



**SNOWY MONARO**  
REGIONAL COUNCIL

# **ATTACHMENTS TO REPORTS**

**(Under Separate Cover)**

**Administrator Delegations Meeting**

**13 April 2017**





**ATTACHMENTS TO REPORTS  
FOR  
ADMINISTRATOR DELEGATIONS MEETING  
THURSDAY 13 APRIL 2017**

**Page No.**

**16 CORPORATE BUSINESS - KEY DIRECTION 7. PROVIDING EFFECTIVE CIVIC  
LEADERSHIP AND CITIZEN PARTICIPATION**

**16.1 Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA  
Compliance Report for Council Offices, Council Depots and Hostels &  
Community Buildings.**

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24 October 2016

Mathew Cross  
Risk Officer  
Snowy Monaro Regional Council  
**COOMA NSW 2630**

Via e-mail:- [Mathew.Cross@snowymonaro.nsw.gov.au](mailto:Mathew.Cross@snowymonaro.nsw.gov.au)

Dear Mat

## **Re: Proposal for BCA Compliance and Property Risk Assessments**

This proposal details the scope of works and proposed costs for activities to be conducted by RiskTech Pty Limited on behalf of Snowy Monaro Regional Council.

### **1. Background**

Snowy Monaro Regional Council is a recently formed council with the amalgamation on 12<sup>th</sup> May 2016 of three former Councils being: Bombala, Cooma-Monaro and Snowy River Shire.

Snowy Monaro seeks the services of a reputable and independent professional property risk consulting organisation to undertake a BCA/DDA and Property Risk Assessment of a number of key assets in the Cooma, Berridale, Bombala and Jindabyne areas.

The prime purpose of the assessment program is to visit a number of sites and undertake a survey of buildings to identify and provide a report that details the aspects of the properties that do not conform to current BCA/DDA standards and also undertake a Risk Based assessment of a broad range of occupational and operational elements as detailed below.

If and as required we are able to assist with broad indicative approximate costings for significant areas of large CAPEX items for major non compliances to current BCA and DDA legislative requirements.

### **2. Company Profile**

RiskTech Pty Ltd is a multi-disciplinary consulting company that provides high level commercially practical BCA & DDA advice and also broad Integrated Property Risk management services. We undertake assessment programs in regional areas throughout Australia. We have over 30 full time consultants based in our Sydney, Melbourne, Brisbane and Adelaide offices. We provide a wide range of professional services in a number of other areas, including Executive Strategy on property risk management, Fire safety, Workplace health and safety, public liability, insurance underwriting reports and risk profiling services.

### **3. Scope of Services**

We have been advised that the program of property assessments will be rolled out in three stages, with various criteria determining which building will fall into which stage. This proposal outlines the standard scope across all three stages and contains pricing for the assessment of all buildings identified as Stage 1 buildings and communicated to RiskTech.

- Stage 1 - Multiple staff access buildings, (by number of staff in building).
- Stage 2 - Single staff Access buildings (whole working day).
- Stage 3 - Single staff Access buildings (part working day)

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BCA Compliance & Property Risk Program - Oct 2016

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Council requires a report that identifies risk issues, non-compliance aspects and what is required to bring buildings up to and acceptable risk standard from a WHS occupational perspective and also to current BCA/DDA.

The inspections of the buildings and sites will consider, but not be limited to:

- WHS compliance issues, eg fire stairs, sprinklers, Suitability of front counters for cash handling, slip trip fall, access and egress, chemical storage where applicable etc;
- Accessibility compliance issues, eg wheel chair access, disabled toilets, disabled parking requirements, disability standards requirements etc;
- Building compliance issues; eg ablutions, facilities, individual staff workspace allocation, office space allocation, access and egress, walkways, car parking spaces, IAQ, etc;
- Evaluation of CAPEX and/or maintenance to bring inspected building to Occupational WHS standard or current BCA/DDA requirements;

We are not in the business of construction but we will liaise with associate firms and will be able to provide very approximate broad guidance on the estimated cost to construct base build replacement buildings. The potential significant costs to retro-fit may prompt a decision to re-develop partially or totally.

#### BCA & DDA Compliance Assessment

We will undertake a physical inspection and review of the existing building to establish code compliance / departures from current BCA including access (DDA) and fire safety. Comment on the overall condition, capacity / adequacy of the design for the current use.

Our report will be based on the provisions of the BCA in relation to Sections C, D and E to identify any non-compliance issues and to make appropriate recommendations to assist the client. Our assessment of the buildings will be in accordance with the provisions of the current version of the BCA regulations.

It should be noted that that BCA compliance is generally based on the regulations in place at the time of construction. However, when major developments or substantial building improvements are undertaken, the current BCA regulations may be enforced which would trigger a mandatory upgrade.

Our comments are based on gaps to current BCA. The BCA is generally not retrospective so non compliances to current BCA may not be non compliances to the BCA at the time of construction. Recommendations are generally not mandatory or a legal requirement unless they form part of a DA requirement.

We will also undertake a Physical inspection and documentation review of the existing Fire and Life Safety systems. Check annual Fire inspection frequency (AFSS). Obtain a certificate of compliance or provide opinion of current compliance status. Comment on the overall condition, capacity / adequacy of the design for the current use.

Some of the Elements considered (but not limited to) are shown below:-

<ul style="list-style-type: none"> <li>• Fire and Life Safety Assessment</li> <li>• Occupancy hazards and safeguards;</li> <li>• Utilities and common hazards</li> <li>• Power supply installation and back-up;</li> <li>• Gas supply;</li> <li>• Special hazard and safeguards:-</li> <li>• Fire safety management controls</li> <li>• Control of ignition sources;</li> </ul>	<ul style="list-style-type: none"> <li>• Composite panel management;</li> <li>• Staff fire training and emergency preparedness;</li> <li>• Fire protection systems, initial response firefighting equipment;</li> <li>• Egress and accessibility of exit routes.</li> <li>• Serviceability of emergency lighting.</li> <li>• Part D Access &amp; Egress Disability Discrimination Act (DDA- BCA Part D)</li> </ul>
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### Integrated Property RiskAssessment (I.P.R.A.)

The scope of the review involves an assessment of the buildings and surrounds to identify potential risks to the Employees, Visitors, Contractors and Tenants. This will take the format of an Integrated Property Risk Assessment (I.P.R.A.)

This assessment will include a WHS risk review with regard to Work Health & Safety (WHS) legislative issues including and potential Public Liability issues.

The WHS and public liability component of the site assessment will involve a review of site specific management systems, including safety policies, safe work method statements, work contractor controls and PPE requirements.

We will also undertake an assessment of interior and exterior building features and facilities in areas that are applicable to Councils property and their legislative responsibility and duty of care. This will include car parks, trafficable areas, signage, entrances and exits, general storage areas, stairs and floors, balustrades and handrails, toilet facilities, general amenity areas, plant rooms, and any other areas as appropriate.

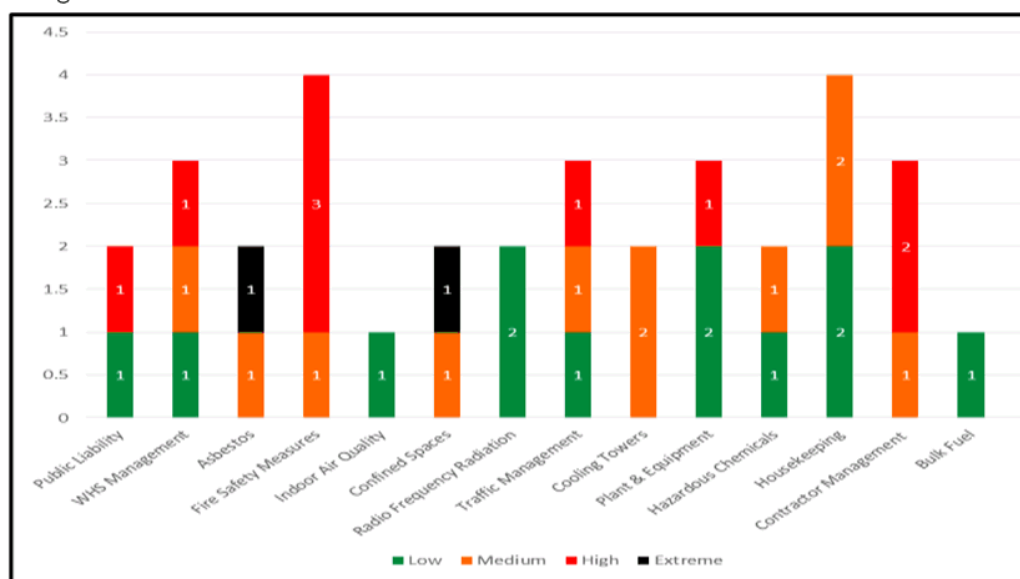
The following broad range of Property risk elements will be included in the IPRA audit:

■ Public Liability	■ Traffic Management*
■ WHS Management	■ Cooling Towers*
■ Asbestos*	■ Plant & Equipment*
■ Fire Safety Measures*	■ Hazardous Chemicals
■ Indoor Air Quality*	■ Housekeeping
■ Confined Spaces*	■ Environmental Management
■ Radio Frequency Radiation*	■ Contractor Management
■ Confined Spaces*	■ Bulk Fuel Management

\*The assessment report will comment on the validity of specialised risk assessment reports or Management plans for these elements. e.g. "Do you have a current Asbestos register with Laboratory sample analysis and asbestos items labelled"?

### I.P.R.A. Section Element Risk Ranking Chart

The recommendations will also be presented in a visual format with the relevant risk assessment ranking shown for each item.





#### 4. Proposed Time Line

RiskTech propose to have our Senior consultants undertake the site assessments within two weeks of approval to proceed and communication by Council to site personnel. Draft reporting is expected within three weeks of the date of the site visit, allowing for program completion report writing and quality control. If we identify a major risk issues on site we will immediately bring it to the attention of both the site Manager and the Risk Officer.

#### 5. Reporting

On completion of all on-site assessments, within three weeks, Draft reports for the sites will be produced and printed and bound in hard copy. Any changes required will be made within one week of feedback. An electronic copy (PDF format) of the final report will also be provided via e-mail. Additional copies may be supplied at your request.

Separate reports will be prepared based on grouping buildings together by council asset type and then locations, ie there will be 4 separate reports for the FCB, Myack-shop, Depot and Hostel at Berridale.

#### 6. Proposed Costs

We will offer a substantial 30% discount if all seven standard Property compliance assessments are approved. Proposed costs for the undertaking the project as defined above is as follows:-

LOCATION	Reporting/Buildings	Travel Time	Travel costs	site time	Reporting PM & QA	TOTAL
Cooma	FCB, Dept x2 Hostel x 2	\$890	\$1,540	\$4,680	\$9,570	<b>\$16,680</b>
Berridale	FCB, Depot, Myack Shop, Hostel	\$680	\$870	\$2,730	\$5,610	<b>\$9,890</b>
Bombala	FCB & Depot	\$480	\$590	\$1,590	\$3,120	<b>\$5,780</b>
Jindabyne	Depot	\$390	\$290	\$590	\$1,260	<b>\$2,530</b>
TOTAL		<b>\$2,440</b>	<b>\$3,290</b>	<b>\$9,590</b>	<b>\$19,560</b>	<b>\$34,880</b>

#### NOTES:-

- It is assumed works are undertaken during normal business hours.
- Should additional work be required, our standard hourly rate is \$195/hour.
- Additional printed and bound copies mailed to client are \$15 each.
- Fees quoted exclude GST.

I will be personally managing the team on this project and can be contacted at any time. If any further information is required or if you have any queries please do not hesitate to contact me on (02) 8745 2018 or 0412-696-114. Please e-mail acceptance of the above scope of works and proposed costs to [gharradine@risktech.com.au](mailto:gharradine@risktech.com.au)

Yours sincerely

Greg Harradine  
General Manager



## Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report

### Snowy Monaro Regional Council



### Council Offices

January and February 2017

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 2 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT COUNCIL OFFICES

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Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Council Offices

## Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report

<b>Report For:</b>	Snowy Monaro Regional Council
<b>Address:</b>	Council Buildings 1. 81 Commissioner Street, Cooma NSW 2630 2. 2 Myack Street, Berridale NSW 2628 3. 71 Caveat Street, Bombala NSW 2632
<b>Prepared By:</b>	John A. Jones
<b>Date of Inspection:</b>	January & February 2017
<b>Conferred With:</b>	Matthew Cross, Risk Manager Ross Lawley, Property and Recreational Manager Ashaf Ahmat, Assets Manager Dean Sturgeon, WHS Officer Pia Jackson, Bombala Council

### Disclaimer & Statement of Confidentiality

This document has been prepared solely for the benefit of the Client for the purpose set out herein and should not be used for any other purpose than as an expression of the opinion of RiskTech Pty Limited ABN 18 095 583 556 ("RT") and the other related matters dealt with herein.

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Documents may be prepared by specialists sub-contracted by RT on an "as needed" basis to match assignments.

### Document Revision Record

File Name	Prepared By	Reviewed By	Issue No.	Issue Date
SMC 20170111 81 Commissioner St Cooma NSW	John A Jones	Bernard Day	1	Feb 2017

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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Integrated Property, WHS, Public Liability & BCA/DDA Report  
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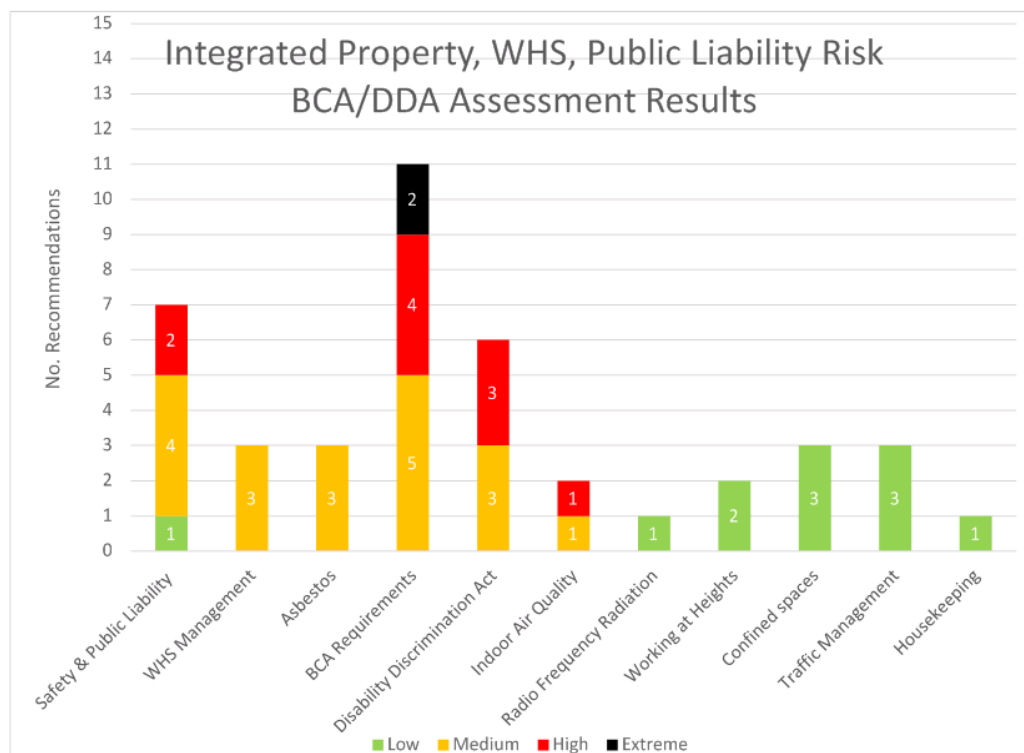
## 1. Executive Summary

This report presents findings and recommendations for the Integrated Property, Work Health & Safety (WHS), Public Liability Risk Assessment & Building Code Australia/Disability Discrimination Act (BCA/DDA) Compliance Report undertaken for the Snowy Monaro Regional Council.

