unsure
Reg 11FA	of Mayor/President and Deputy Mayor/President)			
LG (Constitution) Reg 11H	Advise the outcome of the Court of Disputed Returns (election of Mayor/President and Deputy Mayor/President)	Ciii		
LG (Constitution) Form 2	Request for a poll on a recommended amalgamation	Ciii		
LG (Elections) Reg 86	Advise the outcome of the Court of Disputed Returns (ordinary or extra-ordinary election)	Ciii		
LG (Financial Management) Reg 33	Provide a copy of the annual budget Comment: Do they look at them?	Ciii		
LG (Financial Management) Reg 33A	Provide a copy of the review and determination of the reviewed annual budget Comment: Do they look at them?	Ciii		
LG (Financial Management) Reg 51	Provide a copy of the annual financial report	Ciii		

5. Which of the following decisions should be made by the Minister?

Section		Yes	No	Unsure
s 2.25	Approval for a leave of absences greater than six consecutive council meetings	Ci	ii	
s 3.53	Ordering which local government is responsible for managing a facility that is located within two or more districts (only when the local governments themselves do not agree about how to manage the facility) Comment: The Zone is of the view that s3.53 should be deleted.	i	Cii	
s 3.59	Commencing or undertaking a major land transaction or trading undertaking (as required under the regulations)	i	Cii	
s 3.61	Establishing a regional local government	Ciii		?

Section		Yes	No	Unsure
s 3.65	Amending the establishment agreement of a regional local government	Cii		?
s 3.69	Establishing a regional subsidiary	ii	Ci	
s 3.70	Amendment to a regional subsidiary's charter	i	Cii	
s 5.7	Reducing the number of people required for a quorum or absolute majority Comment: Someone has to give approval	Ciii		
s 5.69	Approval to participate in a meeting (after disclosing an interest)	Cii	i	
s 5.69A	Exemption from some or all disclosure of interest requirements for committee members	Ciii		
s 6.35	Minimum payment of rates on vacant land Comment: The Zone feels that the determination of minimum rates on vacant land should be left to the discretion of each local government and not require Ministerial approval.	i	Cii	
s 6.74	Approval to re-vest land to the State for non-payment of rates	iii	C	
s 9.63	Direction to two or more local governments on how to resolve a dispute Comment: Who else would determine impasse	Ciii		

6. How should the following decisions be resolved by council?

Section		Simple Majority	Absolute Majority	Unsure
ss 3.12 & 3.16	Making local laws		Ciii	
s 3.59(5)	Undertaking major land transactions or major trading activities	i	Cii	
s 4.17	Deciding if a councillor's seat should remain vacant prior to the next ordinary election (if the vacancy occurs between January and July in an election year)	Cii	i	
s 4.20	Appointing the Electoral Commissioner to conduct an election or appointing a returning officer	Ci	ii	
s 4.57	Appointing a person to be a Councillor if no nominations are received twice for a vacant position	i	Cii	
s 4.61	Deciding if an election should be a postal election	Ci	ii	
s 5.8	Establishing committees to assist council in the performance of powers and duties	i	Cii	
ss 5.10 & 5.11A	Appointing members (and deputies) to a committee	i	Cii	
s 5.15	Reducing the number of offices required to form a quorum at a committee meeting (if required)		Ciii	
s 5.16	Delegating or revoking any local government powers and duties to a committee		Cii	
s 5.36	Decisions on CEO's employment contract		Ciii	
s 5.42 & 5.45	Deciding to delegate powers or duties to the CEO (and revoke this delegation)		Ciii	
s 5.54	Accepting the annual report for a financial year	i	Cii	
s 5.98A	Deciding to pay the deputy mayor an additional allowance		Ciii	

Section		Simple Majority	Absolute Majority	Unsure
s 5.99	Deciding to pay council members the prescribed minimum fee or a fee within the prescribed range	i	Cii	
s 5.99A	Deciding to pay council members an annual allowance or an allowance that has been set for expenses	i	Cii	
s 6.2	Preparing and adopting a budget for the financial year		Ciii	
s 6.3	Imposing a supplementary general rate or specified area rate		Ciii	
s 6.8	Spending money from the municipal fund that was not in the annual budget		Ciii	
s 6.11	Changing the purpose of a reserve account		Ciii	
s 6.12	<p>Granting a discount for the early payment of money, waiving or granting concessions, or writing off any amount owed to the local government</p> <p>Comment:</p> <p>The Zone was unsure whether the granting of a concession on a facility, such as a hall hire, is captured by this section of the Act. It was felt that such a concession is a simple arrangement and should be left to the discretion of the local government and not subject to any requirement within the legislation.</p>		iii	C
s 6.13	Deciding to require a person to pay interest on an amount owed to a local government		Ciii	
s 6.16	<p>Imposing (or amending) a fee for goods or services</p> <p>Comment:</p> <p>More flexibility & setting/altering fees</p>	i	Cii	
s 6.20	Deciding to borrow and spend borrowed money	i	Cii	

Section		Simple Majority	Absolute Majority	Unsure
s 6.32	Imposing a general rate on rateable land or a supplementary general rate in an emergency	i	Cii	
s 6.46	Granting a discount or other incentive for the early payment of any rate or service charge		Ciii	
s 6.47	Deciding to waive a rate or service charge	i	Cii	
s 6.51	Deciding to impose interest on a rate or service charge or costs of proceedings to recover amounts unpaid	i	Cii	
s 7.1A	Appointing audit committee members	i	Cii	
s 7.1B	Delegating powers and duties to the audit committee	i	Cii	
Sch 2.2 clause 4	Deciding to propose to the Advisory Board that a submission should be rejected or dealt with as a minor matter that does not require public submissions	Cii	i	
Sch 2.2 clause 5	Making a proposal to the Minister or the Advisory Board to change the name of a district or ward	ii	Ci	
Sch 2.2 clause 9	Making a proposal to the Advisory Board to change ward boundaries, the name of the district or wards, or the number of councillors	i	Cii	
LG (Admin) Reg 10(2)	Deciding to revoke or change a decision made by absolute majority		Ciii	
LG (Admin) Reg 14A	Deciding to approve a member to be present at a meeting via telephone	Ci	ii	
LG (Admin) Reg 19C and 19DA)	Adopting a strategic community plan and corporate business plan	i	Cii	
LG (Financial Management) Reg 33A	Determining whether to adopt a review of the budget or recommendations in the budget review		Ciii	

7. Which regulatory measures within the Act should be removed or amended to make the legislation more efficient? Please provide detailed analysis with your suggestions.

Briefly describe the red tape problem you have identified.

Difficulty with allowing participation in a meeting by telephone – Overly prescriptive

What is the impact of this problem? Please quantify if possible.

What solutions can you suggest to solve this red tape problem?

You can also email your suggestions to actreview@dlgsc.wa.gov.au.

Comment:

One issue of concern to the Zone is the disposal of property. S3.58 of the Act provides for the manner in which property/assets (eg. Truck) are disposed. If an asset is above a certain value, currently \$20,000, it is a requirement that if quotes are called for the purchase of a new asset, greater than a value of \$75,000 such as a truck, then it is also necessary to advertise the sale of the trade in vehicle. This seems totally unjustified and is a good example of “red tape”. It would streamline the process of the value at which advertising was required if the value was equal to the tender threshold (currently \$150,000).

Local Laws

8. Should any of the following topics covered by local laws be replaced by state-wide regulations?

See Comment below

	Yes	No	Unsure
Activities on thoroughfares and trading		iii	
Beekeeping		ii	i
Cemeteries		iii	
Dogs	i	ii	
Cats	i	i	
Extractive industries		ii	x

	Yes	No	Unsure
Fencing		ii	
Bush fire brigades		ii	Possibly
Meeting procedures (standing orders)	i	i	i
Pest plants Comment: Not enough flexibility state wide		ii	
Public places and Local Government property	i	ii	
Parking		iii	
Waste	i	ii	
Urban environment and nuisance	i	ii	
Other (please specify)			

Comment:

The Zone did not believe it could appropriately respond to the above question but has provided the following comment.

The Zone is of the opinion that the State Government should work with local government to develop more flexible legislation that to develop more flexible legislation that will enable local government to do “things differently” such as allowing policies to manage tasks instead of formal local laws.

This comment is made on the basis that it is understood under the *Town Planning and Development Act 2005* that enforceable policies are able to be developed subject to certain community consultation.

In the event of regulations not being made the Zone responds as follows:

9. Should model local laws be prepared by State Government for local governments to use?
 - a. Yes x 3 (inc CCZ)
 - b. No
 - c. Unsure

10. Should local governments be permitted to adapt the contents of model local laws?
 a. Yes x 3 (inc CCZ)
 b. No
 c. Unsure
11. Currently a local government is required to consult for a period of six weeks. If a local government adopts a model local law without modification, how long should the mandatory consultation period be?
 a. Less than 6 weeks
 b. Greater than 6 weeks
 c. 6 weeks as it is currently x 2
 d. The requirement for public consultation should be removed entirely
 e. A duration determined by council (CCZ)
12. If a local government is seeking to adopt a model local law that it has modified, how long should the mandatory consultation period be?
 a. Less than 6 weeks
 b. Greater than 6 weeks
 c. 6 weeks as it is currently
 d. The requirement for public consultation should be removed entirely
 e. A duration determined by council (CCZ)
13. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“The Department should continue to provide comment on proposed local laws prior to consideration by Parliament’s Joint Standing Committee on Delegated Legislation.”			i	i	Ci
“Local governments should be required to modify proposed local laws according to the instructions of the Department.”		i	ii		C
“Local governments should be required to have a legal practitioner certify that a local law is within power and legally enforceable.” Comment: This would be supported only if the Joint Standing Committee on Delegated Legislation is not also going to review the local laws.		i	C - see comment/s	i	

14. Should local governments be required to periodically review their local laws?

f. No

g. Yes, every 6 years or less

h. Yes, every 8 years – see Comment

i. Yes, between 8 and 10 years

Comment:

The Zone noted that there was currently no penalty if the local government did not review the local laws and suggested that after an appropriate time follow the eight years a local law should lapse, if not review undertaken

15. Do you have any additional comments on the topic of local laws?

Comment:

The process for making and reviewing local laws should be modernised (and streamlined) taking account of currently available technology, on the understanding that any new local law making legislation should not be too descriptive.