The principal aim was to identify significant property risk issues at the site and the expected duties as Persons Conducting a Business or Undertaking (PCBU). This review has been designed to indicate risk improvement and to identify priority issues that require immediate risk control solutions.

### 1. Summary of Findings - 81 Commissioner Street, Cooma

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

Overall, the building is about 30 years old and shows its age both internally and externally. The building does not appear to have been refurbished or undergone any major upgrade work and largely remains in its original condition. The internal office fittings and electrical services are considered outdated.

The building would need considerable capital investment to meet the current BCA, DDA and WHS requirements. Although BCA regulations do not apply retrospectively as a public building accommodating the Council Chambers the community expectations would be higher in regard to building safety standards.

**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
Snowy Monaro Council Offices

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 1). The Extreme and High rated recommendations made should be considered as a high priority for rectification.

- The building fire alarm and fire detection systems do not comply with the current BCA requirements. An effective alarm system to enable safe egress in the event of fire is considered mandatory for this public council building.
- The building is not provided with adequate fire isolated stairs for egress in the event of an emergency as per the current BCA requirements. A means of safe egress is also considered mandatory for this public council building.
- The northern wall has unprotected openings from an external fire source exposure. Unprotected openings were also observed for cable and pipe penetrations.
- The hydrant system does not comply with the current BCA and the Australian standard AS 2419.1 *Fire hydrant installations - System design, installation and commissioning* requirements.
- The building does not comply with current BCA requirements for access for people with a disability. In particular, public areas such as the Council Chambers, engineering and all office floors are not accessible.
- Accessible sanitary facilities are needed on each floor to satisfy the current BCA and DDA requirements as per the Australian standard AS 1428.1 *Design for access and mobility - General requirements for access - New building work*.
- Tactile ground surface indicators are not provided as required by the current BCA /DDA requirements and the Australian standard AS 1428.1.
- The indoor air quality appears to be unsatisfactory for the basement level.
- RCD safety switches are not provided and the number of electrical hazards were observed during our inspection.
- The exterior wall concrete deterioration with concrete spalling may represent a public liability risk in the future.

### Recommendations

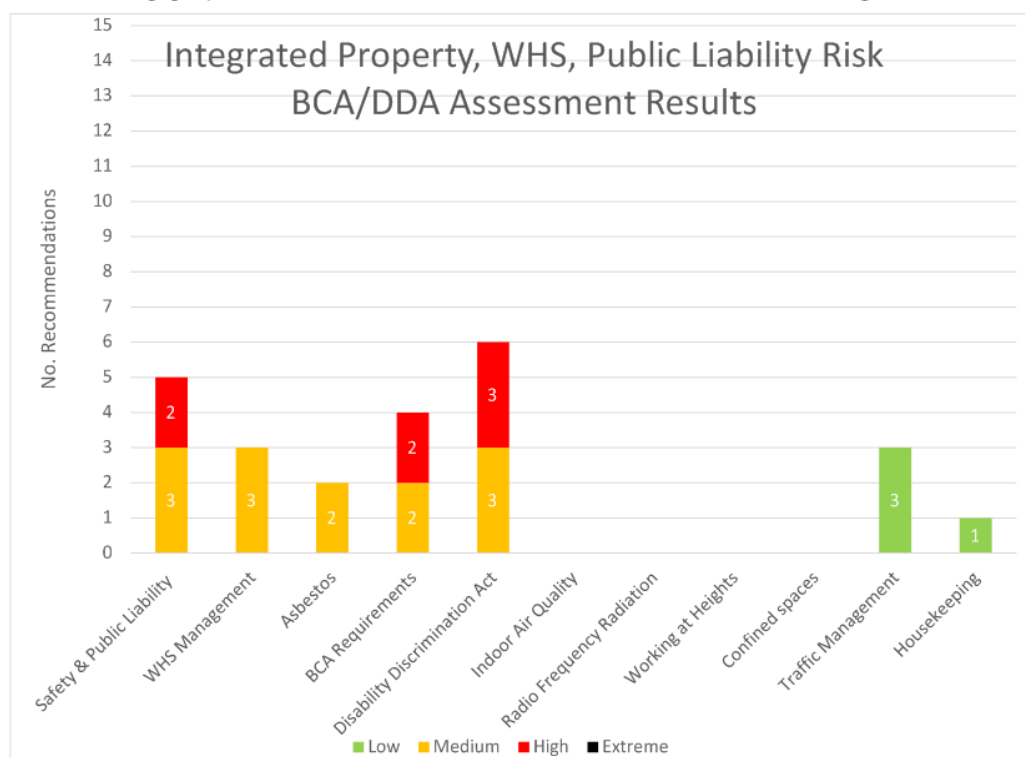
The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	22
Control Recommendations	20

Integrated Property, WHS, Public Liability & BCA/DDA Report  
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## 2. Summary of Findings – 2 Myack Street, Berridale

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

Overall, the building is about 50 years old and has been extended with portable type building construction. Attempts have been made to provide disabled access, however the disabled access does not comply with current BCA or DDA requirements.

Although BCA regulations do not apply retrospectively as a public building accommodating the Council Chambers, the community expectations would be higher in regard to building safety standards.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 2). The High rated recommendations made should be considered as a high priority for rectification.

- The building fire alarm and fire detection systems do not comply with the current BCA requirements. An effective alarm system to enable safe egress in the event of fire is considered mandatory for this public council building.
- The building does not comply with current BCA requirements for access for people with a disability. In particular, public areas including the Council Chambers and the public entrance for rate payments and enquiries.
- The receptionist is isolated and has little security protection at the public counter.
- The two security cameras are non-operational.
- Accessible sanitary facilities are also needed to satisfy the current BCA and DDA requirements as per the Australian standard AS 1428.1.

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- Tactile ground surface indicators are not provided as required by the current BCA /DDA requirements and the Australian standard AS 1428.1.

### Recommendations

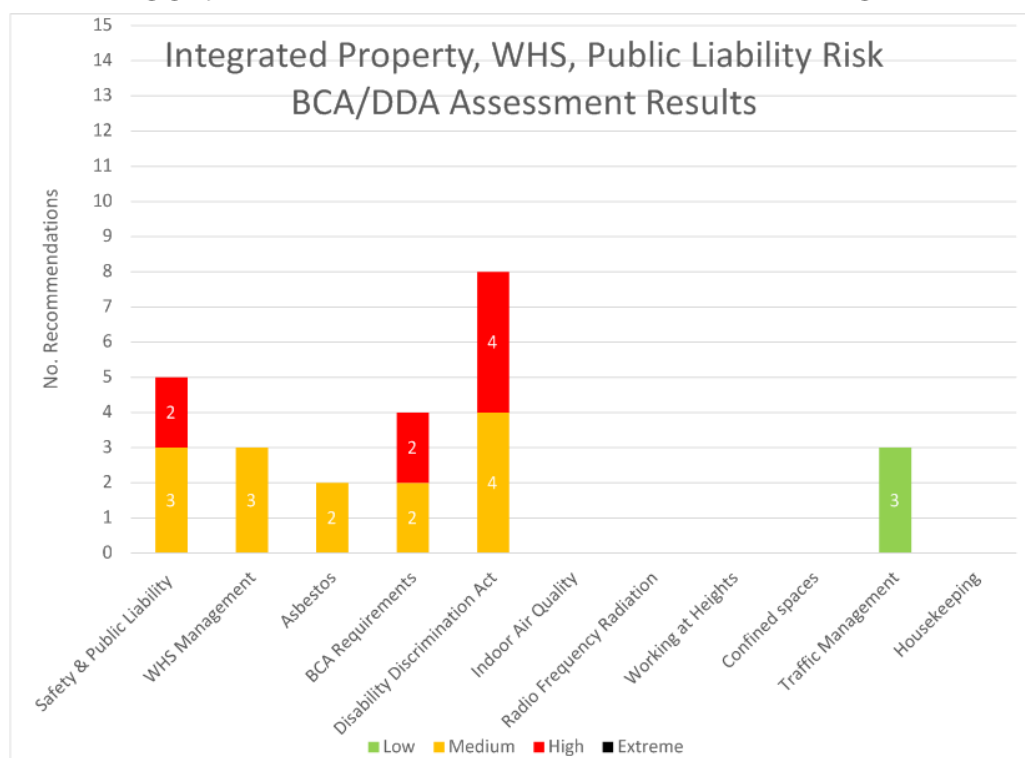
The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	10
Control Recommendations	14

Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Council Offices

### 3. Summary of Findings – 71 Caveat Street, Bombala

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

Overall, the building is about 50 years old and has been well maintained. The building has also been extended and refurbished over the years consistent with the original construction.

The building would some capital investment to meet the current BCA, DDA and WHS requirements. Although BCA regulations do not apply retrospectively as a public building accommodating Council Chambers the community expectations would be higher in regard to building safety standards.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 3). The High rated recommendations made should be considered as a high priority for rectification.

- The building does not have a fire alarm and the fire detection system does not comply with the current BCA requirements. An effective alarm system to enable safe egress in the event of fire is considered important for this public council building.
- The building does not comply with current BCA requirements for access for people with a disability. Some attempts have been made to provide disabled access. However, the ramps are too steep and are not compliant with the current BCA and DDA requirements.
- Accessible sanitary facilities are not provided to satisfy the current BCA and DDA requirements as per the Australian standard AS 1428.1.

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- Tactile ground surface indicators are not provided as required by the current BCA, DDA requirements and the Australian standard AS 1428.1.
- RCD safety switches are not provided and the old style switchboard is likely to contain asbestos.

### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	12
Control Recommendations	13



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## 2. Introduction

RiskTech Pty Limited were engaged by the Snowy Monaro Regional Council to undertake an Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report of the Council Office Buildings.

The assessment was carried out by RiskTech with site inspections conducted during January and February, 2017. The aim of the assessment is to have property risks identified and to provide recommendations to eliminate, minimise or control the identified risks.

### 2.1 Site Description – 81 Commissioner Street, Cooma

<b>Construction Date</b>	Circa 1980
<b>Site Type</b>	Council Offices and Council Chambers
<b>Number of Levels</b>	3 + Roof Level + Basement Level
<b>BCA Classification</b>	The building has a mixed classification predominantly Class 5 for offices, Class 9b for the Council Chambers and Public Meeting areas and Class 2 for attached dwellings on the Second Floor (now used for storage only).
<b>Construction</b>	Type A construction
<b>Floor Area</b>	About 600sqm
<b>Lifts</b>	There are no lifts
<b>Description</b>	<p>The building consists of 3 levels of office space with Equipment on the Roof Level.</p> <p>The Council Chambers are located in the Basement Level. Limited car parking is provided which is accessed via Commissioner Street.</p> <p>There are no lifts provided for the building.</p> <p>Disabled access and facilities are restricted.</p>
	
<b>Site Location:</b> 81 Commissioner Street Cooma NSW	


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2.2 Site Description – 2 Myack Street, Berridale

<b>Construction Date</b>	Circa 1960s
<b>Site Type</b>	Council Offices and Council Chambers
<b>Number of Levels</b>	1
<b>BCA Classification</b>	The building has a mixed classification predominantly Class 5 for offices, Class 9b for the Council Chambers and Public Meeting areas.
<b>Construction</b>	Predominantly Type B construction
<b>Floor Area</b>	About 820sqm
<b>Lifts</b>	There are no lifts
<b>Description</b>	The building is one storey and consists of general office space and the Council Chambers. Car parking is provided which is accessed via Myack Street. There are no lifts provided for the building. Disabled access and facilities are restricted.
	
<b>Site Location:</b> 2 Myack Street, Berridale	




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2.3 Site Description – 71 Caveat Street, Bombala

Construction Date	1968
Site Type	Council Offices and Council Chambers
Number of Levels	1
BCA Classification	The building has a mixed classification predominantly Class 5 for offices, Class 9b for the Council Chambers and Public Meeting areas.
Construction	Type B construction
Floor Area	About 600sqm
Lifts	There are no lifts
Description	<p>The building consists of council administration office and provides community services including renewing Driver Licences on behalf of the RTA.</p> <p>The Council Chambers are public meeting rooms are provided. Limited car parking is provided which for staff and the Bombala Depot is located behind (separately fenced off).</p> <p>There are no lifts provided for the building.</p> <p>Disabled access and facilities are non-compliant.</p>
	
Site Location: 71 Caveat Street Bombala NSW	

**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
Snowy Monaro Council Offices

## 2.4 Scope

The assessment was undertaken using the following methodology:

- Inspection of procedures, certificates and relevant maintenance documents including discussion with appropriate site personnel;
- A walk-through inspection of common areas of the site, identifying health and safety provisions that do not appear to meet statutory requirements; and
- Preparation of the report including a list of actions and recommendations aimed at controlling areas of concern, or suggested improvements to the existing systems.

The following elements were assessed:

- |                         |                             |
|-------------------------|-----------------------------|
| ■ Public Liability      | ■ Traffic Management        |
| ■ WHS Management        | ■ Cooling Towers            |
| ■ Asbestos              | ■ Plant & Equipment         |
| ■ BCA Requirements      | ■ Hazardous Chemicals       |
| ■ DDA (disabled access) | ■ Workplace Environment     |
| ■ Indoor Air Quality    | ■ Bulk Fuel Storage         |
| ■ Working at Heights    | ■ Environmental Management  |
| ■ Confined spaces       | ■ Radio Frequency Radiation |

## 2.5 Limitations/Areas Not Accessed

- The assessment is limited to those physical aspects that could be observed during the assessment of common areas of the site.
- No detailed testing or intrusive investigations were carried out.
- The assessment does not cover defects in inaccessible places or latent defects.
- We have generally used and relied upon information supplied as being regarded as authoritative and reliable. Review of reports and certification documentation is limited to those that were present on site at the time of the assessment.

## 2.6 Structure of Report





The report is structured to present findings in a consistent format. An assessment of each of the Property Risk elements listed above is provided in Section four (4) Findings. Both Positive and Negative findings are noted for each element and photographs are included where considered necessary to confirm the findings.

The assessment includes an allocated ranking to focus management on areas of greatest risk and assist in the decision making process. Each section of the report details both positive and adverse findings followed by a list of recommendations where applicable. The recommendations are prioritised according to a classification system, as defined in Sections 3.3 and 3.4 below.

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## 2.7 Ranking System

A risk ranking system has been developed to identify the risk level of each WHS element:

Classification	Definition
<b>Superior Performance</b> 	No deficiencies were noted and the site is managing this element to industry best practice
<b>Satisfactory Performance</b> 	Only minor recommendations are noted for this element
<b>Moderate Deficiencies</b> 	A number of recommendations are made with respect to risks that are present.
<b>Major Deficiencies</b> 	The site is not compliant with respect to the element and requires urgent attention to remedy the non-compliances. Potential high risk items have been identified
<b>N/A</b>	Element is not applicable for the site Eg cooling towers are not present on site

## 2.8 Classification of Recommendations

Recommendations made are listed as either 'Mandatory' or 'Control':

- A mandatory recommendation is made where a significant legal non-compliance or where a significant high risk hazard is not adequately controlled.
- Control recommendations are made when it is considered that implementing a basic control measure would further reduce potential risks, or where minor non-compliance issues are observed that do not impact on the overall risk of the site. These would move the operation of the site closer to best practice.



Photographs of Positive Findings



Photographs of Adverse Findings

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## 3. Findings

### 3.1 Safety and Public Liability – 81 Commissioner Street, Cooma

Element Rating	<b>X</b>		Major Deficiencies
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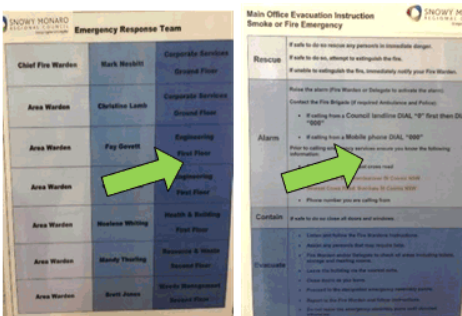
#### General Observations

- Inspected electrical services, communications cupboards and plant rooms were secured from unauthorised access at the time of inspection.
- An Emergency Response Team is provided.
- Electrical leads are tested and tagged.
- Inspected stairs/steps and access ramps throughout the property have had handrails installed.
- Visual indicators were observed on the entrance to the building.

#### Adverse Findings

- Considerable cracking and likely spalling was noted on the building external wall which could result in falling concrete on Bombala Street.
- Residual current devices, RCDs (safety switches) are not provided.
- The last annual fire evacuation and fire warden training could not be confirmed.
- Electrical hazards were observed with exposed cabling and unsafe leads.
- Unsafe storage was noted on top of a compactus which can result in an impact injury.
- Storage was observed within fire stairs which is a statutory breach of regulations.
- The Basement area was dank due to water entry and indoor air quality needs to be investigated.
- A considerable amount of cash may be kept on site which poses a security risk.
- The training room was observed to have a number of electrical leads and a blow heater providing electrical, fire and trip hazards.

#### Photographs

	
Stairs were installed with handrails	Emergency Response and Evacuation procedures









16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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<p>Concrete exterior wall deterioration facing Bombala Street</p>	<p>Unsafe storage on top of compactus</p>
	
<p>Exposed light fitting cables</p>	<p>Unsafe extension leads run over doorway</p>
	
<p>Exposed cables - Junction box cover left off in basement</p>	<p>RCDs (safety switches) not provided</p>

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<p>Training Room with excessive leads blow heater (trip hazard and electrical risk)</p>	<p>Safe left open and not secured to the floor.</p>

*Mandatory Recommendations*

- Rectify electrical deficiencies noted above as a high priority.
- Upgrade the exterior wall facing Bombala Street with concrete cracking to prevent concrete spalling and possible injury to persons below.

*Control Recommendations*

- Consider providing RCDs (safety switches) throughout the building.
- Remove storage from on top of the compactors and prohibit.
- Remove extension leads across walkways and provide additional power points where needed.
- Remove and prohibit electric blow floor heaters.
- Review cash handling and banking arrangements. Cash should be minimised and irregular visits to the bank should be made or an armoured service provided. The safe should also be secured to the floor and kept locked.

3.1 Safety and Public Liability – 2 Myack Street, Berridale

Element Rating	✓	✓			Moderate Deficiencies
----------------	---	---	--	--	-----------------------

3.1.1 *General Observations*

- Inspected electrical services, computer room and general offices were secured from unauthorised access at the time of inspection.
- An Emergency Response Team is provided.
- A First Aid kit and trained first aiders are provided.
- RCD safety switches are provided on the main office switchboard.

*Adverse Findings*

- The receptionist is isolated and has little security protection at the public counter.
- A number of trip hazards were noted in the car park area.
- A picket was left on the ground which could result in vandalism and is a trip hazard.

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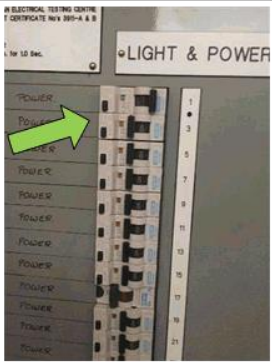





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- Unsafe storage was noted on top of a compactus which can result in an impact injury.
- The HR switchboard should be provided with RCD safety switches.
- Emergency evacuation exercises and fire warden training is not provided annually.

Photographs

	
RCD safety switches provided	First Aid and Emergency procedures
	
Trip hazard in car park driveway	Unsafe storage on top of compactus
	
Picket left on the ground	Public access leaves receptionist vulnerable

Mandatory Recommendations

- Repair potholes and possible trip hazards in the car park and pedestrian walkways.



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##### Control Recommendations

- The public counter should be rearranged to improve visibility for the receptionist and provide better security protection.
- Remove storage from on top of the compactors and prohibit.
- Regularly patrol the grounds to ensure pickets or similar items which could be used for vandalism are removed.
- Provide an annual evacuation exercises and fire warden training.
- Provide RCD (safety switches) for all office areas.

### 3.1 Safety and Public Liability – 71 Caveat Street, Bombala

Element Rating	✓	✓		Moderate Deficiencies
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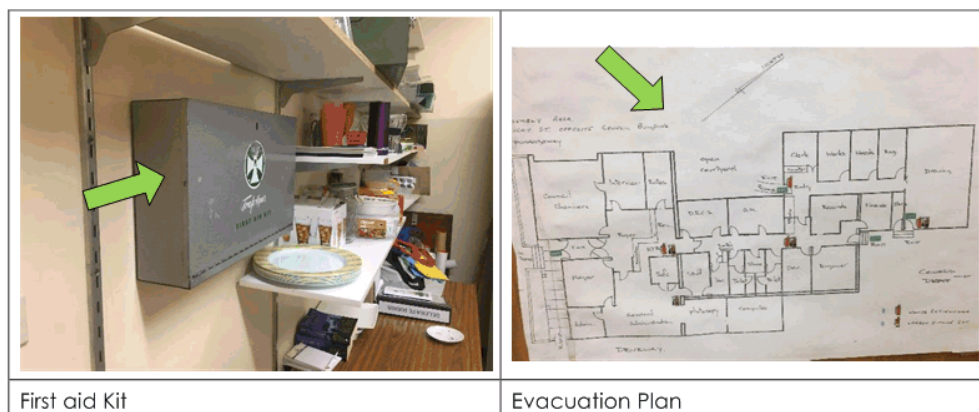
##### General Observations

- Inspected electrical services, communications cupboards and plant rooms were secured from unauthorised access.
- An Emergency Response Team is provided.
- A First Aid Kit is provided.

##### Adverse Findings

- Trip and fall hazards with uneven surfaces and a lack of handrails and barriers were noted.
- Residual current devices, RCDs (safety switches) are not provided and the old main switchboard is likely to contain asbestos.
- Unsafe storage was noted on top of a compactus which can result in an impact injury.
- A considerable amount of cash may be kept on site which poses a security risk.
- Access beneath the building should be secured.

##### Photographs





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Trip hazards and lack of barrier	Trip Hazard
	
Trip hazards in Staff Courtyard	Storage on top of campactus
	
RCDs (safety switches) not provided.	Lack of handrail

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Access beneath building not secured

*Mandatory Recommendations*

- Provide handrails for all stairs.
- Repair uneven walking surfaces.

*Control Recommendations*

- Consider providing RCDs (safety switches) throughout the building.
- Remove storage from on top of the compactors and prohibit.
- Review cash handling and banking arrangements. Cash should be minimised and irregular visits to the bank should be made or an armoured service provided.
- A monitored security alarm should be considered. In addition, consideration should be given to upgrade the old single keyed safe.
- In addition, the access beneath the building should be secured.

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### 3.2 WHS Management – Cooma, Berridale and Bombala

Element Rating	✓	✓	Moderate Deficiencies
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#### General Observations

- WHS Management of contractors is provided which includes contractor general site induction process, licences, personal protection equipment (PPE) and complete a Work Place Inspection Checklist.
- Site managers provide a site specific induction for contractors who visit the site.
- Contractors are required to complete a Permit to Work form for working at heights Hot Work.
- All staff are required to have a drivers licence as a condition of employment.
- Evacuation plans are mounted and Fire Wardens are provided on each floor.

#### Adverse Findings

- It could not be confirmed that the contractor's liability insurance is confirmed on an annual basis.
- The contractors are not required to sign in and out when present at the site.
- Records are not adequately maintained of annual safety induction training and performance for contractors.

#### Mandatory Recommendations

- All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.
- Records should be maintained of contractor's safety induction training which should be updated on an annual basis.

#### Control Recommendations

- Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.

# 16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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#### 3.3 Asbestos – 81 Commissioner Street, Cooma

Element Rating	✓✓	Moderate Deficiencies
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#### General Observations

- Asbestos was widely used in construction materials until the late 1980's. The building was reportedly constructed in the 1980s, therefore the likelihood of asbestos materials within the building is possible.
- An Asbestos Materials Worksheet and Register was developed by Snowy Monaro Council staff in April 2012 was available for review. This report suspected asbestos within heater wire insulation and eave sheeting and is presumed for exterior panels above windows.

#### Adverse Findings

- Robson Environmental report dated 30 April 2012 confirmed chrysotile asbestos in the heater wire insulation and rooftop eaves.
- No Asbestos Management Plan was available for the site at the time of inspection.
- Asbestos materials suspected on site were not appropriately labelled at the time of inspection.

#### Photographs

	
Asbestos confirmed in eaves	Suspected asbestos panels above windows
	
Suspected asbestos Main Switchboard	Unclear asbestos labelling



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##### Mandatory Recommendations

- Engage a suitably competent and qualified consultant to update the Hazardous Materials Survey Report for the site within 5 years to confirm the presence/absence of asbestos materials. If asbestos is confirmed on site ensure that any asbestos-containing materials within the buildings' structure are identified (in a Hazardous Materials Register), in accordance with *Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)*.
- Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with *Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)*.
- Label all ACM identified on site in accordance with *Chapter 8, Part 8.3, Clause 424 of the WHS Regulation 2011 (NSW)*.

##### Control Recommendations

- Nil

### 3.3 Asbestos – Berridale and Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
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##### General Observations

- Asbestos was widely used in construction materials until the late 1980's. The building was reportedly constructed in the 1980s, therefore the likelihood of asbestos materials within the building is possible.
- An Asbestos Materials Worksheet and Register was developed by Snowy Monaro Council staff in April 2012 and Asbestos Register Developed

##### Adverse Findings

- No Asbestos Management Plan was available for the site at the time of inspection.
- Asbestos materials suspected on site were not appropriately labelled at the time of inspection.
- The main electrical switchboard for the Bombala Council Office is likely to contain asbestos and should preferably be upgraded.

##### Mandatory Recommendations

- Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with *Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)*.
- Label all ACM identified on site in accordance with *Chapter 8, Part 8.3, Clause 424 of the WHS Regulation 2011 (NSW)*.

#### 3.3.1 Control Recommendations

- Nil

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### 3.4 BCA Requirements (Sections C, D and E) – 81 Commissioner Street, Cooma

Element Rating	X		Major Deficiencies
----------------	---	--	--------------------

#### BCA Deficiencies/ Upgrade Requirements

Our review of this building has been against the provisions of the 2016 edition of the BCA.

Building codes do not apply retrospectively and therefore it is possible that an identified non-compliance will have complied at the time the building was constructed and approval granted.

Where this is the case upgrades will only be a requirement where a development application is submitted for future work.

#### General Observations

- Fire hose reels, fire hydrants and fire extinguishers are maintained by a fire protection contractor.
- A mixture of illuminated fire exit signs and directional signs with battery backup are provided.
- The smoke detection system is monitored via the security company.
- A fire isolated stairway is provided on the north side of the building only.
- Emergency evacuation floor plans are provided on each level.
- Fire Wardens are provided.
- Fire evacuation exercises have been conducted.
- There is no central air-conditioning for the building apart from the top floor and no smoke hazard management system was observed.

#### Adverse Findings

- The windows and openings in the northern wall are exposed to a fire source feature (the neighbouring building).
- Cable and pipe penetrations were not fire sealed as required by BCA section C3.12.
- A main fire indicating panel, MFIP and automatic fire sound alarm system is not provided.
- Manual call points located near the exits are not connected to the fire alarm panel.
- The smoke detection system does not comply with Australian Standard AS 1670 *Automatic fire detection and alarm systems - System design, installation, and commissioning* with inadequate smoke detectors provided. Smoke detection is not provided for the three apartments. One apartment is now used as an office and the other two for storage.
- The central air-conditioning provided for Floor 2 does not comply with BCA 2.2 and Australian Standard AS/NZS 1668.1 *The use of ventilation and air conditioning in buildings - Fire and smoke control in buildings* and may contribute to smoke spread to other floors.
- Manual Call Points are not connected.
- Annual Fire Safety Statements (AFSS) are not provided.
- Both fire exits are not fire isolated and fire exit doors are not all tagged to indicate their fire resistance level, FRL rating.

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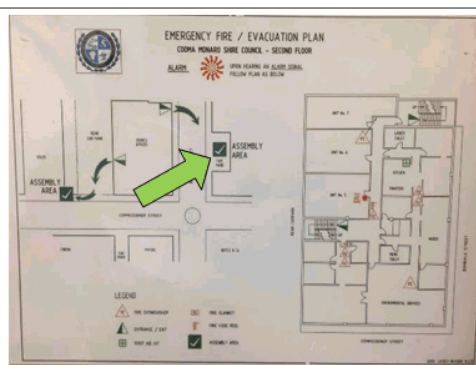
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- Fire door signage is not provided and or needs to be upgraded.
- A number of fire exit door latches are not compliant (not the single lever downward action type).
- Storage should be removed from the fire stairs and prohibited. This is a statutory breach of regulations.
- Access to a fire hose reel and extinguisher cabinet on the ground floor was locked preventing access.
- The fire hydrants are not located within a fire isolated stairway.
- The fire brigade hydrant booster connection was not provided with a check valve or a hydrant block plan.
- A number of illuminated fire exit and directional exit signs were non-operational and additional illuminated exit signs are needed in a number of areas. In addition, the old-style 'Exit' signs should be upgraded for consistency with the current moving man type exit signs.
- The CountryTell Internet server equipment located on the roof level connected to the fire isolated stairway should be fire isolated.