Comment 2:

Process be made easier and more timely.

Council Meetings

16. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"The process for public question time should be consistent between councils."		C	ii		
"Public question time is an important feature of council meetings."				i	Ci
"People unhappy with the quality of the answer given at public question time should be able to escalate the matter to an independent person."	Ci	i			

17. Should council members be able to participate in meetings remotely?

a. Yes / If circumstances require, but not for every meeting.

b. No

c. Unsure

If yes, how?

Video conferencing, teleconferencing

18. Could General Electors Meetings be combined with or held consecutively with an Ordinary Council Meeting?

a. Yes

b. No

c. Unsure

19. Should Council Meetings be live streamed?

a. Yes

b. No

c. Unsure

Comment: 1

This should be left to the discretion of the Council as it is likely that in some rural and remote localities the available internet speeds do not make the concept practical.

Comment 2:
 Not necessary
 Expense
 Poor IT connectivity
 Public Value?

20. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“Legislation should set rules for recording confidential items in minutes.”		Ci		i	i
“Local governments should be required to publish unconfirmed council meeting minutes prior to the local government’s next council or committee meeting.” Comment: They are to be produced within 10 (ten) working days “Published”. Council do not publish on website but are available at office		i		Ci	i
“The CEO rather than the Presiding Member should be responsible for the minutes of council and committee meetings.”		i		i	Ci
“The rule concerning council’s ability to revoke or change a decision should be amended to clarify that it only applies to decisions that are yet to be implemented.” Comment: The Zone does not believe that this should be prescribed in the legislation but supports the principle.			i	Cii	

21. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“The requirement to hold an annual electors meeting should be removed.”		ii			C
“The ability to call a special electors meeting should be removed.”	i	Cii			
“The number of times that a special electors meeting can be called on the same matter should be restricted.”				Ciii	
“The number of electors required to hold a special electors meeting should be increased.” Comment: The Zone believes the same rules as applying to Petitions referred to earlier should be applied to ensure standardisation.		ii		Ci	
“The Local Government’s standing orders should apply to special electors meetings.” Comment: Don’t have LL		i		Ci	i
“The way special electors meetings are conducted should be uniform between local governments.”		Ci		i	

22. Do you have any additional comments on the topic of council meetings?

Interventions

23. Depending on the nature of the allegation, different parties are responsible for receiving allegations of breaches of the Act. Should the Department responsible for local government be responsible for receiving all allegations of breaches of the Act?

a. Yes / What other body is there?

b. No

c. Unsure

24. To what extent are you concerned about behaviour and good governance in local government?

a. A great deal

b. A lot

c. A moderate amount

d. A little

e. Not at all

Comment:

Question not answered as it is considered this is more related to community opinion.

25. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“The Act should enable an external person to be appointed to work with a local government’s administration to improve governance and resolve problems.”	i			Cii	
“An external person appointed to work with a local government’s administration to improve governance and resolve problems should have the powers to direct the administration and override decisions made by the administration.”	i	Ci	i		
“The external person should be appointed by the Minister.”	i	ii		C	
“The costs of appointing an external person to work with an administration to improve governance and resolve problems in a local government should be met by the local government.”	i	Ci		i	

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The costs of appointing an external person to work with an administration to improve governance and resolve problems in a local government should be met by the State Government."	i			C	i

26. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The Act should enable an external person to be appointed to work with council members to improve governance and resolve problems."	i			Cii	
"An external person appointed to work with council members should have the power to direct the council."	i	Ci	i		
"An external person appointed to work with council members to improve governance and resolve problems should have the powers to override council decisions."	iii	C			
"An external person should be appointed by the Minister."	i	ii		C	
"The costs of appointing an external person to work with council members to improve governance and resolve problems in a local government should be met by the local government."	i	Ci			
"The costs of appointing an external person to work with council members to improve governance and resolve problems in a local government should be met by the State Government."	i			Ci	i

27. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
<p>“Former local government council members, committee members and employees should be prosecuted if they misuse information.”</p> <p>Comment:</p> <p>Other measures?</p>		i	i	C	i
<p>“Local government council members, committee members or employees should be prosecuted if they use their position to cause detriment to the local government or any person.”</p> <p>Comment:</p> <p>Other mechanisms?</p>		i	i	Ci	
<p>“People who knowingly provide false or misleading information to a council should be prosecuted.”</p> <p>Comment:</p> <p>Is this staff or councillors?</p>				Cii	
<p>“Local government employees that breach procurement rules should be prosecuted.”</p> <p>Comment:</p> <p>Serious breach supported</p>				Ciii	
<p>“When a breach of the Act is identified an infringement notice should be issued as is the case for traffic offences.”</p>		i	i	Ci	

28. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
“In cases where a local law does not define a penalty amount, the Act should set a default penalty amount.”		i	i	Ci	
“Local governments need greater powers to direct property owners to tidy property for amenity, health and safety reasons.”				Ciii	
“Local governments need greater powers to direct property owners and occupiers to remove items like disused motor vehicles for amenity, health and safety reasons.”				Ciii	
“Local governments should be able to destroy property or items removed from a property within 28 days when there has been a breach of a local law or regulations. This might include rubbish, goods deemed to be of little value, or decaying items.”			i	Cii	

29. Do you have any additional comments on this topic of interventions?

Community Engagement

30. What methods of engagement do you believe are most effective (please select all options that apply)

- a. In person x 2
- b. Telephone
- c. Online x 2
- d. Community forums x 2
- e. Citizen juries
- f. Other (please specify)

Comment:

The Zone is of the view that the method used will depend on what type of issue is the subject of the engagement and believe that the method should be determined by the local government on a case by case basis

Comment 2:

Hardcopy / eNewsletter

31. How could local governments engage with different community groups (e.g. young people, seniors, families, people with disabilities, Aboriginal people and people from Culturally and Linguistically Diverse communities, etc.)?

See previous question.

32. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“The Act needs to set rules for community engagement by defining what community engagement is and how it should be done.”		Cii		i	
“Local governments should be required to adopt a community engagement charter or policy.”			i	Cii	
“All local governments should operate under a universal community engagement charter or policy.”		Ciii			

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“Local governments should determine if they require a community engagement charter or policy and the content of that charter or policy.”		0i		ii	

33. Other jurisdictions have included principles with their engagement charter. How relevant do you believe each of these principles are?

	Irrelevant	Neutral	Relevant
Engagement is genuine			Ciii
Engagement is inclusive and respectful			Ciii
Engagement is fit-for-purpose			Ciii
Engagement is informed and transparent			Ciii
Engagement processes must be reviewed and improved			Ciii

34. In what circumstances should local governments be required to engage with the community? (please select all options that apply)

- a. When preparing or reviewing their Strategic Community Plan x 3
- b. When preparing their annual budget
- c. Making a local law x 2
- d. Planning matters x 2
- e. Emergency and community infrastructure planning
- f. Only when the local government determines that it is necessary x 2
- g. Other (please specify)

35. Would you like to make any further comments regarding community engagement?

Integrated Planning and Reporting

36. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
<p>“Long-term and operational planning is an area where reform is required.”</p> <p>Comment: The Zone supports the status quo.</p>		i	C	i	
<p>“A local government should be free to conduct its long-term and operational planning in whatever manner it wishes.”</p> <p>Comment: Needs some framework</p>	i	C		i	
<p>“Local governments should conduct their long-term and operational planning in the same way.”</p>	i	Cii			
<p>“Local governments with smaller populations and fewer staff should have fewer rules for how they conduct long-term and operational planning.”</p>	i	i		Ci	
<p>Local Governments with larger populations and more staff should have fewer rules setting how they conduct long-term and operational planning.”</p>	i	i	Ci		
<p>“Integrated Planning and Reporting documents need to be reviewed too frequently.”</p>		i	i	C	
<p>“The timelines for reviewing Integrated Planning and Reporting documents need to be synchronised with council election cycles.”</p>		Ci	i	i	
<p>“There should be consequences for not complying with Integrated Planning and Reporting requirements.”</p> <p>Comment: Such as?</p>		C		i	i

37. Should Integrated Planning and Reporting requirements differ based on any of the following criteria?

	Yes	No	Unsure
Population size	ii	Ci	
Geographical size	i	Cii	
Location		Ciii	
Salaries and Allowances Tribunal banding	Ci	i	i
Other, please specify			

38. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
“Local governments should be required to publish measures of success in implementing their long-term and operational plans.”		C		iii	
“Local governments should be required to publish measures of success against uniform key performance indicators.”		Ci	ii		
“It is important that measures of success are comparable.”		Ci	i		
“Local governments should determine if they publish measures of success and what these measures should be.”			i	Ci	

39. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The State Government should use local government Integrated Planning and Reporting documents to inform policy and service delivery."				Ciii	
"All local government plans, including Local Public Health Plans, Disability Access Plans and Town Planning Schemes, should be combined under Integrated Planning and Reporting."		i	ii	C	
"Local government Integrated Planning and Reporting needs to be conducted at a regional level to influence State Government policy and service delivery." Comment: Hard to achieve but has merit. How?		C		ii	

40. What should the role of the community be in Integrated Planning and Reporting?

	Yes	No	Unsure
To be actively involved in the development of the Strategic Community Plan	Ciii		
To provide feedback to the local government on Draft Strategic Community Plans and Corporate Business Plans Comment: The Zone is of the view that community feedback is not required on the corporate business plan as it is seen as an internal operating document and is the operational aspect of the Strategic Community Plan.	Ciii		
To be notified of a local government's plans and reports (for example, publication of these documents on the local government's website)	Ciii		
To assess the local government's success in achieving the priorities identified in the Strategic Community Plan		Ciii	

41. Should all Local Governments have to meet the following community engagement requirements when developing their IPR documents?