#### Photographs



Fire-fighting equipment was located on each floor



Emergency evacuation plans are provided on each floor



Window openings in northern wall exposed to a fire source



No smoke detection provided in basement archive storage rooms or Floor 2 units

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Cable/ pipe passes not fire sealed	Fire extinguisher cabinet locked and hose reel nozzle not secured in the control valve assembly
Fire Exit Door handle not compliant and no Fire Safety Door signage and not tagged	Western Fire Exit should be fire isolated for all stories and carpet removed
Non-operational Directional Exit Sign	Storage within fire stairway









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<p>Fire Exit Door on roof no illuminated Exit Sign, no safety door signage and non-compliant latch.</p>	<p>Fire Hydrant not located within fire isolated stairway. Extinguisher cabinet locked and MCP not connected.</p>
	
<p>External windows exposed to neighbouring fire source</p>	<p>Old style Directional Exit signs</p>
	
<p>Inadequate Smoke Detection or Emergency Lighting or illuminated Exit Signs.</p>	<p>Hydrant Booster without check valve</p>

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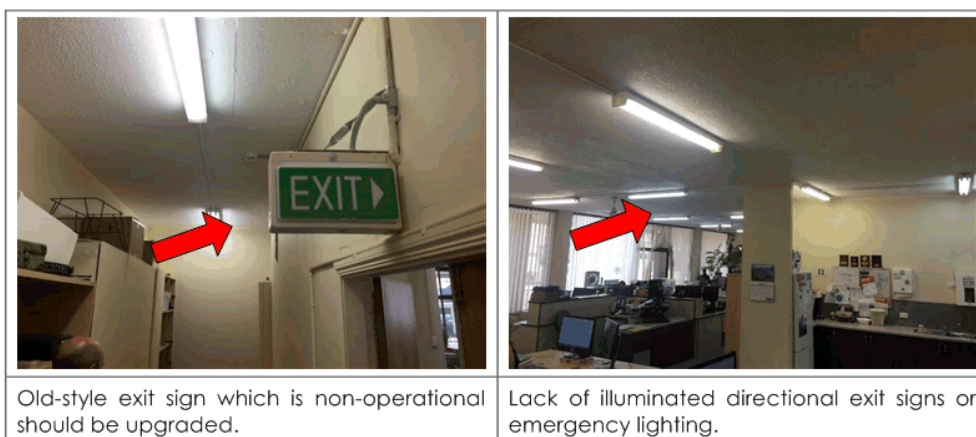
	
<p>Old style "Exit" sign, egress door locked and no fire safety door signage.</p>	<p>MCPs not connected</p>
	
<p>Training room no smoke detector or illuminated emergency exit signs or emergency lighting.</p>	<p>Apartments are now used for storage with one converted to office use. No smoke detection is provided.</p>
	
<p>The CountryTell server equipment located on the roof level.</p>	<p>Storage in Fire stairs could obstruct egress.</p>

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*Mandatory Recommendations*

- Fire protection should be upgraded with a smoke detection alarm system as per AS 1670 and BCA E2.2 Table 2.2a including connection to a main fire indicator panel and an automatic sound alarm system.
- The two Required Exits should be upgraded as per BCA Part 2 including:
  - Full fire isolation for the western fire stairs and removal of carpet (BCA D2.2),
  - Fire Exit Doors for fire isolated stairways should be self-closing and tagged to indicate fire rating (FRL -/60/30 as per C3.8),
  - Signage provided on all Fire Exit Doors indicating "FIRE SAFETY DOOR – DO NOT OBSTRUCT – DO NOT KEEP OPEN (BCA D2.23), and
  - The Fire Exit Doors must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action on a single device such as a single lever type handle or emergency push bar.
- The external northern wall which is contiguous with a fire source (commercial building) and wall openings need to be fire rated and or protected.
- The manual call point fire alarms should also be connected to the main fire indicating panel.
- Storage should be removed and prohibited within the fire stairways.
- Emergency Lighting should be installed and maintained as per BCA E4.4 and Australian Standard AS 2293.1 *Emergency escape lighting and exit signs for buildings - Part 1: System design, installation and operation*.
- Illuminated Exit Signs must be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress from a storey as per BCA E4.5, E4.6 and AS2293.1.

*Control Recommendations*

- The non-operational illuminated exit signs should be regularly maintained and nonoperational signs replaced.
- The fire hydrants should be located within a fire isolated stairway. The fire brigade booster connection should be provided with a check valve.
- A Hydrant Block plan should be mounted near the fire brigade booster connection.
- Storage should be removed from the fire stairs and prohibited.



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### 3.4 BCA Requirements (Sections C, D and E) – 2 Myack Street Berridale

Element Rating	✓	✓	Moderate Deficiencies
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#### BCA Deficiencies/ Upgrade Requirements

Our review of this building has been against the provisions of the 2016 edition of the BCA.

Building codes do not apply retrospectively and therefore it is possible that an identified non-compliance will have complied at the time the building was constructed and approval granted.

Where this is the case upgrades will only be a requirement where a development application is submitted for future work.


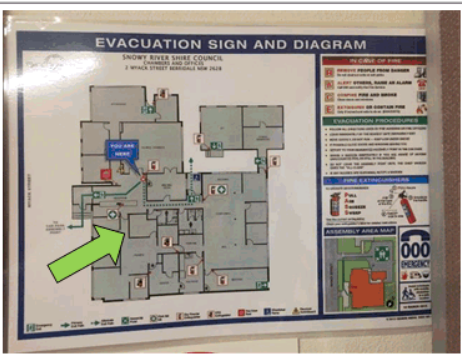
#### General Observations

- Fire hose reels and fire extinguishers are maintained by a fire protection contractor.
- A mixture of illuminated fire exit signs and directional signs with battery backup are provided.
- The smoke detection system is monitored via the security company.
- Emergency evacuation floor plans are provided.
- Fire Wardens are provided.
- There is no central air-conditioning for the building.

#### 3.4.1 Adverse Findings

- A main fire indicating panel, MFIP and automatic fire sound alarm system is not provided.
- The smoke detection system does not comply with AS 1670 with inadequate smoke detectors provided.
- The last annual fire evacuation exercises and fire warden training could not be confirmed.
- Fire door signage is not provided and or needs to be upgraded.
- A number of illuminated fire exit were non-operational and additional illuminated Exit Signs are needed. In addition, the old-style 'Exit' signs should be upgraded for consistency with the current moving man type exit signs.

#### Photographs

	
Fire Hose Reel	Emergency evacuation plans provided

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<p>Security Alarm used to monitor the partial fire detection system</p>	<p>No smoke detection provided for Council Chambers and several office areas.</p>
	
<p>Exit sign not working. Old-style exit signs should also be upgraded.</p>	<p>Fire exit sign needed and fire safety door signage.</p>
	
<p>Illuminated Fire Exit sign needed.</p>	

*Mandatory Recommendations*

- Fire protection should be upgraded with a smoke detection alarm system as per AS 1670 and BCA E2.2 Table 2.2a including connection to a main fire indicator panel and an automatic sound alarm system.
- Illuminated Exit Signs must be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress from a storey as per BCA E4.5, E4.6 and AS2293.1.



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*Control Recommendations*

- The non-operational illuminated exit signs should be regularly maintained and nonoperational signs replaced.

3.4 BCA Requirements (Sections C, D and E) – 71 Caveat Street Bombala

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

*BCA Deficiencies/ Upgrade Requirements*

Our review of this building has been against the provisions of the 2016 edition of the BCA.

Building codes do not apply retrospectively and therefore it is possible that an identified non-compliance will have complied at the time the building was constructed and approval granted.

Where this is the case upgrades will only be a requirement where a development application is submitted for future work.

*General Observations*

- Fire hose reels, fire extinguishers and a fire blanket are provided and maintained by a fire protection contractor.
- There is no automatic fire alarm or approved monitored smoke detection system provided.
- An emergency evacuation plans is provided.
- Fire Wardens are provided.
- There is no central air-conditioning for the building.

3.4.1 *Adverse Findings*

- An automatic fire detection and sound alarm system is not provided.
- Illuminated fire Exit Signs with battery backup are not provided.
- Annual Fire Safety Statements (AFSS) to confirm maintenance of essential services are not provided.
- The last annual fire evacuation exercises and fire warden training could not be confirmed.
- Required fire exit door signage is not provided.
- Fire extinguisher maintenance is overdue.





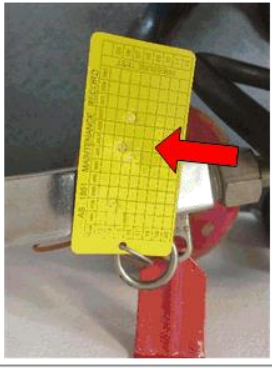

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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3.4.2 Photographs

	
Fire Extinguishers	Fire Blanket
	
No fire alarm system is provided	Illuminated Fire Exit signs are not provided
	
Last maintenance was provided in June 2016	No smoke detection provided in basement archive storage rooms or Floor 2 units

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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Fire Exit Sign needed	Fire Exit Door Signage needed

*Mandatory Recommendations*

- Fire protection should be provided with a smoke detection alarm system as per AS 1670 including connection to a main fire indicator panel and an automatic sound alarm system.
- Illuminated Exit Signs should be clearly visible to persons approaching an exit and should be installed on, above or adjacent to each door providing egress as per BCA E4.5, E4.6 and AS2293.1.

*Control Recommendations*

- Required fire exit door signage is not provided.
- Fire extinguishers should be checked every 6 months as per Australian Standard AS 1851 *Routine service of fire protection systems and equipment*.

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3.5 Disability Discrimination Act (DDA) – 81 Commissioner Street, Cooma

Element Rating	X		Major Deficiencies
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General Observations

- A ramp is provided for the main entrance for customer enquiries and rate payments.
- A disabled car parking space is provided.
- A disabled sanitation facility is provided on the ground floor.

Adverse Findings

- Access is not available to the Council Chambers or to all floor levels including tender lodgement or town planning. A lift will be needed.
- Tactile Ground Surface Indicators, TGSIs are not provided.
- The accessible car parking space does not satisfy BCA 3.6 AS1428.
- The door entrance to the main building does not facilitate disabled access.
- Sanitation facilities for disabled access does not meet current standards and is not available on each floor.
- Ambulant disability sanitation facilities are not provided.
- Hearing augmentation it is not provided for the Council Chambers.

Photographs

	
Ramp access to Council building for members of the public.	Disabled car parking space provided.
	
Current disabled toilet needs to be upgraded to comply with AS 1428.1.	No disabled access to Council Chambers and no TGSIs for step



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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Counter for tenders on the first floor with no disabled access.	No TGSIs provided for stairs.

*Mandatory Recommendations*

- Access to the Council Chambers and to each floor should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.
- Tactile ground surface indicators should be provided for ramps and stairs as required by BCA section 3.8 and AS 1428.1.
- Accessible sanitary facilities should be provided on each floor is required by BCA section F2 .4 and AS 1428.1.

*Control Recommendations*

- Braille and tactile signage should be upgraded and/or provided throughout the building as required by BCA section D3 .6 and AS 1428.1.
- Hearing augmentation should be provided for the Council Chambers as required by BCA section D3 .7 and AS 1428.1.
- The disabled car parking space dimensions and signage should be upgraded to comply with BCA section D3 .5 and AS 1428.1



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### 3.5 Disability Discrimination Act (DDA) – 2 Myack Street, Berridale

Element Rating	X		Major Deficiencies
----------------	---	--	--------------------

#### General Observations

- A ramp is provided for the main entrance for customer enquiries and rate payments.
- A disabled car parking space is provided.
- A disabled sanitation facility is provided on the ground floor.

#### Adverse Findings

- Access is not available at the main entrance.
- Tactile Ground Surface Indicators, TGSIs are not provided.
- The accessible car parking space does not satisfy BCA 3.6 AS1428.
- The door entrance to the main building does not facilitate disabled access.
- Sanitation facilities for disabled access do not meet current standards and is not available on each floor.
- Ambulant disability sanitation facilities are not provided.
- Hearing augmentation it is not provided for the Council Chambers.

#### Photographs

	
Ramp access to Council building	Disabled car parking space provided.
	
No disabled toilet facilities.	No disabled access to Council Chambers

## 16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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No TGSs provided for stairs and handrail non-compliant.	No TGSs provided for step.

#### Mandatory Recommendations

- Access to the offices and public areas should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.
- Tactile ground surface indicators should be provided for ramps and stairs as required by BCA section 3.8 and AS 1428.1.
- Accessible sanitary facilities should be provided on each floor as required by BCA section F2.4 and AS 1428.1.

#### Control Recommendations

- Braille and tactile signage should be or provided throughout the building as required by BCA section D3.6 and AS 1428.1.
- Hearing augmentation should be provided for the Council Chambers as required by BCA section D3.7 and AS 1428.1.
- The disabled car parking space dimensions and signage should be upgraded to comply with BCA section D3.5 and AS 1428.1.
- The handrail should be upgraded to comply with AS 1428.1.

### 3.5 Disability Discrimination Act (DDA) – 71 Caveat Street, Bombala

Element Rating	✘		Major Deficiencies
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#### General Observations

- A ramp is provided for the main entrance for customer enquiries and rate payments.

#### Adverse Findings

- Disabled access is not compliant as the ramps too steep.
- Tactile Ground Surface Indicators, TGSIs are not provided.
- An accessible car parking space is not provided as required by BCA 3.6 AS1428.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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- The door entrance to the main building does not facilitate disabled access.
- Sanitation facilities for disabled access are not provided.
- Ambulant disability sanitation facilities are not provided.
- Hearing augmentation it is not provided for the Council Chambers.

Photographs

	
<p>Ramp access to Council building for members of the public from top of drive.</p>	<p>Ramp access provided at staff courtyard.</p>
	
<p>Driveway is too steep for disabled access</p>	<p>Ramp access too steep and no Tactile Ground Surface Indicators, TGSIs are provided</p>
	
<p>Door is not automatic opening to allow disabled access and no TGSIs.</p>	<p>No TGSIs provided for ramp and no handrails.</p>



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No accessible sanitation facilities. No Braille tactile signage.	No Disabled car parking space provided

*Mandatory Recommendations*

- Access to the Council Chambers should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.
- Tactile ground surface indicators should be provided for ramps and stairs as required by BCA section 3.8 and AS 1428.1.
- Accessible sanitary facilities should be provided on each floor is required by BCA section F2 .4 and AS 1428.1.
- Handrails should be provided for the access ramp to the courtyard as required by AS 1428.1.