	Yes	No	Unsure
A minimum number of people or percentage of people involved in the engagement process	ii	Cii	
Ensure that community engagement is representative of the community's diverse population	Cii		i
Demonstrate the community has been engaged in the development of plans	Ciii		
Demonstrate the community has been consulted on the completion of draft plans	Cii	i	
Other (please specify)			

42. Should community engagement requirements be the same for all local governments?

- a. Yes
- b. No x 2
- c. Unsure

43. Do you have any other comments on the topic of Integrated Planning and Reporting?

Comment:

The Zone is of the opinion that the requirements of the IPR should be on a tiered basis utilising the Salaries and Allowances Tribunal bands.

Complaints Management

44. What matters need to be considered in complaints management policies and procedures (please select all that apply)

- a. How the application must be made x 3
- b. How a response to a complaint is to be made x 3
- c. Opportunities for a review of a response x 3
- d. The timeframes related to the process or review x 3
- e. Notification requirements of the process x 3
- f. Reporting of the complaints received x 3
- g. Internal independent review of complaints x 3
- h. None of these options
- i. Other (please specify)

45. To what extent do you support this statement?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
“A customer service charter should set the framework for local government complaints management.”		C	i	i	i

46. Should a local government customer service charter be a legislative requirement?

- a. Yes
- b. No
- c. Unsure

47. Who should review unresolved complaints (please select all options that apply)?

- a. Different staff member in the local government
- b. A qualified complaints management officer
Comment: difficult position for small councils
- c. A committee created by the local government
- d. A tabled decision for council to determine x 2
Comment: what if complaint with Council?
- e. None of the people or groups listed above
- f. Other (please specify)

Comment:

The Zone did not respond to this question as it felt it was very difficult to respond to as the term “unresolved” is not defined. As such there are so many variables that could be considered such as “unresolved in whose opinion”.

48. Do you have any additional comments on the topic of complaints management?

Elections

49. To what extent do you support the following statements?

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
“Voting should be compulsory.”	C	i		ii	
“Voting should be conducted via a preferential voting system.”	i	Ci		i	
“Electronic and online voting should be made available for local government elections.”		i	ii	C	
“The use of electronic or online voting would not change my confidence in the voting system.”		ii	C	i	
“Legislation should be introduced that would permit online voting to be trialled.”		i	i	Ci	

50. Which local governments should be required to offer postal voting?

- a. Postal voting should not be required to be offered
- b. All local governments
- c. Local governments with a population greater than 1,000 people
- d. Unsure

Comment: as option to keep as is

51. Which local governments should be required to use the WA Electoral Commission?

- a. No local governments should be required to use the WA Electoral Commission x 2
- b. All local governments
- c. Local governments with a population greater than 1,000 people
- d. Unsure

Comment:

Australian Election Commission should also be included to ensure adequate competition.

52. Should the WA Electoral Commission be the only organisation authorised to conduct local government postal voting?

a. Yes

b. No x 2

c. Unsure

53. What method should be used to resolve ties in council elections?

a. Drawing of lots (random selection) x 2

b. Unsure

c. Other (please specify)

54. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"A count-back from the previous election result should be used if available to fill vacancies between elections."		Ci	i	i	
<p>"Local governments should be required to adopt a caretaker period that restricts council from making major decisions during a local government election period."</p> <p>Comment:</p> <p>The Zone was of the view that a legislated 'caretaker' requirement was not required but each local government should be encouraged to have a policy on caretaker period during a local government election.</p>	C	ii		i	
"Caretaker periods are only required in large local governments."	i	i	Ci		
"Council members who contest a State or Federal election should be required to take a leave of absence on the day of their nomination for a State or Federal election campaign."				Cii	i

55. To what extent do you agree with the following statements?

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<p>“People who have been convicted under planning or building legislation offences in the past should be disqualified from serving as a council member.”</p> <p>Comment: Depends if conviction serious</p>				Ciii	
<p>“Council elections should be held every four years rather than every two years with all council members being elected at the same time.”</p>	C	iii			
<p>“A cap should be set on the maximum amount that a candidate may spend on their campaign.”</p>		i		Ci	i
<p>“Prospective candidates should be required to declare their profession or primary source of income on the nomination form.”</p>		Ci	i	i	
<p>“Local governments should be required to publish candidate profiles on the website.”</p>		ii	i	Ci	
<p>“Information collected on the nomination form should include demographic information such as gender and ethnicity.”</p>	i	Cii			

56. To what extent do you agree with the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"People who own land but who do not live in a district should be eligible to vote."				Cii	i
"People who lease rateable property in a district should be entitled to vote."				Cii	i
"Corporations that own property in a district should be entitled to vote." Comment: Nominees.				Ciii	
"Corporations that lease property should be entitled to vote."			i	Cii	
"Occupiers of land, for example, commercial lease holders, should be eligible to vote."		i		Cii	
"Only people over the age of 18 who live in a district should be eligible to vote."	i	Cii			

57. How should the position of Mayor or Shire President be determined?

- a. Vote by electors
- b. Vote by council members x 2
- c. A method determined by council
- d. Unsure
- e. Other (please specify)

58. To what extent do you agree with the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The rules regulating non-election gifts and elections should be aligned."				Cii	i
"Election gifts and donations should be declared regardless of when they are received."				Cii	i
"A register of election gifts and donations should be available online."				Cii	i
"Donors should also be required to declare election gifts and donations made."		C	ii	i	

59. Should gifts or donations from any of the following be prohibited? (please select all options that apply)

- a. Real estate agents
- b. Property developers
- c. Political parties
- d. Liquor or gambling business entities
- e. Tobacco industry business entities
- f. No election gifts or donations should be prohibited
- g. All election gifts or donations should be prohibited x 2
- h. Other (please specify)

60. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"A local government should be required to have a ward structure if it reaches a certain population threshold."		Ciii			
"A local government with fewer than 800 people should not have wards."		Ci	i		
"Ward boundaries should be set by the Electoral Commissioner."		Ciii			
"The number of members that a council has should be linked to the local government's population."		Cii		i	

61. How can participation be increased to ensure that Western Australia's diverse population is represented in local government?

No Comments

62. Do you have any other comments or feedback on local government elections?

Nil

10.3 Waiver Hall Hire Request – Art Exhibition Sponsorship

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Letter from Mr Charlie Colbung
Owner/Applicant	Shire of Quairading
Disclosure of Interest	N/A

OFFICER RECOMMENDATION

That Council support Mr Charlie Colbung’s request for Sponsorship of the “Kaleidoscope” Art Exhibition from 30th May to the 4th June 2019 (inclusive) through the sponsoring the Hall Hire Charges.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Local Artist Mr Charlie Colbung is arranging a free Public Art Exhibition comprising of his artworks and also those of numerous local Noongar artists.
- Art Exhibition proposed to be held over the June Long Weekend.
- Mr Colbung has approached other external parties for assistance with supplies to create the exhibition.
- The Exhibition dates are within the National Reconciliation Week celebrations.
- Provides an opportunity for Council to support another event which showcases local Artists and also will assist with Cultural awareness.
- Exhibition will be promoted to attract Visitors to the district over the extended Weekend.
- Mr Colbung has been liaising with Council’s Grants and Community Team and the Quairading CRC.
- RAP Committee invited to participate in the organising and conduct of the Exhibition.

MATTER FOR CONSIDERATION

Level of Sponsorship towards the proposed Art Exhibition.

BACKGROUND

Mr Colbung has been planning an Art Exhibition featuring local Artists for some time and has been liaising closely with Council Officers and also the Quairading CRC in the area of Sponsorship and Support.

STATUTORY ENVIRONMENT

Local Government Act 1995

No delegated authority to the Chief Executive Officer to consider Donation / Sponsorship Requests nor to consider the waiving or the reduction of Fees & Charges.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

The Hall Hire income for the Exhibition would be \$916 (exc of GST), being 2 days of Setting Up/ Dismantling Days and 4 days of the Exhibition.

Council is holding unexpended NAIDOC Grant (Federal Government) monies totalling \$251.88 (Expense GL 4572)

Sponsorship of \$500 from Members of Council – Donations (GL 0382) which has a Budget Allocation of \$500. Nil has been expended for Year to date.

Balance of Sponsorship of \$164.12 from CDO – Other Expenses (GL 4572).

Therefore, the net effect of the exhibition to Council will be \$0.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development, including: <ul style="list-style-type: none"> ▪ adopt “Small Business Friendly Local Governments” program ▪ review potential of the community’s existing assets and facilities to drive improved economic outcomes ▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts) ▪ work with stakeholders to determine facilitation approach to business and jobs growth
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.1	Provide facilities and support participation in sport and recreational activities, facilities and clubs
S1.2	Promote increased participation in the social and cultural life of the community
S4	Inclusive community
S4.1	Facilitate the Noongar Reconciliation and Cultural Awareness Process

Extracts from the adopted RAP Action Plan 2017-19 (adopted by Council July 2017)

RELATIONSHIPS

The Shire of Quairading values the diversity of the people in our community and understands that through respectful and genuine relationships we can learn from each other. Providing leadership in strengthening relationships with First Peoples of Australia is important to the Shire of Quairading in developing an inclusive, strong and healthy community.

Focus area: Engagement: bringing people together; and cultural awareness training.

Action

2. EVENTS

- 2.1. Ensure that Events such as NAIDOC Week and others, have a goal of building and strengthening relationships.
- 2.2. Encourage inclusion of Aboriginal Performers and providers in major events.

RESPECT

Respect for the local Noongar people and those from other areas who have settled in Quairading is an essential Foundation for building meaningful relationships and ensuring full participation in the community. An understanding of Noongar culture and history is central to respect. Making this visible through events, art, signage, promotion and cultural protocols demonstrates our recognition and appreciation for the diversity of people in our community and the significance of land, culture and history.

Focus area: Visible recognition of First Peoples of Australia cultures, history and peoples and protocols.

Action

2. PROCEDURES, POLICIES and STRATEGIES

- 2.4. Venue Hire – Council sponsors RAP Events by providing room hire which can be accommodated within the RAP budget within the CDO Annual Budget.

3. ABORIGINAL HISTORY IN QUAIRADING

- 3.5. Source potential funding for permanent Noongar-focussed displays, as well as bilingual signage around the town and district.

OPPORTUNITIES

By creating employment, economic, educational and other opportunities for First Peoples of Australia people in our region, the Shire of Quairading will assist where possible to improve services, and achieve full participation of all its residents and visitors.

Focus area: Inclusion, employment, health and healing and cultural opportunities

Action

3. CULTURAL TOURISM

3.2. Cultural experiences

- Contents defined;
- Documentation;
- Persons identified to deliver program;
- Marketing.

COMMUNITY CONSULTATION

Nil Public Consultation to date.

Art Exhibition will be widely promoted.

RAP Committee involvement.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Sponsorship able to be funded from existing Budget Cost Centres.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Sponsorship of the event will be beneficial to the reputation of Council, while bringing a benefit of an additional community event with tourism potential.

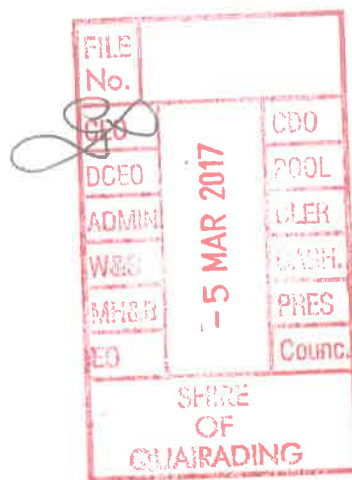
Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Sponsorship of the Art Exhibition provides Council with an ideal opportunity to support a local Event which showcases Noongar Art & Culture while providing a Free Community Event which with promotion, may lead to additional visitors to the District during the Long Weekend.

It is considered a very cost effective Sponsorship with the outcome of an additional Community event which fosters inclusion and harmony.



FROM:
Charlie Colbung
18c Wood Street
Quairading WA 6383

TO:
Shire of Quairading
10 Jennaberring Road
Quairading WA 6363

Tuesday 5th March 2019

Dear Graeme & Shire Councillors,

My name is Charlie Colbung; I'm a local Noongar man and visual artist.

I'm writing to request your support of my upcoming art exhibition, titled *Kaleidoscope*. I would like to hold this exhibition in the Quairading Town Hall over the June WA Day long weekend.

Whilst I am seeking external funding assistance from other organisations for some of the supplies needed to create an exhibition of this size, I would like to ask the Shire of Quairading to consider providing town hall access free of charge from Wednesday 29th May – Tuesday 4th June, inclusive.

This exhibition will have many of my original works on display, all painted here in Quairading, plus art works from numerous other local Noongar artists. The official opening, to be held on Thursday 30th May, will also include a Welcome to Country and potentially a cultural dance display. The dates of the exhibition also fall in National Reconciliation Week, which is *"a time for all Australians to learn about our shared histories, cultures, and achievements and to explore how each of us can contribute to achieving reconciliation in Australia"*.

This exhibition will be free for all locals and visitors to attend and participate in the cultural life of the community. Our art depicts stories of our local history and culture which I believe is important to share with the wider community and public. The exhibition will be both a chance to raise cultural awareness, but also provide a platform to promote our professional works. After the official opening, the exhibition will be open all day on the Friday, Saturday, Sunday and Monday; allowing long weekend travellers the opportunity to stop in and check out the exhibition and the town.

I will be sharing my plans at the next local RAP committee meeting and invite any involvement the committee would like to have. I am also utilising support of the local Quairading CRC in event planning and professional promotion.

As a thank you for any support from the Shire of Quairading, I will acknowledge the sponsorship in the event catalogue, in marketing and in speeches at the official opening. I would also be happy to donate a piece of artwork to the Shire of Quairading as a thank you, should town hall access be granted.

Kind regards,

Charlie Colbung.

10.4 Park Cottage Clarifications

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR/SPO Richard Bleakley
Attachments	Various
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

1. Receive the Officer's Report on the Caravan Park Cottages; and
2. Determine each of the 5 Areas of the Specification to enable the finalising of the Specifications prior to Contract.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council has accepted the Tender from Modular WA for 3 Park Cottages.
- Tendered Cost of \$260,781 (inc GST).
- Council sought further clarification from the preferred Contractor prior to the Chief Executive Officer entering into a Construction Contract.
- Council Officer met with Modular Homes on the five (5) Matters as detailed below.
- The Chief Executive Officer has delegated Authority from Council to determine on minor Variations prior to entering into a Contract.

MATTER FOR CONSIDERATION

5 Matters requiring Specification Clarification before Contract is prepared.

BACKGROUND

At the February 2019 Council Meeting, Council passed the following resolution:

RESOLUTION: 129-18/19

“That Council: -

1. *Accept the Tender from Modular WA as the preferred Contractor for the Park Cottage Project with a tendered cost of \$260,781 (inc GST), and*
2. *Recognise an estimated saving of \$90,000 likely to be achieved on the project, and that the Project saving amount be reduced from the amount to be funded from the Building Reserve Fund.*
3. *Authorise the Chief Executive Officer to proceed with the preparation, finalisation and signing of the Contract with Modular WA.”*

The Council sought additional information and clarification on the following matters prior to final negotiations with the accepted Tenderer Modular WA.

- Removal of Infill in the Gable
- Instantaneous HWS versus Heat Pump
- Deletion/Alteration of Side windows in Bedrooms for privacy
- Security Grilles on Windows
- Confirmation of vinyl floor covering throughout.

Removal of Infill in the Gable

Design presented in Tender document – Zinc alum trusses with flush sheeting parallel to veranda.

Modular WA have said they would be able modify the design of the gable end and have presented two options:

	Unit Cost	Total
Option 1. Remove gabled end and make veranda a gabled roof with exposed rafters. Underside of sheets to be shadow grey	\$306	\$918
Option 2. Remove gabled end and make veranda a raked lined roof	\$1,027	\$3,081

Instantaneous HWS versus Heat Pump

Research and consultation with Shire Electrician provided the following information

To install an instantaneous HWS of adequate size for the cottages would require the following upgrades to the power supply:

- Installation of 3-Phase supply to the cottage versus existing Single phase; and
- Upgrading of capacity of cabling from existing 40 Amp to 100 Amp cable

Power consumption of Instantaneous HWS for systems with showers is high when in use.

Heat pumps draw a low load, only heat to 54C, and with modern storage tanks retain heat through use of efficient insulation.

Deletion/Alteration of Side windows in Bedrooms for privacy

Distance between cottages is approximately 5 metres.

All windows are fitted with blinds

If modifications to window size is still required, this needs to be confirmed prior to finalizing of contract. Minor variations to window size would be cost neutral.

Screening/Landscaping is a viable alternative to altering the windows.

(Cottage Attachment 1: Layout of Cottages)

Security Grilles on Windows

Tender design included security grilles (Aluminum diamond mesh barriers) on sliding sections of doors and windows only

Modular WA have provided a number of options for either partial or full coverage of doors and windows.

	Unit Cost	Total
Option 1. Upgrade window and sliding door screens to Alu Gard aluminium mesh screens in lieu of diamond grill flyscreens - openable portion only	\$1,722	\$5,166
Option 2. Upgrade window and sliding door screens to Alu Gard aluminium mesh screens in lieu of diamond grill flyscreens - Full cover option	\$4,577	\$13,731
Option 3. Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - openable portion only	\$2,516	\$7,548
Option 4. Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - Full cover option	\$6,164	\$18,492
Option 5. Upgrade diamond barrier grill window and sliding door screens to full cover option in lieu of openable portion only	\$2,811	\$8,433

Option 5 is full coverage of windows and doors using mesh quoted in the Tender submission.

(Cottage Attachment 2: Alu-gard Edge Brochure)

(Cottage Attachment 3: Invisi-gard Brochure)

Confirmation of vinyl floor covering throughout

Modular WA have confirmed that the flooring will be Firmfit 5mm Vinyl planking in non-wet areas.

Wet areas are to be tiled

(Cottage Attachment 4: Firmfit Flooring Brochure)

Other Matters

Modular WA have included additional variation costs such as additional GPOs both internal and external

Colour scheme and fittings / fixtures to be finalized at pre-start meeting

(Cottage Attachment 5: Variations cost sheet)

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy (adopted 27/09/2018)

FINANCIAL IMPLICATIONS

Short term – Variations to the original scope presented will incur additional costs over the Tender Price.

Long term – Variations will be cost neutral (operational costs).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is considered Low

Issues raised at the February 2019 Council Meeting have been addressed and costed.