*Control Recommendations*

- Braille and tactile signage should be upgraded and/or provided throughout the building as required by BCA section D3 .6 and AS 1428.1.
- Hearing augmentation should be provided for the Council Chambers as required by BCA section D3 .7 and AS 1428.1.
- The disabled car parking space dimensions and signage should be upgraded to comply with BCA section D3 .5 and AS 1428.1.

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### 3.6 Indoor Air Quality – 81 Commissioner Street, Cooma

Element Rating	X		Major Deficiencies
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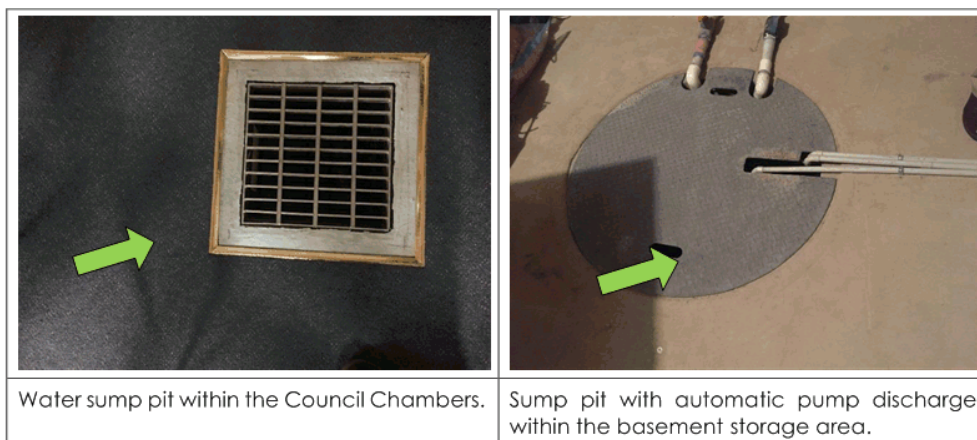
#### General Observations

- There had been no significant complaints regarding indoor air quality for the general office areas.
- An Indoor Air Quality Assessment could not be confirmed during our inspection.
- There are no grease traps provided.

#### Adverse Findings

- A dank smell was noted in the basement storage areas.
- The Council Chambers are located in the basement level. A floor pit is located within the Council Chambers and RiskTech were advised that this is emptied by bucket on a routine monthly basis. There were signs of water damage within the Council Chambers.
- A sump pit which is automatically discharged by pump is located in the record storage area. A dank smell was evident.

#### Photographs



#### Mandatory Recommendations

- An indoor air quality assessment should be conducted for the building in particular for the council chambers and basement areas.

#### Control Recommendations

- Indoor air quality should be regularly monitored.



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3.6 Indoor Air Quality – Berridale and Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
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*General Observations*

- There had been no complaints regarding indoor air quality for the general office areas.
- There are no grease traps provided.

*Adverse Findings*

- Nil.

*Mandatory Recommendations*

- Nil.

*Control Recommendations*

- Nil.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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### 3.7 Radio Frequency Radiation – 81 Commissioner Street, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
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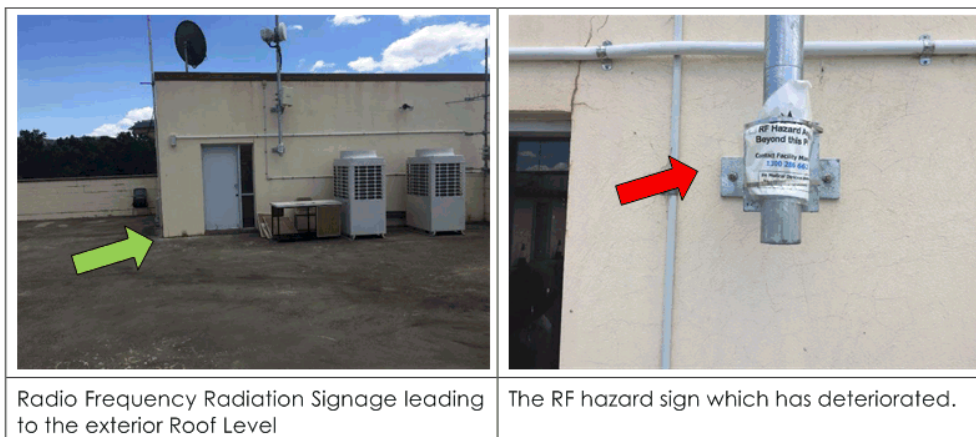
#### General Observations

- Radio frequency transmitting towers were observed on the Roof Level. RiskTech was advised these are controlled by CountryTell a community broadband provider.
- Signage is installed to warn of the RF hazard.
- Access to the upper Roof Level is restricted.

#### Adverse Findings

- The RF hazard sign has deteriorated.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- The RF hazard sign should be replaced with a permanent sign.

### 3.7 Radio Frequency Radiation – 2 Myack Street, Berridale

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- A mobile phone radio frequency transmitting tower is provided.
- Signage is installed to warn of the RF hazard.
- Access to the tower is secured.

#### Adverse Findings

- Nil

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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Photographs



Mandatory Recommendations

- Nil

Control Recommendations

- Nil

3.7 Radio Frequency Radiation – 71 Caveat Street, Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
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General Observations

- A telemetry link is maintained for water data.
- There is no roof general access.

Adverse Findings

- Nil

Photographs



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

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### 3.8 Working at Heights – 81 Commissioner Street, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
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#### General Observations

- Access to the Roof Level was secured against unauthorised access at the time of inspection.
- Good barricade protection is present on the roof of the building.
- Window cleaning could not be confirmed during our inspection

#### Adverse Findings

- Working at Heights / fall hazards have not been formally identified and assessed for the site. Occasional work at heights may be required for antenna maintenance.

#### Photographs

	
Good barricade protection provided on the Roof Level	Anchor points with appropriate testing and tagging undertaken

#### Mandatory Recommendations

- A risk assessment of the fall hazards on site should be conducted in accordance with Part 4.4 of the WHS Regulation 2011 (NSW) and with Managing the Risk of Falls at Workplaces: Code of Practice (WorkCover NSW, 2011). Ensure the Working at Heights/Fall Hazard Register is retained on site.
- Liaise with the contractors to ensure they are competent for working at heights and a roof access permit for maintenance activities involving working at height tasks performed on site such as antenna maintenance or window cleaning.

#### Control Recommendations

- Nil

### 3.8 Working at Heights – Berridale and Bombala

Element Rating				N/A
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### 3.9 Confined Spaces – 81 Commissioner Street, Cooma

Element Rating	✓	✓		Moderate Deficiencies
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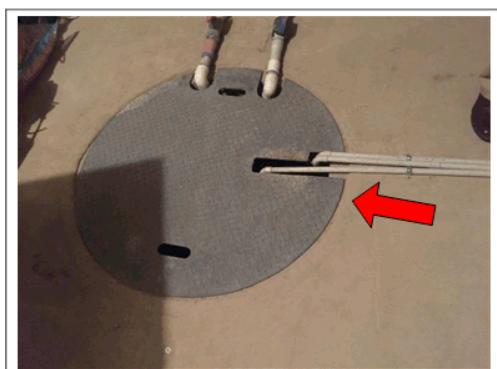
#### General Observations

- Confined Spaces identified on site were the sump pits on the basement level.
- A confined space work permit is available.

#### Adverse Findings

- Confined Spaces Register and associated Risk Assessments have not been developed for the site.
- The confined space (sump pit) is not appropriately labelled.
- The confined space was not secured.

#### Photographs



Sump Pit on Basement Level

#### Mandatory Recommendations

- Establish a formal process to ensure appropriate management of confined spaces on-site accordance with the *WHS Regulation 2011 (NSW), Chapter 4, Part 4.3 and AS2865:2009 Confined Spaces*.

#### Control Recommendations

- Label the confined space on site identified in accordance with *AS2865:2009 Confined Spaces* and with *AS1319:1994 Safety Signs for the Occupational Environment*.
- A lock should also be provided to prevent unauthorised entry.

### 3.9 Confined Spaces – Berridale and Bombala

Element Rating				N/A
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### 3.10 Traffic Management – 81 Commissioner Street, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
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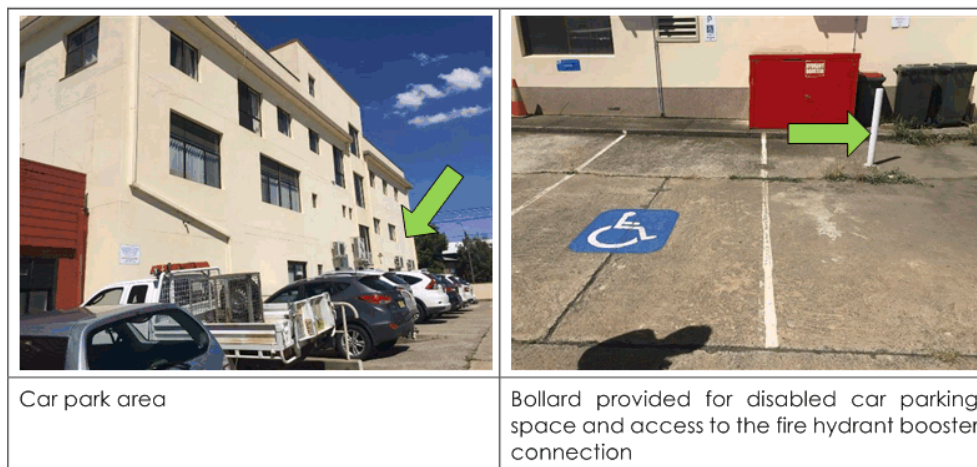
#### General Observations

- There is minimal external car parking available along the western wall of the building.
- Parking bays appeared to be clearly defined and marked by highlighted markings throughout the car park at the time of inspection.
- An accessible car parking space is provided in the car park.
- The driveway for the car park is shared.

#### Adverse Findings

- No speed limit signage was present at the entrance to the site at the time of inspection.
- No speed humps were installed at the entrance and throughout the car park.
- No liability disclaimer was installed at the car park entry points.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Consider installing shared zone speed limit signage that is obvious on entry to the car park.
- Consider installing speed humps in designated areas throughout the car park.
- Consider installing appropriate liability disclaimer at all entry points to the car park areas.

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3.10 Traffic Management – 2 Myack Street, Berridale

Element Rating	✓	✓	✓	Satisfactory Performance
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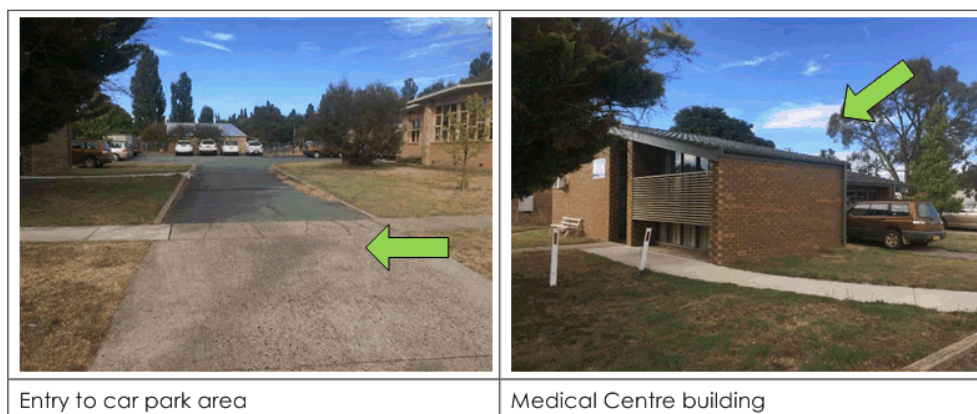
General Observations

- Car parking is available on the council property with car spaces marked out.
- An accessible car parking space is provided in the car park.
- The driveway for the car park is shared with the medical centre. The medical centre building is leased from the council

Adverse Findings

- No speed limit signage was present at the entrance to the site.
- No speed humps were installed at the entrance of the car park.
- No liability disclaimer was installed at the car park entry.

Photographs



Mandatory Recommendations

- Nil

Control Recommendations

- Consider installing speed limit signage that is obvious on entry to the car park.
- Consider installing speed humps in designated areas throughout the car park.
- Consider installing appropriate liability disclaimer at all entry points to the car park areas.

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### 3.10 Traffic Management – 71 Caveat Street, Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
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#### General Observations

- There is minimal external car parking available at the rear of the building.
- The driveway for the car park is well maintained.

#### Adverse Findings

- No speed limit signage was present at the entrance to the site at the time of inspection.
- No speed humps were installed at the entrance and throughout the car park.
- No liability disclaimer was installed at the car park entry points.

#### 3.10.1 Photographs



#### 3.10.2 Mandatory Recommendations

- Nil

#### 3.10.3 Control Recommendations

- Consider installing shared zone speed limit signage that is obvious on entry to the car park.
- Consider installing speed humps in designated areas throughout the car park.
- Consider installing appropriate liability disclaimer at all entry points to the car park areas.



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3.11 Cooling Towers – Cooma, Berridale and Bombala

Element Rating					N/A
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*General Observations*

- There are no cooling towers present.

*Adverse Findings*

- Nil.

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### 3.12 Plant & Equipment – Cooma, Berridale and Bombala

Element Rating	✓	✓	✓	✓	Superior Performance
----------------	---	---	---	---	----------------------

#### General Observations

- There are no passenger lifts provided.
- Air-conditioning mostly comprises small split systems. A central air-conditioning system is provided for the second floor only with two units which use R134a refrigerant.

#### Adverse Findings

- Nil.

#### Photographs



Cooma – Main air-conditioning units for floor 2 on the roof and typical split systems for the offices.



Berridale – Typical split system air conditioning units

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Bombala – Roof mounted split system air conditioning unit and dual units for server room.

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

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3.13 Hazardous Chemicals – Cooma, Berridale and Bombala

Element Rating					N/A
----------------	--	--	--	--	-----

*General Observations*

- Hazardous Chemicals are not stored on site.
- Contract cleaners are required to bring cleaning chemicals to the building and store off-site.

*Adverse Findings*

- Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil



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3.14 Housekeeping, Workplace Environment – 81 Commissioner Street, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- Inspected paved areas surrounding the building appeared to be in a satisfactory condition during our inspection.
- Inspected internal areas of the buildings appeared to be well maintained at the time of the inspection.
- Waste storage was satisfactory during our inspection.

Adverse Findings

- The storage of ad hoc combustible materials noted within the electrical services and telecommunications room pose a fire risk.

Photographs

	
Well maintained external areas	Well maintained internal areas
	
Combustible storage within the electrical services & telecommunications room.	

Mandatory Recommendations

- Nil

Control Recommendations

- Combustible storage should be removed and prohibited from the fire isolated electrical services and telecommunications room.

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3.14 Housekeeping, Workplace Environment – 2 Myack Street, Berridale

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------




General Observations

- Inspected internal areas of the buildings appeared to be well maintained at the time of the inspection.
- Waste storage was satisfactory during our inspection.
- Access/egress routes to the buildings appeared to be free from obstructions at the time of the inspection.