Health – Risk Matrix Rating is considered Low

Reputation – Risk Matrix Rating is considered Low

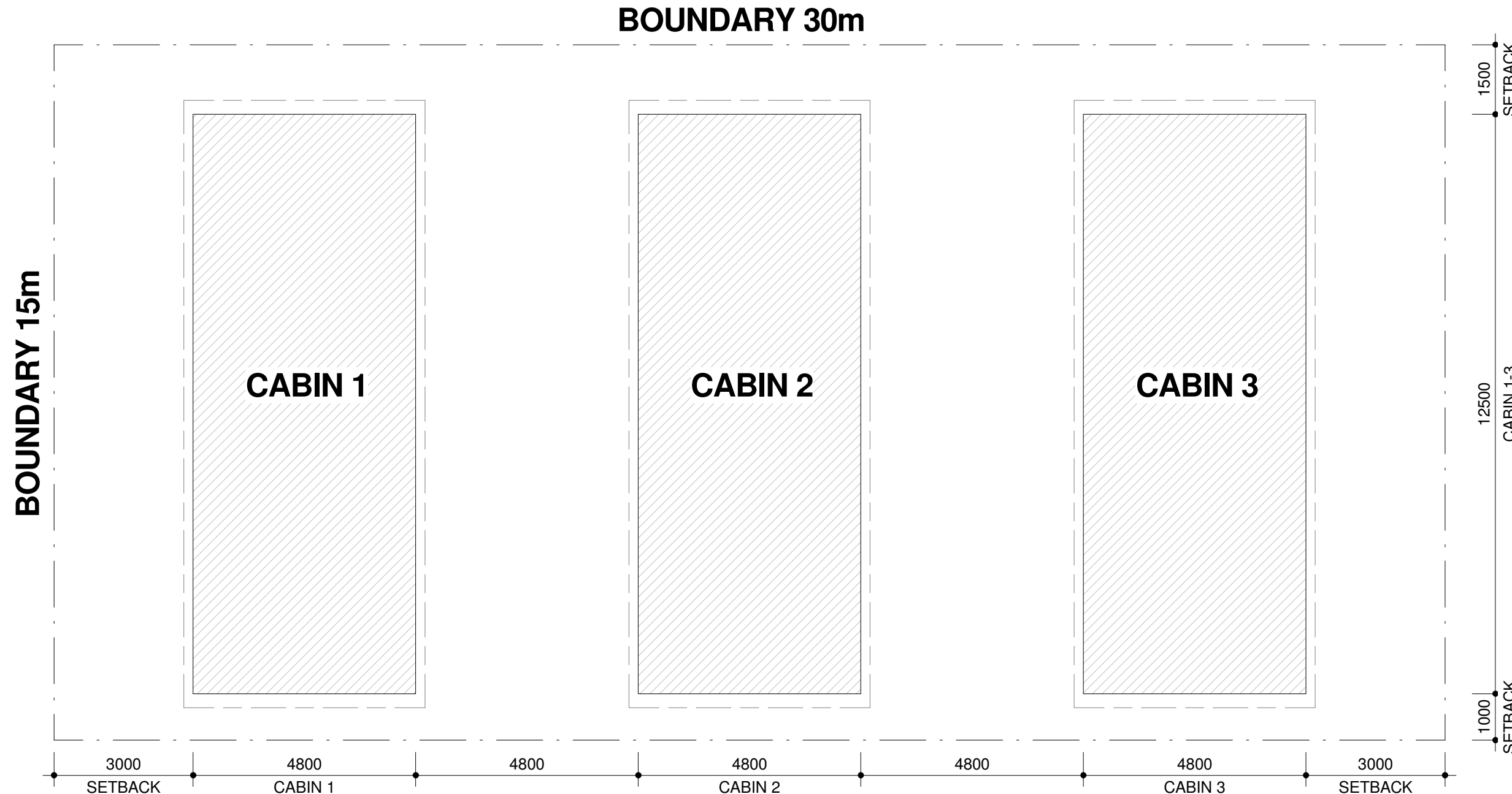
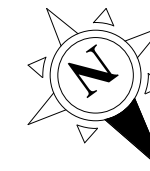
Due diligence has been conducted to ensure the Shire minimises its risk through dialogue with preferred Tenderer Modular WA.

Operation – Risk Matrix Rating is considered Low

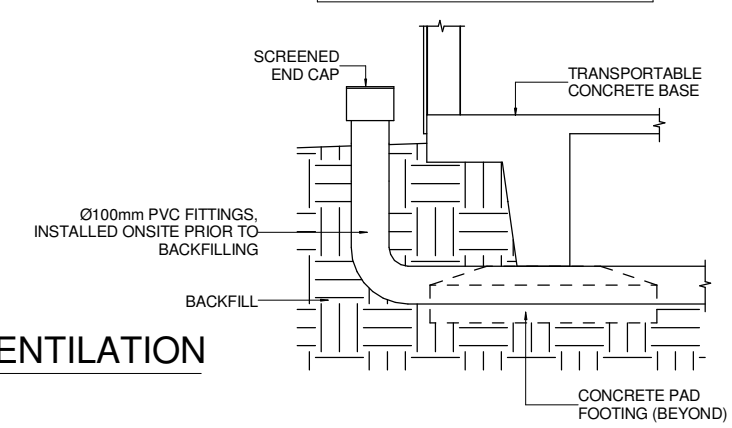
Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

The five items raised by the Council have been discussed with Modular WA and they have responded with either clarification or a number of options for each possible variation.



NOTE:
SUB-FLOOR VENT TO HAVE A 2m RADIUS
EXCLUSION ZONE FROM CENTER OF HOOD
& GAS REG LOCATION



1 SITE PLAN
A101 1 : 100

SV SUB FLOOR VENTILATION
A101 1 : 20

CLIENT:	SHIRE OF QUAIRADING
ADDRESS:	McLENNAN ST. QUAIRADING WA 6383
HOUSE TYPE:	MODEL 1 (ALTERNATIVE 1)

Rev	Description	Date
A	Prepare tender drawings	03/12/18
B	Prepare site plan	19/03/19

JOB No.	18058
DATE:	19/03/2019 12:55:31 PM
DRAWN:	BT
CHECKED:	WI
REV:	SHEET
SCALE:	B
	A101
	As indicated

T: 08 64540919 F: 08 64540918
W: modularwa.com.au
e: sales@modularwa.com.au
Builders reg # 101630

Use figured dimensions in preference to scaled.
All dimensions to be verified and checked on the job. © Copyright.

ALU-GARD

ALUMINIUM SECURITY SCREENS

STRENGTH, SECURITY AND DURABILITY
WITH EXCELLENT DIRECT CLARITY OF VISION.



Alspec's Alu-Gard®

The All-Aluminium security screening solution for Australian conditions. Alu-Gard is a perforated aluminium sheet retained in an extruded aluminium frame.

Alu-Gard not only provides security, clarity of vision and strength, it is also corrosion resistant and looks great.

Key Features

- Tested and passed Australian Standards.
- Choice of retention systems.
- Manufactured in Australia.
- Part of a wide range of security and screening solutions.

Alu-Gard Design

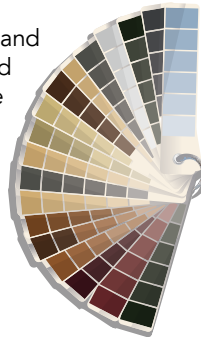
Alu-Gard utilises a strong (1.6mm thick) aluminium sheet that is perforated and powder coated in Australia to standards. The sheet is retained in a frame with riveted aluminium infill retention system. The resulting screen is strong, extremely resistant to corrosion and provides excellent direct clarity of vision.

The Complete Range

Alspec now offers the complete range of screening systems from our top of the range Invisi-Gard® 316 Stainless Steel Security Screens, through to Alu-Gard®, Federation® Cast Panels, Alu-Grille® Diamond Grilles, Vision-Gard™ one way vision security screen, fibreglass and aluminium insect screen and all the associated accessories. For a history of great service and quality built products when considering an aluminium screen door system, there's only one place that has all the solutions - Alspec.

Choice of Stylish Colours

With Alu-Gard products, matching the colour to existing door and window frames is not a problem. A full range of powder coated colours along with anodised finishes or decorative imaging are readily available from your Alu-Gard dealer.



Custom Built

All Alu-Gard products are custom built, made to measure to suit your exact requirements.




Alu-Gard Security Screens are suitable for a wide range of residential and commercial applications including the following:

- Hinged Doors
- Sliding Doors
- Security Window Screens
- Balustrade
- Fencing

Tested Performance


Security

Australian Standard AS5041 – 2003 Methods of Test – Security Screen Doors and Window Grilles

	Knife Shear Test	✓
	Dynamic Impact Test	✓
	Jemmy Test	✓


Child Fall Prevention

Australian Standard AS5203 – 2016 Protection of Openable Windows/Fall Prevention – Test Sequence & Compliance Method

	Resist 250N Outward Force	✓
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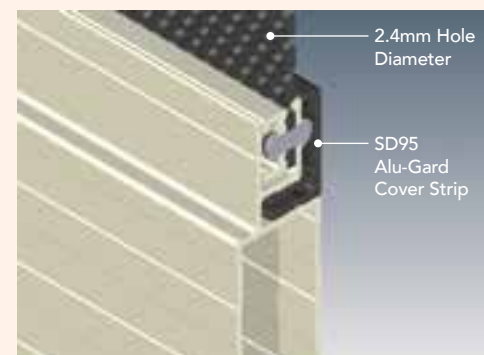
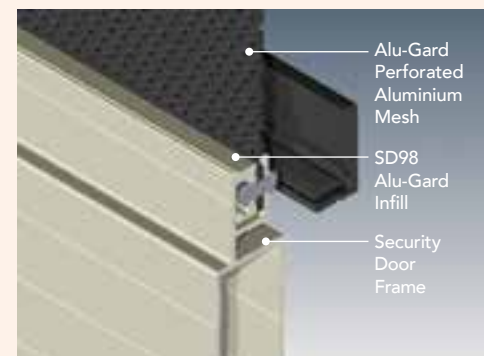
Fire Attenuation

Australian Standard AS1530.4-2014 Appendix B7

	Achieves a fire attenuation rating of up to 56% at 40kW/m ² incident energy	✓
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Technical Specifications

Material Grade	5005 H34
Thickness	1.6mm
Hole Diameter	2.4mm
Paint	Dulux Black Matt
% Open Area	40%



ALU-GARDEGE

ALUMINIUM SECURITY SCREENS

STRENGTH, SECURITY AND DURABILITY
WITH EXCELLENT DIRECT CLARITY OF VISION.



Alspec's Alu-Gard® Edge

Alu-Gard Edge is the latest addition to the Alu-Gard range, the All-Aluminium security screening solution for Australian conditions. Edge is a PVC pressure retention system that retains the Alu-Gard perforated aluminium sheet in an extruded aluminium frame.

Alu-Gard Edge not only provides security, clarity of vision and strength, it is also corrosion resistant and looks great.

Key Features

- Tested and passed Australian Standards.
- Choice of retention systems.
- Manufactured in Australia.
- Part of a wide range of security and screening solutions.

Alu-Gard Edge Design

Alu-Gard Edge utilises a strong (1.6mm thick) aluminium sheet that is perforated and powder coated in Australia to standards. The sheet is retained in a frame with bespoke PVC pressure retention system. The resulting screen is strong, extremely resistant to corrosion and provides excellent direct clarity of vision.

The Complete Range

Alspec now offers the complete range of screening systems from our top of the range Invisi-Gard® 316 Stainless Steel Security Screens, through to Alu-Gard®, Federation® Cast Panels, Alu-Grille® Diamond Grilles, Vision-Gard™ one way vision security screen, fibreglass and aluminium insect screen and all the associated accessories. For a history of great service and quality built products when considering an aluminium screen door system, there's only one place that has all the solutions - Alspec.

Choice of Stylish Colours

With Alu-Gard products, matching the colour to existing door and window frames is not a problem. A full range of powder coated colours along with anodised finishes or decorative imaging are readily available from your Alu-Gard dealer.



Custom Built

All Alu-Gard products are custom built, made to measure to suit your exact requirements.




Alu-Gard Edge Security Screens are suitable for a wide range of residential and commercial applications including the following:

- Hinged Doors
- Sliding Doors
- Security Window Screens
- Balustrade
- Fencing

Tested Performance


Security

Australian Standard AS5041 – 2003 Methods of Test – Security Screen Doors and Window Grilles

	Knife Shear Test	✓
	Dynamic Impact Test	✓
	Jemmy Test	✓

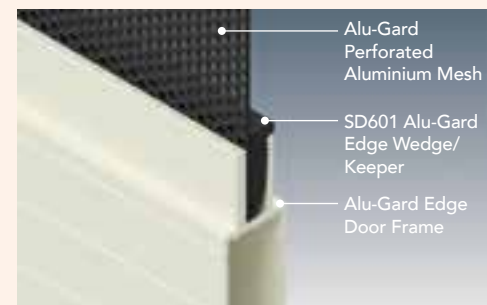
Child Fall Prevention

Australian Standard AS5203 – 2016 Protection of Openable Windows/Fall Prevention – Test Sequence & Compliance Method

	Resist 250N Outward Force	✓
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Technical Specifications

Material Grade	5005 H34
Thickness	1.6mm
Hole Diameter	2.4mm
Paint	Dulux Black Matt
% Open Area	40%





INVISI-GARD

316 STAINLESS STEEL SECURITY



BRED TOUGH

"I choose Invisi-Gard to protect my family and home. You should too!"

Danny Green
Boxing World Champion

INVISI-GARD

STAINLESS STEEL SECURITY SUITE

Accredited Member:



Unbeatable Stainless Steel Security Design

A lot of home security screens are just not up to it. They age and corrode in the elements and that can compromise your family's safety. But not Invisi-Gard!

Invisi-Gard® is made from 316 marine grade stainless steel mesh and backed by a **15 year warranty**. Using the unique, patented pressure retention and isolation method, you can rest assured that the stainless steel mesh will defy the most determined attack from both intruders and corrosion.

Invisi-Gard's Qualities

Corrosion Prevention of Invisi-Gard's EGP

The construction of security screens requires stainless steel mesh to be attached to an aluminum frame, bringing two different metals together which can lead to corrosion.

To prevent this type of dissimilar metal corrosion, Invisi-Gard® have developed and patented a unique clamping system, called Extreme Grip Protection (EGP). This system cleverly captures the mesh within the frame using specially shaped co-extrusions of PVC. A PVC wedge is then used to apply uniform pressure around the frame which locks in the mesh.

The EGP system, used only by Invisi-Gard®, means the mesh is able to be locked into the frame without the uses of screws or mechanical fixing, and means the potentially harmful contact between the metals is avoided.

Care and Maintenance

Your Invisi-Gard® Stainless Steel Security Screen should only ever need to be washed down with a soft brush using warm water and a mild detergent.

Rinse well with fresh water to remove any detergent residue. Do not use strong detergents or abrasive cleaners as they may scratch or damage the surface finish. (The frequency of this maintenance is determined by the location of the product). For full care & maintenance requirements visit www.invisi-gard.com.au/warranty-care



Mesh Matters!

316 grade stainless steel offers superior corrosion resistance over 304 as it contains an additional substance, molybdenum, giving higher protection from corrosion, notably in marine environments.

In fact, 316 is regarded as the standard marine grade material for this very reason. In the case of window and door security screens, required to be exposed to the elements over long periods of time, it makes sense that corrosion resistance is a fundamental consideration.

A final key factor which distinguishes Invisi-Gard® products from the market, is that only the highest quality mesh is sourced which is consistently quality controlled and accredited under international standards.



Technical Specification

Aluminium Frame	6063-T5 Architectural Aluminium
Mesh	Marine Grade 316 Stainless Steel
Wire Diameter	0.8mm
Mesh Count	11 x 11 strands per 25mm ²
Aperture Size	1.6 x 1.6mm
Velocity Drop	44.21%
Drag Coefficient	0.6998
Wire Tensile Strength	900MPa (Nominal)
Open Area	44%

Increased Protection

BAL Rated

Invisi-Gard® is BAL rated to protect your home against bushfires in areas from BAL-LOW up to and including BAL-40.



INVISI-MAXX
MAXX SECURITY. MAXX PROTECTION

For protection against cyclonic debris and ultra security protection from intruders, Invisi-Maxx® is the ideal solution.

For more information visit:

www.invisi-gard.com.au/invisi-maxx



Wide Product Range

Invisi-Gard® Stainless Steel Screens have a wide range of products suitable for the following residential and commercial applications:

- Hinged Doors
- Sliding Windows
- Sliding Doors
- Security Screens
- Patio Enclosures
- Pool Fencing
- Emergency Escape Systems

Sliding Doors

The Invisi-Gard® Sliding Door is the most versatile Stainless Steel door on the market. With many homes incorporating one or more sliding doors to access entertainment areas, gardens and patios. Invisi-Gard® Sliding Security Doors offer excellent security without compromising the view.

Hinged Doors

The Invisi-Gard® Hinged Door delivers a style and finish like no other. Manufactured and tested in accordance to the Australian Standards, Invisi-Gard® Hinged Doors will complement any home that requires enhanced levels of security.

Window Screens

The Invisi-Gard® Window Screen is the best option when it comes to securing the windows in your home or business. Invisi-Gard® Window Screens offer fantastic airflow and security while complementing the aesthetic appeal of the building.



Invisi-Scape Systems

Invisi-Scape® Emergency Escape Security Screens offer a simple keyless escape method in the event of a fire or an emergency situation. The need to escape through a window is one that we hope you will never require, however with the Invisi-Scape® System you have confidence in not only additional security but also the peace of mind of egress in an emergency.

An additional benefit of Invisi-Scape® screens is the ease of cleaning.



Choice of Stylish Colours

With Invisi-Gard® products, choosing or matching the colour to existing door and window frames isn't a problem.

A full range of powder coat colours along with anodised and timber look wood grain finishes are readily available from your Licenced Invisi-Gard® Dealer.



Custom Built

All Invisi-Gard® products are custom built by your local Invisi-Gard® Dealer, made to measure to suit your exact requirements.

Rigorous Testing on Invisi-Gard

Security

Dynamic Impact Test

Australian Standard AS5039/5041-2008 Security Screen Doors and Security Windows Grilles

Dynamic Impact Test	Test No.	PASS
Hinged Security Screen Door	2012042-5	✓
Sliding Security Screen Door	2012042-3	✓
Security Window Grille	2012042-1	✓
Security Screen Door x 50 impacts (10x the Australian Standard)	2011014	✓

The patented EGP (Extreme Grip Protection) retention system allows Invisi to easily absorb the impact energy required by Australian Security Screen Standards. In fact Invisi-Gard® far exceeds this requirement and can resist in excess of 50 consecutive impacts, each of 100 Joules without failure, up to 10 times the Australian Standard requirement.

Jemmy Test

Australian Standard AS5039/5041-2008 Security Screen Doors and Security Windows Grilles

Jemmy Test	Test No.	PASS
Hinged Security Screen Door	2012042-5	✓
Sliding Security Screen Door	2012042-3	✓
Security Window Grille	2012042-1	✓

Invisi-Gard® is tested to withstand jemmy attacks from levers, such as large screwdrivers, used to apply large amounts of torque to locks and hinges.

Knife Shear Test

Australian Standard AS5039-2008 Security Screen Doors and Security Windows Grilles

Knife Shear Test	Test No.	PASS
Knife Shear test on Invisi Mesh	AZT0230.12	✓

Invisi-Gard® successfully repels intruder attacks using utility knives or similar bladed tools used by a burglar seeking entry into your home.

Child Fall Prevention

Protection of openable windows

Outward Force Test	PASS
Resist 250N outward force	✓

Invisi-Gard® window screens provide protection against children falling out of second floor windows.

Bushfire

Australian Standard AS3959-2009 Construction of buildings in bushfire-prone areas

Bushfire Test	Test No.	PASS
BAL40 rating for Invisi-Gard	EP1210317	✓
BAL40 rating for Invisi-Gard and Breezway Altair Louvres	FSZ1662A	✓

Invisi-Gard® is bushfire rated and protects your property from floating embers and reduces heat intensity of radiant heat flux.

Invisi-Gard® complies with the mesh aperture for screening of openable parts of windows up to BAL FZ conditions.

Fire Attenuation

Australian Standard AS1530.4-2014 Appendix B7

Fire Attenuation Test	Test No.	PASS
Achieves a fire attenuation rating of up to 55% at 40kW/m ² incident energy	52577300a.1	✓

Provides protection to limit the potential for fire spread to occur between buildings via flames and/or radiant heat.

Corrosion

Australian Standard AS2331.3.1 Methods of test for metallic and related coatings

Corrosion Test	Test No.	PASS
2,000 hour salt spray test with no sign of corrosion	AZT0139	✓

Invisi-Gard® screens have been tested to withstand over 2000 hours of exposure in an accelerated corrosion test in a salt spray chamber without any signs of corrosion.

Energy Efficiency

Window Energy Rating Scheme (WERS)

WERS Test	SHGC	Improvement
WERS rating for a Generic Aluminium Window with 3mm clear glass fitted with an Invisi Screen	0.38	51%

Fitting Invisi-Gard® Security Screens over the outside of your window can improve the energy efficiency of your window by up to 51%.

Your Licenced Invisi-Gard® Dealer:


INVISI-GARD
 316 STAINLESS STEEL SECURITY

Call 1300 INVISI (468474)
 invisicom.au

**TREVORS
CARPETS**

With



FIRMFIT[®]
Fit for when life happens



The Strongest Waterproof Flooring... *Fit for when life happens!*

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There's no feeling like finally coming home!