Adverse Findings

- The storage of ad hoc combustible materials noted within the electrical services and telecommunications room and poses a fire risk.

Photographs

	
Egress routes kept clear	Untidy storage
	
Combustible storage should be kept out of the computer room	

Mandatory Recommendations

- Nil

Control Recommendations

- Storage in the archive room should be improved and combustible storage should be kept out of the computer room.

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3.14 Housekeeping, Workplace Environment – 71 Caveat Street, Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- Inspected internal areas of the buildings appeared to be well maintained at the time of the inspection.
- Waste storage was satisfactory during our inspection.
- Access/egress routes to the buildings were free from obstructions at the time of the inspection.

3.14.1 Adverse Findings

- Nil.

3.14.2 Photographs



3.14.3 Mandatory Recommendations

- Nil

3.14.4 Control Recommendations

- Nil

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3.15 Bulk Fuel Management – Cooma, Berridale and Bombala

Element Rating					N/A
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3.15.1 General Observations

- No bulk fuel underground storage tanks storage were present on site.

3.15.2 Adverse Findings

- Nil

3.15.3 Mandatory Recommendations

- Nil

3.15.4 Control Recommendations

- Nil

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Snowy Monaro Council Offices

### 3.16 Environmental Management – 81 Commissioner Street, Cooma

Element Rating	✓	✓	✓	✓	Superior Performance
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#### General Observations

- Waste management currently poses a low environmental risk at the site. General waste and recyclables are stored within designated enclosed receptacles.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- Emissions to atmosphere from the site include:
  - Building exhaust from toilet facilities throughout the buildings; and
  - Air conditioning exhaust throughout the buildings.None of the emissions listed above would require an Environment Protection Licence.
- The following wastewater is generated on site from:
  - Bathrooms/Toilets
  - Sump pit in the Basement Level carpark

#### Adverse Findings

- Nil.

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil

### 3.16 Environmental Management – 2 Myack Street, Berridale

Element Rating	✓	✓	✓	✓	Superior Performance
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#### General Observations

- Waste management currently poses a low environmental risk at the site. General waste and recyclables are stored within designated enclosed receptacles.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- Environmental Management and Berridale was established in 2008 on a voluntary basis. The main objectives of the 'green team' are as follows:
  - reduce the energy footprint for council'
  - introduce recycling in particular for printing packages
  - tree planting to balance carbon emissions
  - reduce water usageThis has been a commendable initiative and as resulted in electricity savings with solar panels. Rainwater collection tanks have also been provided.  
The 'green team' initiatives are supported by the General Manager.



## 16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

### ATTACHMENT 2 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT COUNCIL OFFICES

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#### Integrated Property, WHS, Public Liability & BCA/DDA Report Snowy Monaro Council Offices

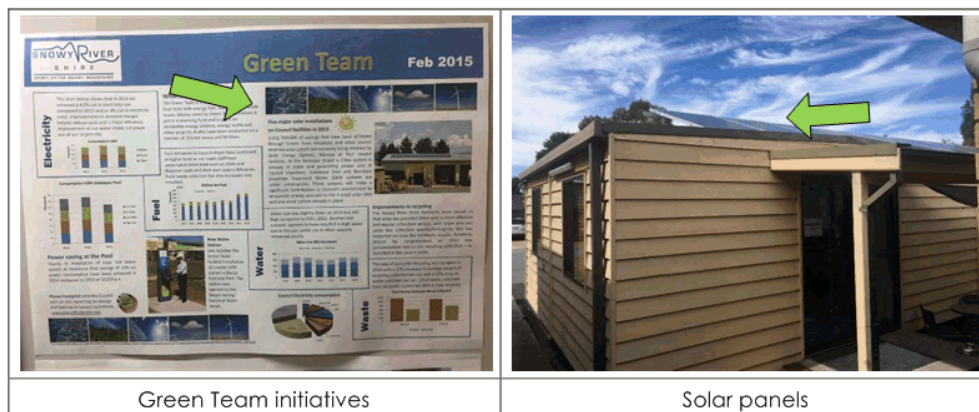
##### Adverse Findings

- Nil.

##### Mandatory Recommendations

- Nil

##### Photographs



##### Control Recommendations

Nil

### 3.17 Environmental Management – 71 Caveat Street, Bombala

Element Rating	✓	✓	✓	✓	Superior Performance
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#### 3.17.1 General Observations

- Waste management currently poses a low environmental risk at the site. General waste and recyclables are stored within designated enclosed receptacles.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices.*

##### Adverse Findings

- Nil.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 2 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT COUNCIL OFFICES

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Snowy Monaro Council Offices

*Photographs*



*Mandatory Recommendations*

- Nil

*Control Recommendations*

Nil

## 4. General Information

### 4.1 Statutory Requirements

National harmonised Work Health & Safety (WHS) legislation places absolute Duty of Care obligations on "persons conducting a business or undertaking" (PCBU) which requires that "all reasonably practicable steps" be taken to ensure the "health and safety of workers and other persons impacted by the business or undertaking".

"Reasonably practicable steps" refers to the methods used, such as risk assessments, which determine whether the placement of risk controls are worth the expense when considered against the assessed likelihood of occurrence and severity of consequence if the risk was not controlled. Records of these assessments are mandatory when determining what can and cannot be construed as "reasonably practicable".

The primary duty is owed to "workers and other persons". These include direct employees of the PCBU, contractors and subcontractors, employees of contractors and subcontractors, labour hire company employees, outworkers, trainees, apprentices, students engaged in work experience and any volunteers. "Persons" include any other individuals who may be affected by activities performed by the PCBU, such as visitors. Visitors are required to comply, so far as they are able, with instructions provided by the PCBU to ensure that they are taking reasonable care and their actions do not adversely affect the health and safety of others at the workplace.

PCBU's who exercise control over a workplace are obliged to ensure that they have effective health and safety management practices to protect all entrants to the premises who could be affected by any activities arising from the "workplace". This extends to any risks associated with workplace fixtures, fittings, plant and any persons who design, import, manufacture, supply, install, constructs or commissions plant, substances and structures. This includes provision of instructions such as signage which are to conform to relevant legislative and technical specifications (such as the Australian Standards).

### 4.2 Impact for Property Owners

Most health and safety statutes in Australia impose duties of care on controllers of non-domestic work premises in relation to injury, damage or illness resulting from use of those premises.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

The person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

Note that the duties of the person conducting the business or undertaking are far more extensive (see PCBUs above).

The controller of a workplace is not always an easy entity to identify, as different individuals or organisations can exercise different levels of control over the same premises. It is possible for more than one individual or company to be in control of a premises at the same time. The controller of the premises may be either the owner or the occupier of the premises, or both.

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Consequently, the facts of each individual case are important in determining where any liability may lie. Generally, the "landlord" of a commercial premise would be considered to be the controller of the premises.

The following general principles apply:

- Controllers of non-domestic premises must ensure that the premises are safe and without risks to health,
- Controllers only have duties of care in relation to that part of the premises over which they have control – for example, if they only control part of a premises,
- Controllers' duties of care do not apply only to premises used only by their own employees,
- Controllers' duties of care do not apply to premises used solely for domestic purposes; and
- Controllers' duties of care extend to the means of access to or exit from a place of work.

### 4.3 Common Law Duties

Contemporary court rulings in cases of occupiers' liability have applied the general rules of negligence when establishing whether the occupier is liable. There are four elements involved in establishing a case for negligence. These are:-

- The existence of a duty to take reasonable care;
- That a breach of that duty has occurred;
- The foreseeability of the risk that gave rise to the injury or loss; and
- Whether all practical steps had been taken to mitigate the risk.

To establish whether the appropriate "level" of care was provided, the courts use the test based upon "what a reasonable man would, in the circumstances do by way of response to the foreseeable risk". In other words, to avoid liability, the owner is obliged to act as a reasonable person would to take all practical steps to reduce or avoid any risk of injury to occupants, visitors and members of the public within common areas. It should be noted that the level of care owed in respect of children is much greater, as their concept and appreciation of hazards or danger is perceived as being significantly lower than that of an adult.

In determining whether a breach of duty may have occurred, the court may consider:-

- The age and capacity of the injured party;
- The magnitude of the risk; and
- The degree of probability of its occurrence.

In considering whether all practicable measures were taken to mitigate the risk exposure, the courts will consider:-

- The nature and severity of the hazard;
- The knowledge of the solution to that hazard;
- The availability of the solution;
- Any common standard of practice e.g. Australian Standards, Codes of Practice or generally accepted "good practice"; and
- The cost of the solution e.g. is it reasonable to expect to spend millions of dollars in rectifying a fairly improbable risk?



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Persons interacting with these premises must also take some responsibility for their own actions. The concept of contributory negligence is a failure to take reasonable care for one's own safety. Again, the courts will consider the age and capacity of the injured person, their ability or capacity to appreciate the hazard, and the level of warning about the hazard.

#### 4.4 Contractor Management

As contractors are regarded as PCBU's when performing work for the owner or tenant, they are obliged to ensure that absolute Duty of Care is provided for any and all "others" which may be affected by the performance of agreed works. It is a requirement they comply in all respects with the requirements of the WHS Act and Regulation, and all other relevant safety related legislation.

Any contractor engaged by the owner, managing agent or tenant is required to provide evidence of current and adequate Public Liability and Products Liability insurance as well as current Workers' Compensation cover, if applicable. Appropriate licences and/or tickets should also be sighted to confirm the contractor is qualified and competent to perform the required work.

If the contract is required to perform a hazardous task such as working at height to clean windows or repair roofs or guttering, then they should be required to provide the Property Manager with a "Safe Work Method Statement" (SWMS). This will detail:-


- Hazards involved in performance of the tasks;
- Known and potential risks arising from the works being performed, and
- Measures put in place to control the identified risks.

The person responsible for appointing or managing the contractor is required to monitor contractor compliance to the tendered SWMS and consult, cooperate and coordinate with contractors to ensure that all works are performed safely and that the tasks do not place "others" at risk.

## Appendix 1 Action Plan – 81 Commissioner St, Cooma





### Legend

	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	Fire protection should be upgraded with a smoke detection alarm system as per AS 1670 and BCA E2.2 Table 2.2a including connection to a main fire indicator panel.  An automatic sound alarm system throughout the building should also be provided.	\$200,000	
2017-02	3.4 – BCA Requirements	The two Required Fire Stair Exits should be upgraded as per BCA Part 2 including: <ul style="list-style-type: none"> <li>o Full fire isolation for the western fire stairs and removal of carpet (BCA D2.2),</li> <li>o Fire Exit Doors for fire isolated stairways should be self-closing and tagged to indicate fire rating (FRL -/60/30 as per C3.8),</li> <li>o Signage provided on all Fire Exit Doors indicating "FIRE SAFETY DOOR – DO NOT OBSTRUCT – DO NOT KEEP OPEN (BCA D2.23), and</li> <li>o The Fire Exit Doors must be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action on a single device i.e. a single lever type handle or emergency push bar.</li> </ul>	\$40,000	






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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.1 – Safety and Public Liability	Engage a suitably competent and qualified electrical contractor to review the electrical installation and to rectify electrical deficiencies noted above as a high priority.	\$15,000	
2017-04	3.1 – Safety and Public Liability	Review cash handling and banking arrangements. Cash should be minimised and irregular visits to the bank should be made or an armoured service provided. The safe should also be secured to the floor and kept locked.	Management	
2017-05	3.4 – BCA Requirements	The manual call point fire alarms should also be connected to the main fire indicating panel.	\$15,000	
2017-06	3.4 – BCA Requirements	The external northern wall which is contiguous with a fire source (commercial building) and wall openings need to be fire rated and or protected.  Cable and pipe penetrations from fire isolated rooms need to be fire sealed as per AS 1530.	\$70,000	
2017-07	3.4 – BCA Requirements	Emergency Lighting should be upgraded as per BCA E4.4 and AS 2293.1.	\$50,000	
2017-08	3.4 – BCA Requirements	Illuminated Exit Signs must be clearly visible to persons approaching the exit, and must be installed on, above or	Included with above	



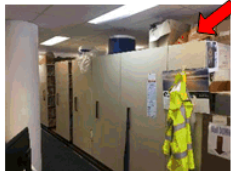



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
		adjacent to each door providing direct egress from a storey as per BCA E4.5, E4.6 and AS2293.1.		
2017-09	3.5 – Disability Discrimination Act (DDA)	Access to the Council Chambers and to each floor should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.	\$200,000	
2017-10	3.5 – Disability Discrimination Act (DDA)	Tactile ground surface indicators should be provided for ramps and stairs as required by BCA section 3.8 and AS 1428.1.	\$20,000	
2017-11	3.5 – Disability Discrimination Act (DDA)	Accessible sanitary facilities should be provided on each floor and is required by BCA section F2.4 and AS 1428.1.	\$70,000	
2017-12	3.6 – Indoor Air Quality	An indoor air quality assessment should be conducted for the building in particular for the council chambers and basement areas and improved ventilation and air-conditioning provided.	\$5,000	
2017-13	3.1 – Safety and Public Liability	Consider providing RCDs (safety switches) throughout the building and consider upgrading the Main Electrical Switchboard	\$100,000	
2017-14	3.1 – Safety and Public Liability	Upgrade the exterior wall facing Bombala Street with concrete cracking to prevent concrete spalling and possible injury to persons below.	\$250,000	




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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-15	3.1 – Safety and Public Liability	Remove storage from on top of the compactus and prohibit.	Management	
2017-16	3.1 – Safety and Public Liability	Remove extension leads across walkways and provide additional power points where needed.	\$5,000	
2017-17	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-18	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-19	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-20	3.3 – Asbestos	Engage a suitably competent and qualified consultant to update the Hazardous Materials Survey Report for the site to confirm the presence/absence of asbestos materials. Ensure that any asbestos-containing materials within the buildings' structure are identified (in a Hazardous Materials Register), in accordance with Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW).	\$2,000	