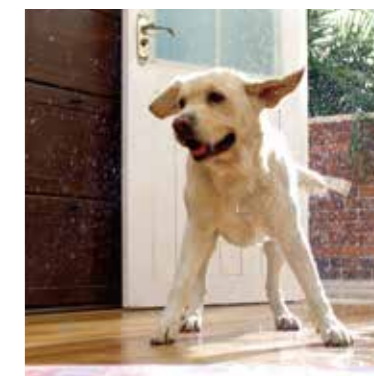
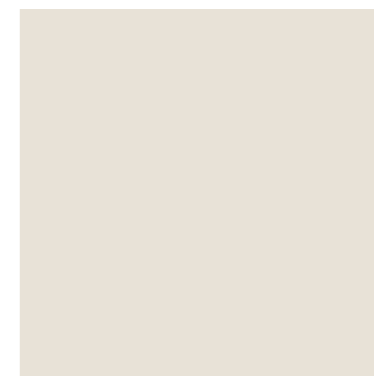
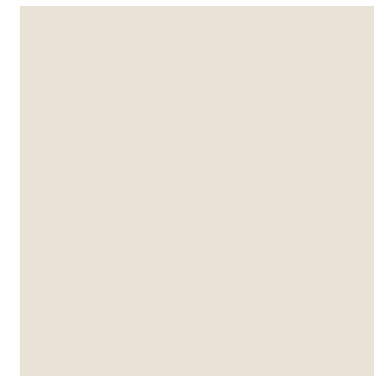
A space you've carefully thought out and created that corresponds to your life and will allow you to grow and spend time with your family, friends and will withstand the daily demands of an active lifestyle. Simply put, where you can live.

FIRMFIT was developed with exactly that in mind.

Its limestone based core not only makes it incomparably sturdy, resistant, stable to heat and waterproof but also environment friendly and recyclable too.

It's unmatched performance combined with its carefully selected natural designs, truly makes it *fit for when life happens.*

Rustic Oak
CW-1455





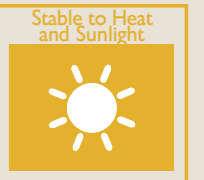
WHEN SUN HAPPENS

While most waterproof flooring solutions available are not warranted for installation in rooms with large windows and a lot of sunlight, FirmFit is!

Outstanding stability & strength !

Soak in the sun in any room of your home...

- 3-Season rooms
- Sunrooms
- Kitchens and bathrooms
- Bedrooms and living rooms
- You name it!



Fit for when life happens

WHEN FUN HAPPENS



Fun is what it's all about.

And with fun, comes mess and accidents...

Why would you have to worry about whether or not you're having too much fun just because of your floor? Don't, FirmFit can take it!

- Wear, tear and dent resistant
- Pet-friendly - waterproof and stain resistant
- Wet moppable and steam moppable
- No trip hazards - the flooring requires no T-molds in between room over areas of up 400m²!



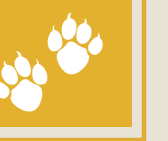
Easy-to-Maintain



Extra Impact Resistant Surface



Pet Friendly



Fit for when life happens

WHEN DESIGN HAPPENS

Authentic designs with real wood feel!

FirmFit® flooring features authentic designs with deep embossing that creates the look & feel of real wood. Designs are extremely versatile and available in a variety of unique colors, styles & finishes to compliment your interior design.



Fit for when life happens

WHEN GREEN HAPPENS

Sustainability is the No.1 concern for us. We ensure that FirmFit® is safe for both the indoor and the outdoor environments.

We test our products at both our own and independent certified labs on a regular basis, making sure our products meet the requirements of the most rigorous tests.

LIMESTONE BASE

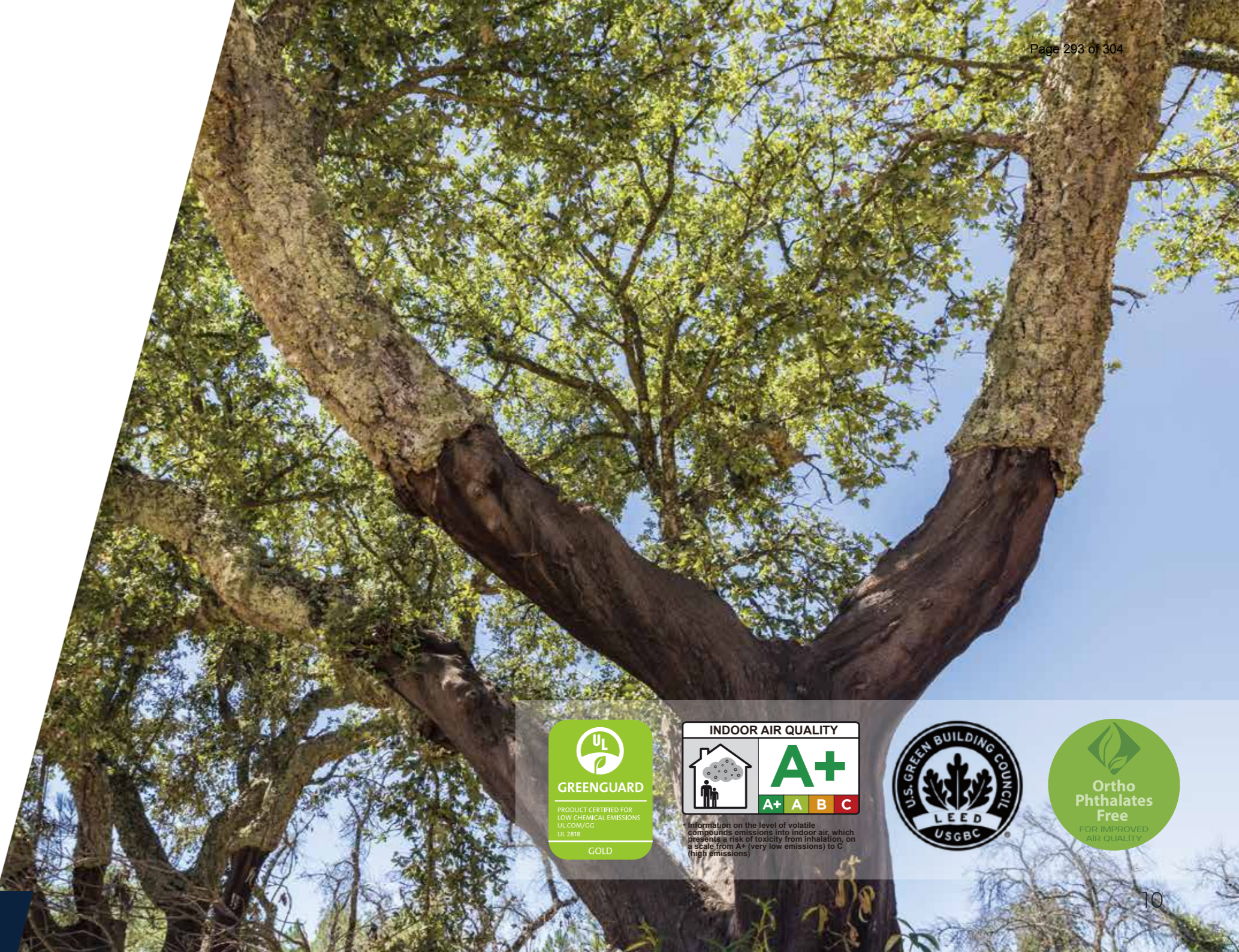
Limestone-based core

100%

Free of Ortho-Phthalates and other harmful substances



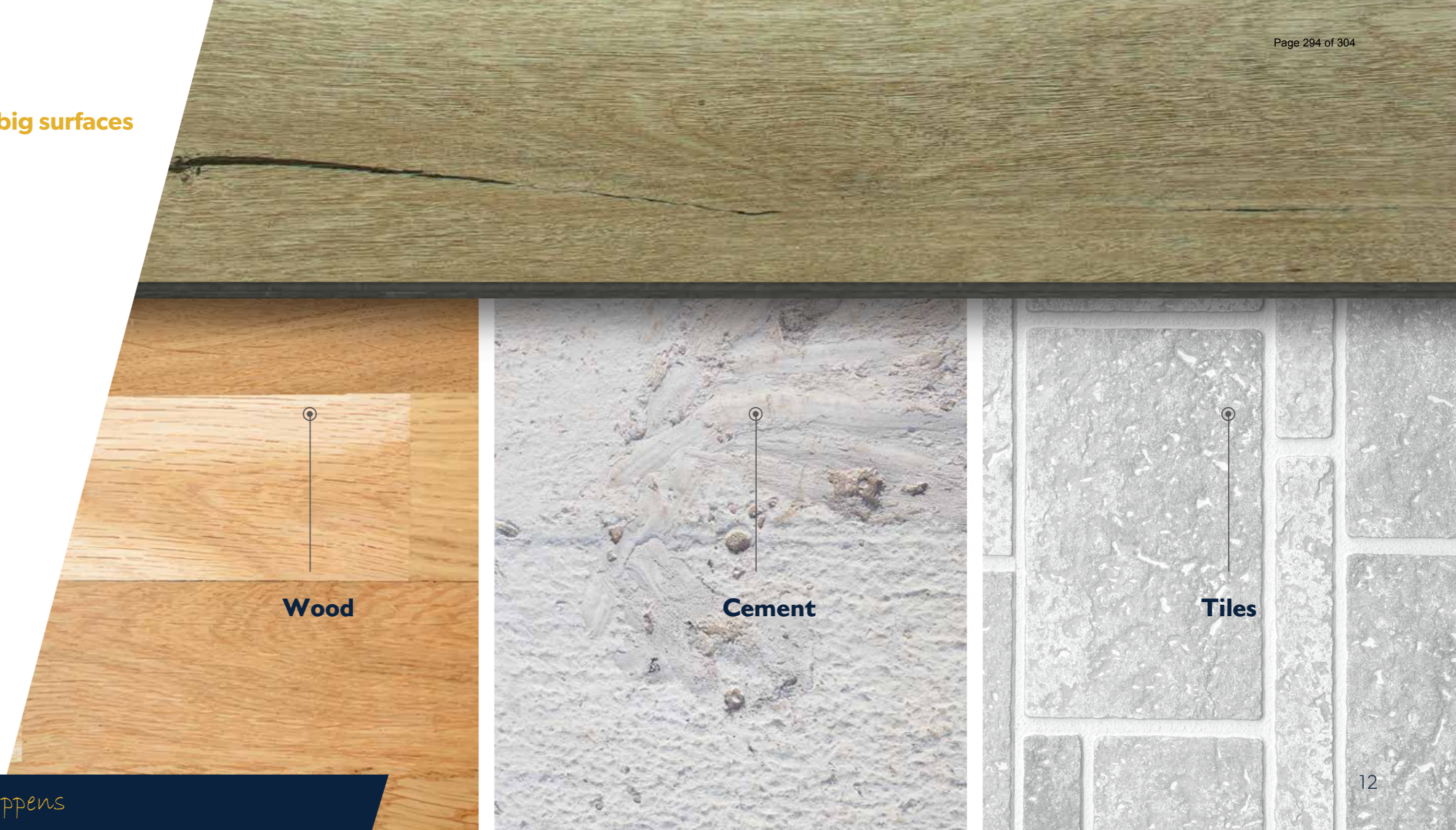
Fit for when life happens



WHEN EASE HAPPENS

- ✔ **No unsightly transition profiles on big surfaces**
- ✔ **No complicated subfloor prep**
- ✔ **No acclimation required**
- ✔ **No telegraphing**

- Quick & easy to install, thanks to floors rigid core and a convenient tap-down click system
- Installs below, on and above grade, and directly over most existing hard surface floors
- Minimized telegraphing of small sub floor imperfections
- Large area installation - up to 400 m² without any transition profiles!



Fit for when life happens

- Embossed Surface
- Extra Tight Click System
- 4 Sided Bevels
- Warranty
LIFE TIME
Residential
- Warranty
15 YEAR
Commercial



MARINA
CW-1385

PLUTO

Overall Thickness: 5mm (incl. 1mm Sound Absorbing Pad)
 Dimensions: 223 x 1213mm
 Backing: 1mm Sound Absorbing Pad
 Wear Layer: 0.55mm
 Box Content: 2.43m²



BEACH SAND CW-1455



SEA BREEZE CW-1456



LAGOON CW-726



BLACKBUTT CW-1453



SPOTTED GUM CW-1454



OCEAN VIEW CW-541



LAKESIDE CW-727



MARINA CW-1385



HARBOUR CW-1631



RIVERSTONE CW-1512

Fit for when life happens



Fit for when life happens...

LAGOON
CW-726



Fit for
when life
happens...

Costing No: VO-1

Client: **Shire of Quairading**
Site Address:

Costing Date: **18/03/2019**
Job No: **19018**

Client Liaison: **Fiona Elton**

Please tick the items you wish to proceed with as noted below in the "Accepted" box.

Accept	Item	Description	Quantity	Rate inc GST	Total inc GST
<input type="checkbox"/>	1	Option 1: Remove gabled end and make verandah a gabled roof with exposed rafters. Underside of sheets to be shadow grey	1	\$306.00	\$306.00
<input type="checkbox"/>	2	Option 2: Remove gabled end and make verandah a raked lined roof	1	\$1,027.00	\$1,027.00
<input type="checkbox"/>	3	Option 1: Upgrade window and sliding door screens to Alu Gard aluminium mesh screens in lieu of diamond grill flyscreens - openable portion only	1	\$1,722.00	\$1,722.00
<input type="checkbox"/>	4	Option 2: Upgrade window and sliding door screens to Alu Gard aluminium mesh screens in lieu of diamond grill flyscreens - Full cover option	1	\$4,577.00	\$4,577.00
<input type="checkbox"/>	5	Option 3: Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - openable portion only	1	\$2,516.00	\$2,516.00
<input type="checkbox"/>	6	Option 4: Upgrade window and sliding door screens to Invisi-Gard 316 stainless steel mesh in lieu of diamond grill flyscreens - Full cover option	1	\$6,164.00	\$6,164.00
<input type="checkbox"/>	7	Option 5: Upgrade diamond barrier grill window and sliding door screens to full cover option in lieu of openable portion only	1	\$2,811.00	\$2,811.00
<input type="checkbox"/>	8	Add additional single 10amp gpo (Pricing)	1	\$69.00	\$69.00
<input type="checkbox"/>	9	Add additional double 10amp gpo (Pricing)	1	\$83.00	\$83.00
<input type="checkbox"/>	10	Add additional weatherproof double 10amp gpo (Pricing)	1	\$126.00	\$126.00
				Total Costing inc GST	\$19,401.00
				GST Amount	\$1,763.73

NOTE:

- A) Please return signed copy within five (5) working days of receipt of this costing.
- B) Variations after Pre-Start will incur an Administration Fee of \$250 inc GST.
- C) E&OE.

10.5 Council Delegates Replacement

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO, Mr Graeme Fardon is the Secretary/Treasurer of the Quairading Frail and Aged Lodge Advisory Committee.

OFFICER RECOMMENDATION

1. The Council appoint the following Delegate Cr _____ to the Quairading Frail and Aged Lodge Advisory Committee for the remainder of the term being 7 months, October 2019.
2. The Council appoint the following Delegate Cr _____ to the Little Rainmakers Childcare Centre Executive Committee for the remainder of the term being 7 months, October 2019.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council is represented by its Delegates on local Committees.
- Council's Delegate positions are now vacant following the Resignation of Cr Bill Shenton from Council
- Appointments are for a 2 Year period until the next ordinary Election Day being 19th October 2019. The remainder of the term being 7 months.

MATTER FOR CONSIDERATION

This report seeks Council to appointment a replacement Council Delegates to the Quairading Frail and Aged Lodge Advisory Committee and the Little Rainmakers Childcare Centre Executive Committee.

BACKGROUND

As part of Council's governance and representation obligations, individual Councillors represent Council on a range of committees.

The Councillor's role as a delegate on these committees is to represent the position of Council, and involves reporting back to Council on the issues, or progress of the committees.

Following the Local Government Elections in October 2017 Council was required to appoint Councillors and Staff Members as Delegates to the following Committee: -

Quairading Frail and Aged Lodge Advisory Committee – 1x Councillor, CEO

Childcare Centre Executive Committee – 1x Councillor, Deputy Chief Executive Officer (now EMCS), Finance Administration Officer (now SFO)

At the 26th October 2017 Ordinary Council Meeting Cr Shenton was appointed as a Delegate to represent Council on the Quairading Frail and Aged Lodge Advisory Committee and the Childcare Centre Executive Committee.

Cr Shenton advised at the February 2019 Ordinary Council Meeting of his resignation from Council effective 1st March 2019.

The Frail and Aged Lodge Advisory Committee meet on a Tuesday every second month (even months) at 3.00pm, with the Committee Meetings held in the Council Reception Room.

The Little Rainmakers Childcare Centre Executive Committee only meet as and when required and have not convened a meeting in the 2018/19 Year.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S2	Healthy community
S2.1	Advocate on behalf of the community for improved access to health
S4	Inclusive community
S4.4	Actively support 'Ageing in Place' services, housing and infrastructure

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is appropriate that Council fill the vacancies for the remaining Term until the Local Government Election in October 2019.

Operation – Risk Matrix Rating is assessed as Low. Delegates appointment and attendance at the Committee meetings are a normal part of Council's Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Council is required to be represented on a number of Groups and Organisations both locally and regionally.

Cr Shenton, due to a change in personal circumstances has resigned from Council effective the 1st March 2019.

As Council has not appointed a proxy delegate to the Quairading Frail and Aged Lodge Advisory Committee and the Little Rainmakers Childcare Centre Executive Committee, Council may consider the appointment of other elected members to fill the vacant positions.

10.6 Extraordinary Vacancy Request

Meeting Date	28 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Letter from the WA Electoral Commissioner
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council note that the WA Electoral Commissioner has approved Council's request for the Extraordinary Vacancy on Council to remain unfilled until the October 2019 Election.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Following the Resignation of Councillor Bill Shenton, Council resolved to seek Approval from the WA Electoral Commissioner to keep the Extraordinary Vacancy on Council unfilled until the October 2019 Local Government Election Day.
- Correspondence from the WA Electoral Commissioner was received on the 20th March 2019

MATTER FOR CONSIDERATION

That Council note the WA Electoral Commissioner has approved Council's request for the Extraordinary Vacancy on Council to remain unfilled until the October 2019 Election.

BACKGROUND

Extract of Council Meeting Minutes – 28th February 2019

RESOLUTION:141-18/19

“Pursuant to Section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.”

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 4.17(2)

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil in 2018/19 Year.

Extraordinary Vacancy Election will be conducted in conjunction with the Ordinary Election on the third Saturday in October 2019.

Council will need to Budget in the 2019/20 Year for the Statutory Preliminaries and Conduct of the Election. Conduct of the Election to be included in Council's 2019/2020 Budget. Estimated Cost of a contested in-person ordinary election will be in the order of \$4,500-5,000 (ex GST). All Preliminaries for an “In Person” Election are conducted in house and have been costed in General Administration. Wages Costs on Election Day and all Statutory Advertising expenses are costed to the Election Cost Centre.

The WA Electoral Commissioner has quoted the amount of \$13,000 (inc GST) to conduct a Postal Vote Election for the 4 Vacancies.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk mitigated by seeking the Electoral Commissioner's Approval to keep the extraordinary vacancy unfilled thereby not incurring unbudgeted Expenditure in the current Financial year.

Operation – Risk Matrix Rating is assessed as Low. Historically, in person elections have been managed with Council's existing operational resources but the elections do draw an amount of resources away from other Projects and Services for the period of the preparation and conduct of the election.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil.

SHIRE OF QUAIRADING	FILE NO:
	20 MAR 2019
	TO: COPY TO:



LGE 282

Mr Graeme Fardon
Chief Executive Officer
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

Dear Mr Fardon

Request to Leave Vacancy Unfilled

I refer to your letter dated 7 March 2019 in which you advised of the resignation of Councillor William (Bill) Shenton and your subsequent request to seek my agreement that the vacancy remain unfilled until the October 2019 ordinary elections.

I have considered the information provided in your correspondence and advise that approval is given under section 4.17(2) of the *Local Government Act 1995* to defer filling the vacancy until the October 2019 ordinary elections.

Should you require any further information please contact Kay Heron, Manager Election Events on 9214 0430.

Yours sincerely

David Kerslake
ELECTORAL COMMISSIONER

14 March 2019

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Wednesday 24th April 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at _____ pm.