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-21	3.3 – Asbestos	Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with <i>Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)</i> .	\$5,000	
2017-22	3.3 – Asbestos	Label all ACM identified on site in accordance with <i>Chapter 8, Part 8.3, Clause 424 of the WHS Regulation 2011 (NSW)</i> .	\$2,000	
2017-23	3.4 – BCA Requirements	Storage should be removed and prohibited within the fire stairways.	Management	
2017-24	3.4 – BCA Requirements	The non-operational illuminated exit signs should be regularly maintained and nonoperational signs replaced.	\$5,000	
2017-25	3.4 – BCA Requirements	The fire hydrants should be located within a fire isolated stairway. The fire brigade booster connection should be provided with a check valve.	\$75,000	
2017-26	3.4 – BCA Requirements	A Hydrant Block plan should be mounted near the fire brigade booster connection.	\$5000	
2017-27	3.4 – BCA Requirements	Storage should be removed from the fire stairs and prohibited.	Management	
2017-28	3.5 – Disability Discrimination Act (DDA)	Braille and tactile signage should be upgraded and/or provided throughout the building as required by BCA section D3 .6 and AS 1428.1.	\$20,000	
2017-29	3.5 – Disability Discrimination Act (DDA)	Hearing augmentation should be provided for the Council Chambers as required by BCA section D3 .7 and AS 1428.1.	\$25,000	
2017-30	3.5 – Disability Discrimination Act (DDA)	The disabled car parking space dimensions and signage should be upgraded to comply with BCA section D3 .5 and AS 1428.1	\$2,000	
2017-31	3.6 – Indoor Air Quality	Indoor air quality should be regularly monitored.	Management	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-32	3.1 – Safety & Public Liability	Remove and prohibit electric blow floor heaters.	Management	
2017-33	3.7 – Radio Frequency Radiation	The RF hazard sign should be replaced with a permanent sign.	\$500	
2017-34	3.8 – Working at Heights	An external risk assessment of the fall hazards on site should be conducted in accordance with <i>Part 4.4 of the WHS Regulation 2011 (NSW) and with Managing the Risk of Falls at Workplaces: Code of Practice (WorkCover NSW, 2011)</i> . Ensure the Working at Heights/Fall Hazard Register is retained on site.	\$5,000	
2017-35	3.8 – Working at Heights	Liaise with the contractors to ensure they are competent for working at heights and a roof access permit for maintenance activities involving working at height tasks performed on site such as antenna maintenance or window cleaning.	Management	
2017-36	3.9 – Confined Spaces	Establish a formal process to ensure appropriate management of confined spaces on-site accordance with the <i>WHS Regulation 2011 (NSW), Chapter 4, Part 4.3 and AS2865:2009 Confined Spaces</i> .	Management	
2017-37	3.9 – Confined Spaces	Label the confined space on site identified in accordance with <i>AS2865:2009 Confined Spaces and with AS1319:1994 Safety Signs for the Occupational Environment</i> .	\$800	
2017-38	3.9 – Confined Spaces	Provide a lock to prevent unauthorised entry to the sump pit.	Management	
2017-39	3.10 – Traffic Management	No speed limit signage was present at the entrance to the site at the time of inspection.	\$1,000	
2017-40	3.10 – Traffic Management	No speed humps were installed at the entrance and throughout the car park.	\$5,000	
2017-41	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	
2017-42	3.14 – Housekeeping	Combustible storage should be removed and prohibited from the fire isolated electrical services and telecommunications room.	Management	




## Appendix 2 Action Plan – 2 Myack St, Berridale

### Legend

	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

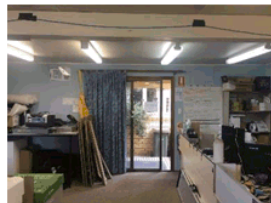


Estimated costs are best estimates only for budgetary purposes.

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	Fire protection should be upgraded with a smoke detection alarm system as per AS 1670 and BCA E2.2 Table 2.2a including connection to a main fire indicator panel. An automatic sound alarm system throughout the building should also be provided.	\$50,000	
2017-02	3.1 – Safety and Public Liability	The reception area should be rearranged to improve security and a duress alarm provided. Access to the public area for rate payments the controlled by the receptionist. Review cash handling and banking arrangements. Cash should be minimised with irregular visits to the bank.	\$20,000	








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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit. They should be installed on, above or adjacent to each door providing required egress as per BCA E4.5, E4.6 and AS2293.1.	\$5,000	
2017-04	3.1 – Safety and Public Liability	Trip hazards such as pot holes in the car park area should be repaired promptly. Regular inspections should be made for trip hazards. Items such as the star picket be properly removed.	\$5,000	
2017-05	3.5 – Disability Discrimination Act (DDA)	A ramp access to the main entrance should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1. The handrail should also be upgraded as per AS 2293.1.	\$15,000	
2017-06	3.5 – Disability Discrimination Act (DDA)	Tactile ground surface indicators should be provided for ramps and stairs as required by BCA section 3.8 and AS 1428.1.	\$5,000	
2017-07	3.5 – Disability Discrimination Act (DDA)	Accessible sanitary facilities should be provided as required by BCA section F2.4 and AS 1428.1.	\$15,000	



**Integrated Property, WHS, Public Liability & BCA/DDA Report**

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2017-08	3.4 – BCA Requirements	Emergency Lighting should be upgraded as per BCA E4.4 and AS 2293.1.	\$5,000	
2017-09	3.4 – BCA Requirements	Signage should be provided on all required Fire Exit Doors indicating "FIRE SAFETY DOOR – DO NOT OBSTRUCT – DO NOT KEEP OPEN (BCA D2.23).  The Fire Exit Doors must also be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action on a single device i.e. a single lever type handle or emergency push bar.	\$10,000	
2017-10	3.1 – Safety and Public Liability	Consider providing RCDs (safety switches) for all switchboards including the extensions with Portable Buildings.	\$10,000	
2017-11	3.1 – Safety and Public Liability	Ensure evacuation exercises and fire warden training is conducted annually.	Management	
2017-12	3.1 – Safety and Public Liability	Remove storage from on top of the compactus and prohibit.	Management	
2017-13	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	For all Council Sites
2017-14	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	For all Council Sites



**Integrated Property, WHS, Public Liability & BCA/DDA Report**

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2017-15	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	For all Council Sites
2017-16	3.3 – Asbestos	Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with <i>Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)</i> .	\$5,000	For all Council Sites
2017-17	3.3 – Asbestos	Label all ACM identified on site in accordance with <i>Chapter 8, Part 8.3, Clause 424 of the WHS Regulation 2011 (NSW)</i> .	\$2,000	For all Council Sites
2017-18	3.5 – Disability Discrimination Act (DDA)	Braille and tactile signage should be provided as required by BCA section D3 .6 and AS 1428.1 for access and sanitation facilities.	\$5,000	
2017-19	3.5 – Disability Discrimination Act (DDA)	Hearing augmentation should be provided for the Council Chambers as required by BCA section D3 .7 and AS 1428.1.	\$10,000	
2017-20	3.5 – Disability Discrimination Act (DDA)	The disabled car parking space dimensions and signage should be upgraded to comply with BCA section D3 .5 and AS 1428.1	\$2,000	
2017-21	3.10 – Traffic Management	No speed limit signage was present at the entrance to the site at the time of inspection.	\$1,000	
2017-22	3.10 – Traffic Management	No speed humps were installed at the entrance and throughout the car park.	\$5,000	
2017-23	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	
2017-24	3.14 – Housekeeping	Combustible storage should be removed and prohibited from the computer room.	Management	






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## Appendix 3 Action Plan – 71 Caveat Street Bombala

### Legend





	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

Estimated costs are best estimates only for budgetary purposes.

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	Fire protection should be considered with a smoke detection alarm system as per AS 1670 including connection to a main fire indicator panel.  An automatic sound alarm system throughout the building should also be provided.	\$25,000	
2017-02	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit. They should be installed on, above or adjacent to each door providing required egress as per BCA E4.5, E4.6 and AS2293.1.	\$5,000	






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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.1 – Safety and Public Liability	Trip hazards such as such as uneven surfaces should be promptly repaired. Regular inspections should be made for trip hazards. Items such as the star picket be properly removed.	\$20,000	
2017-04	3.1 – Safety and Public Liability	Barriers should be provided for the front brick paved area to prevent possible falls.	\$10,000	
2017-05	3.5 – Disability Discrimination Act (DDA)	The ramp access to the main entrance should be upgraded to reduce the slope to comply with BCA sections 3.1 and 3.2 and AS 1428.1.	\$15,000	
2017-06	3.5 – Disability Discrimination Act (DDA)	Handrails should be provided for ramps and stairs to satisfy the requirements of AS 2293.1.	\$20,000	



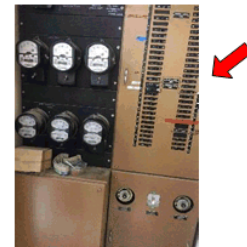



Integrated Property, WHS, Public Liability & BCA/DDA Report  
SMC 20170111 IP WHS PL BCA DDA Council Buildings

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-07	3.5 – Disability Discrimination Act (DDA)	Tactile ground surface indicators should be provided for all ramps and all stairs as required by BCA section 3.8 and AS 1428.1.	\$10,000	
2017-08	3.5 – Disability Discrimination Act (DDA)	Accessible sanitary facilities should be provided as required by BCA section F2.4 and AS 1428.1.	\$15,000	
2017-09	3.5 – Disability Discrimination Act (DDA)	The main door should be arranged for automatic operation to assist disabled access as per AS1428.1	\$10,000	
2017-10	3.4 – BCA Requirements	Signage should be provided on all required Fire Exit Doors indicating "FIRE SAFETY DOOR – DO NOT OBSTRUCT – DO NOT KEEP OPEN (BCA D2.23).  The Fire Exit Doors must also be readily openable without a key from the side that faces a person seeking egress, by a single hand downward action on a single device i.e. a single lever type handle or emergency push bar.	\$5,000	
2017-11	3.4 – BCA Requirements	Fire extinguishers and fire appliances should be maintained as per AS 1851.	Management	



Integrated Property, WHS, Public Liability & BCA/DDA Report  
SMC 20170111 IP WHS PL BCA DDA Council Buildings

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-12	3.1 – Safety and Public Liability	Consider providing RCDs (safety switches) and replacing the main switchboard.	\$10,000	
2017-13	3.1 – Safety and Public Liability	Ensure evacuation exercises and fire warden training is conducted annually.	Management	
2017-14	3.1 – Safety and Public Liability	Remove storage from on top of the compactus and prohibit further storage.	Management	
2017-15	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	For all Council Sites
2017-16	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	For all Council Sites
2017-17	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	For all Council Sites



**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-18	3.3 – Asbestos	Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with <i>Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)</i> .	\$5,000	For all Council Sites
2017-19	3.3 – Asbestos	Label all ACM identified on site in accordance with <i>Chapter 8, Part 8.3, Clause 424 of the WHS Regulation 2011 (NSW)</i> .	\$2,000	For all Council Sites
2017-20	3.5 – Disability Discrimination Act (DDA)	Braille and tactile signage should be provided as required by BCA section D3 .6 and AS 1428.1 for access and sanitation facilities.	\$5,000	
2017-21	3.5 – Disability Discrimination Act (DDA)	Hearing augmentation should be provided for the Council Chambers as required by BCA section D3 .7 and AS 1428.1.	\$10,000	
2017-22	3.5 – Disability Discrimination Act (DDA)	A disabled car parking space should be provided to comply with BCA section D3 .5 and AS 1428.1	\$2,000	
2017-23	3.10 – Traffic Management	No speed limit signage was present at the entrance to the site at the time of inspection.	\$1,000	
2017-24	3.10 – Traffic Management	No speed humps were installed at the entrance and throughout the car park.	\$5,000	
2017-25	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	

## Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report

### Snowy Monaro Council



Polo Flat Road, Cooma Depot



Basalt Street, Berridale Depot



Caveat Street, Bombala Depot



Baggs Street, Jindabyne Sub-Depot

## Council Depots

January and February 2017



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 3 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT COUNCIL DEPOTS

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Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Council Depots

## Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report

<b>Report For:</b>	Snowy Monaro Council
<b>Address:</b>	Council Depots 1. 65-69 Polo Flat Road, Cooma 2. 12 Basalt Street, Berridale 3. 71 Caveat Street, Bombala and Sub-Depot 4. Sub-Depot 3 Baggs Street, Jindabyne
<b>Prepared By:</b>	John A. Jones, Senior Consultant
<b>Date of Inspection:</b>	January and February, 2017
<b>Conferred With:</b>	Matthew Cross, Risk Manager Dean Sturgeon, WHS Officer

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### Document Revision Record

File Name	Prepared By	Reviewed By	Issue No.	Issue Date
SMC 20170112 Snowy Monaro Council Depots	John A Jones	Greg Harradine	1	March 2017

Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Council Depots

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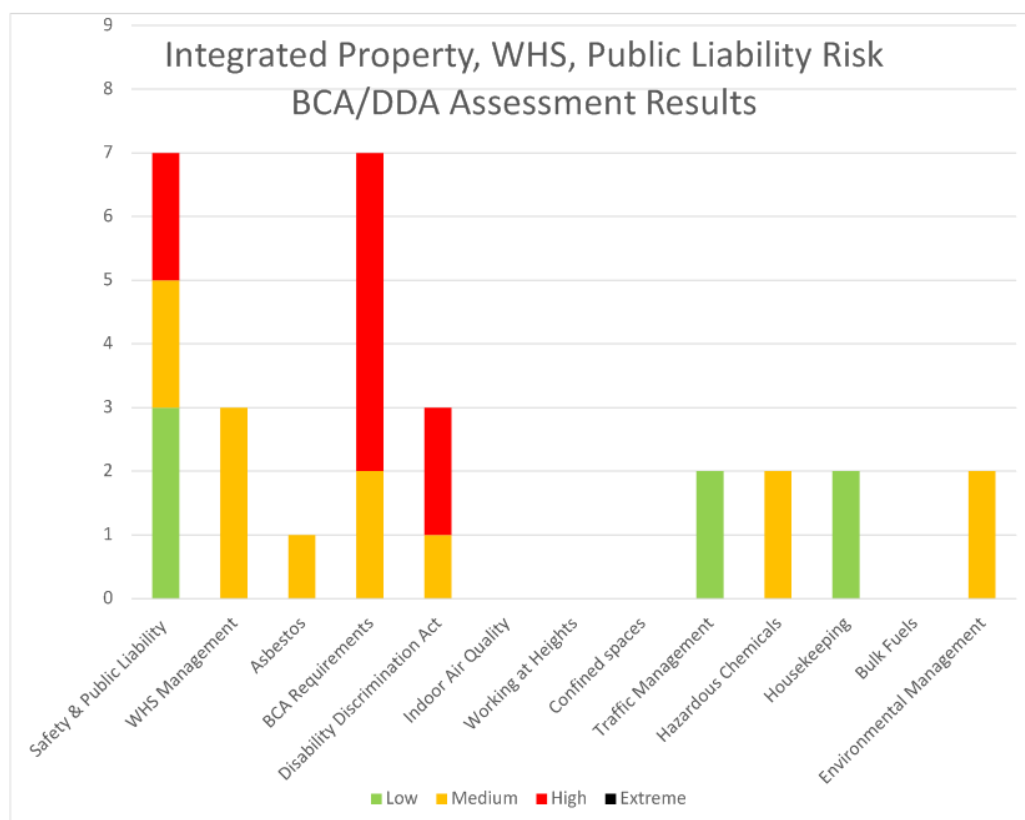
## 1. Executive Summary

This report presents findings and recommendations for the Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report undertaken at The Snowy Monaro Works Depots.

The principal aim was to identify significant property risk issues at the site and the expected duties as Persons Conducting a Business or Undertaking (PCBU). This review has been designed to indicate risk improvement and to identify priority issues that require immediate risk control solutions.

### 1. Summary of Findings for 65-69 Polo Flat Road Depot

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

There are several buildings and sheds at the Polo flat Depot. A number of expansions have been provided to the Main Building Complex which comprises the stores, workshop and offices. Construction is estimated at about 30 plus years old. The buildings and sheds on-site are generally of non-combustible construction and are all single level. They are well separated over the extensive site.

**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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Although BCA regulations do not apply retrospectively the Council Depot would benefit from hydrant fire protection systems to comply with current BCA regulations.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 1). The Extreme and High rated recommendations made should be considered as a high priority for rectification.

- The site is not provided with a fire hydrant system as per the current BCA and the Australian standard AS 2419.1 requirements.
- There is no building fire alarm or fire detection systems. An effective alarm system to enable safe egress in the event of fire should be considered for the Main Building comprising the offices, attached stores and workshop areas.
- A number of portable fire extinguisher maintenance tags were out of date.
- The Main Building is not provided with compliant fire Exit Signs or appropriate signage for the required exit doors. A means of safe egress is also considered mandatory for to meet safe workplace requirements.
- Spillage of emulsion during transfer was evident and improved secondary containment of emulsion during transfer should be considered.
- The Main Building office area does not comply with current BCA requirements for access for people with a disability.
- Accessible sanitary facilities are not provided as per the current BCA and DDA requirements and AS 1428.1.
- RCD safety switches are not provided and the main electrical switchboard is likely to contain asbestos.

## Recommendations

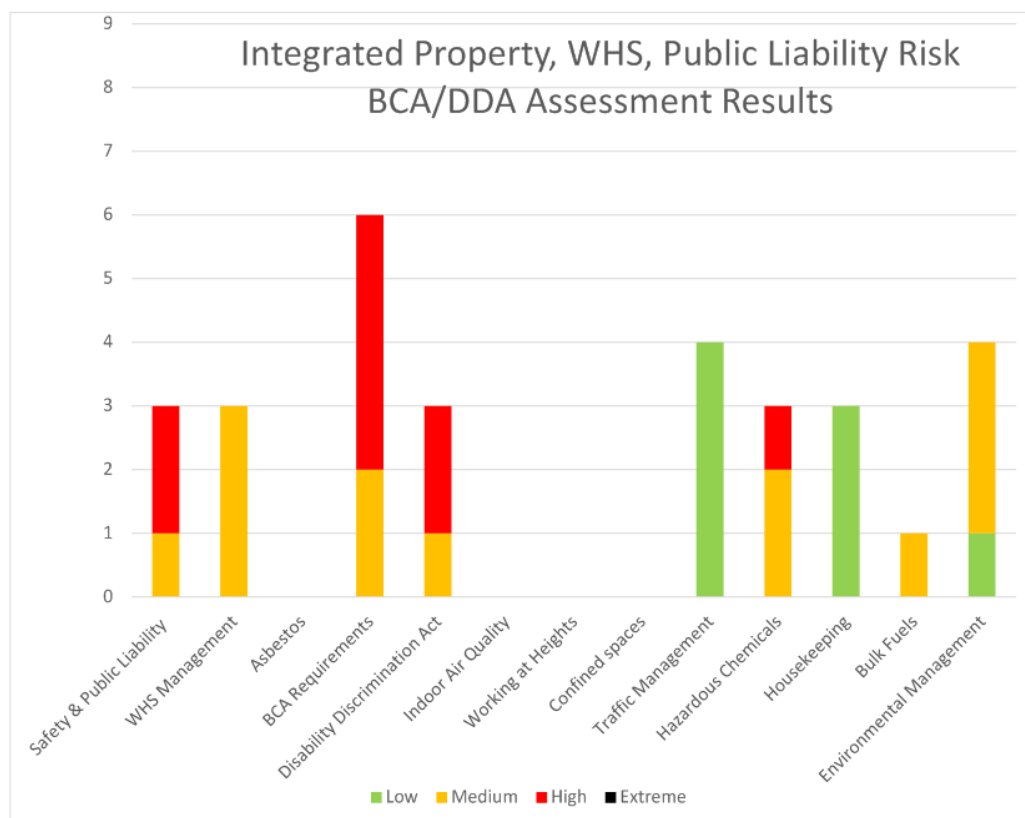
The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	14
Control Recommendations	15

Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Council Depots

## 2. Summary of Findings for 12 Basalt Street, Berridale

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

There are a number of buildings and sheds at the Berridale Works Depot. The buildings and sheds on-site are generally of non-combustible construction and are mostly single level. They are well separated over the large site.

BCA regulations do not apply retrospectively, however the Council Depot would benefit from hydrant fire protection systems which comply with current BCA regulations.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 2). The High rated recommendations made should be considered as a high priority for rectification.

- The fire hydrant system is not being maintained as per the statutory BCA requirements and the Australian standard AS 1851.
- There is no building fire alarm or fire detection systems. An effective alarm system to enable safe egress in the event of fire should be considered for the main buildings.
- A number of fire hose reels and extinguishers were obstructed or not correctly tagged.
- Compliant fire Exit Signs or appropriate signage for the required exit doors is not provided. Safe egress is considered a mandatory safe workplace requirement.

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- The office area does not comply with current BCA requirements for access for people with a disability.
- Accessible sanitary facilities are not provided as per the current BCA and DDA requirements and AS 1428.1.
- The storage of old oil drums on site can result in accidental soil contamination and improved secondary containment is needed for minor dangerous goods and oil storage.

### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

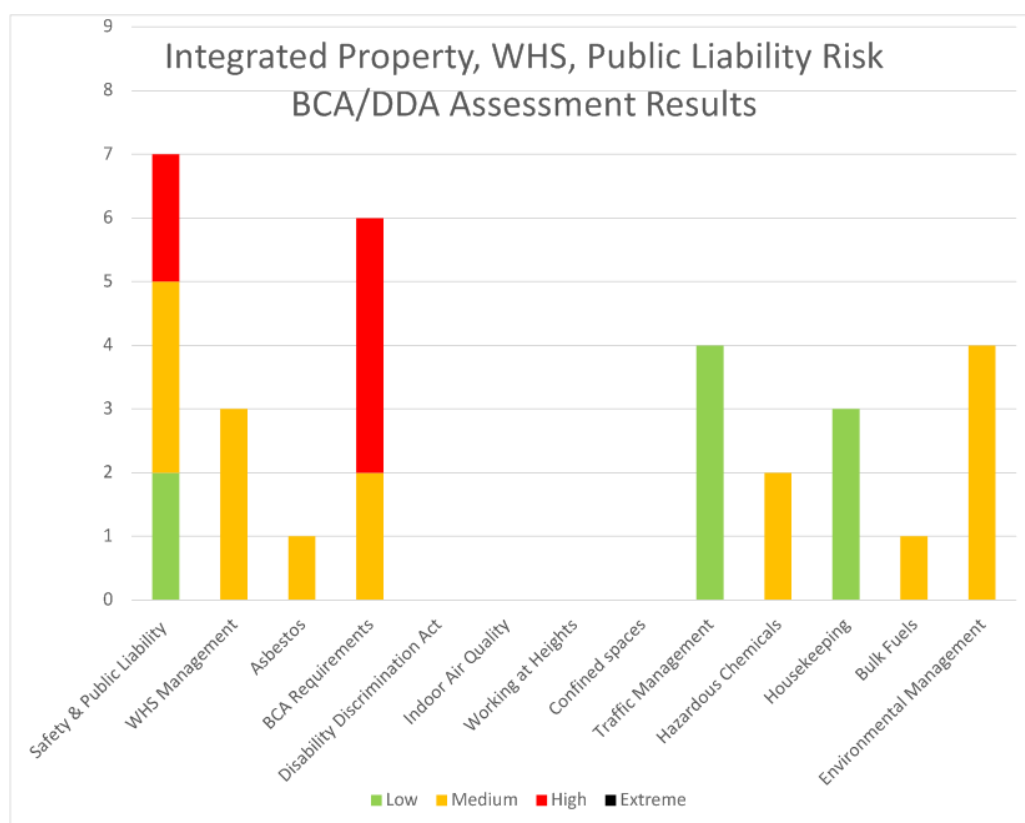
Classification	No. Recommendations
Mandatory Recommendations	9
Control Recommendations	20



Integrated Property, WHS, Public Liability & BCA/DDA Report  
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### 3. Summary of Findings for 71 Caveat Street, Bombala

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

The Bombala works depot is located behind the council offices. A main workshop and several storage sheds are provided. The workshop is estimated at about 30 plus years old. The buildings and sheds on-site are generally of non-combustible construction and are all single level. The sub-depot is located in an industrial area well clear of the township.

Although BCA regulations do not apply retrospectively the Council Depot would benefit from improved essential services to comply with current BCA regulations.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 3). The High rated recommendations made should be considered as a high priority for rectification.

- The fire hydrant system should be upgraded and tested annually as per the current BCA and the Australian standard AS 1851-2012 requirements.
- A fire alarm system to enable safe egress and to raise the alarm in the event of fire should be considered for the main workshop.

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- Fire Exit Signs and appropriate signage for the required exit doors should be considered. A means of safe egress is also considered mandatory to meet safe workplace requirements.
- Safe storage using approved flammable liquid cabinets and secondary containment for the storage of dangerous goods and hazardous chemicals needs to be improved both at Caveat Street and the sub-depot.
- RCD safety switches could not be confirmed for the sub-depot and electrical safety for the heating tape used on the emulsion tank pipework should be regularly assessed.
- Housekeeping for the Bombala Depot and the sub-depot needs improvement.
- The roller door for the main workshop has been damaged and the building cannot be secured.
- Unsecured compressed gas cylinders were noted. These can become a dangerous missile if knocked over and the valve assembly damaged.

### Recommendations

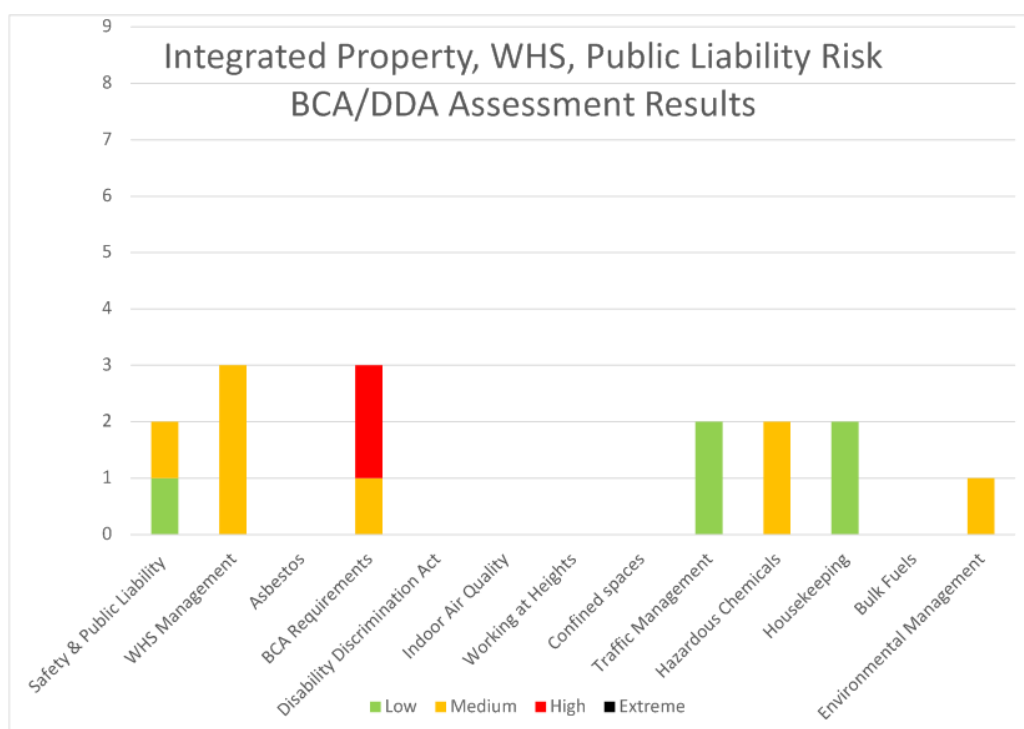
The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	7
Control Recommendations	24

Integrated Property, WHS, Public Liability & BCA/DDA Report  
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#### 4. Summary of Findings for Sub-Depot 3 Baggs Street Jindabyne

The following graph outlines the number of risk issues identified in the categories assessed:



#### Major Risk Issues

There is a small office building and sheds provided at the Jindabyne sub-depot used for water works maintenance of water quality, reservoir and water main maintenance. The office/amenities building and sheds on-site are generally of non-combustible construction and are all single level. They are well separated and were constructed about 20 years ago.

Although BCA regulations do not apply retrospectively the Council Depot would benefit from improved fire protection.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 4). The High rated recommendations made should be considered as a high priority for rectification.

- The Office & Amenities Building is not provided with compliant fire Exit Signs or appropriate signage for the required exit doors. A means of safe egress is considered mandatory for to meet safe workplace requirements.
- An unground diesel storage tank and bulk fuel supply is provided for council vehicles.
- Hazardous chemical storage with chlorine is provided
- RCD safety switches are not provided and the main electrical switchboard should be upgraded.
- Overgrowth needs to be controlled to protect external storage.

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### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	5
Control Recommendations	10

Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Council Depots

## 2. Introduction

RiskTech Pty Limited were engaged by the Snowy Monaro Council to undertake an Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report of the Council Buildings.

The assessment was carried out by RiskTech with site inspections conducted during January and February, 2017. The aim of the assessment is to have property risks identified and to provide recommendations to eliminate, minimise or control the identified risks.

### 2.1 Site Description - 65-69 Polo Flat Road, Cooma

<b>Construction Date</b>	Circa 1980
<b>Site Type</b>	Council Depot
<b>Number of Levels</b>	1
<b>BCA Classification</b>	The Main Building Complex has a mixed classification Class 5 for offices, Class 8 for the workshop and Class 7b for the storage buildings. A number of smaller storage sheds and garages are also provided.
<b>Construction</b>	Type C construction
<b>Floor Area</b>	About 1600sqm for the Main Building
<b>Lifts</b>	N/A
<b>Description</b>	The site consists of a combination of several sheds and six buildings of non-combustible construction. The buildings are all single story and are well separated. Car parking is provided which is accessed via Polo Flat Road. There are no disabled access or facilities provided.



**Site Location:** 65-69 Polo Flat Road, Cooma NSW

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## 2.2 Site Description - 12 Basalt Street, Berridale

<b>Construction Date</b>	Circa 2000
<b>Site Type</b>	Council Depot, with 4 main buildings on site.
<b>Number of Levels</b>	1 plus mezzanine office for Stores Building
<b>BCA Classification</b>	The site buildings have a mixed classification Class 5 for offices and amenities, Class 8 for the workshop and Class 7b for the storage buildings.
<b>Construction</b>	Type C construction
<b>Floor Area</b>	About 750sqm for the Main Workshop/Stores Building
<b>Lifts</b>	N/A
<b>Description</b>	The site consists of a combination of four main buildings of non-combustible construction. The buildings are mostly single story. Car parking is provided which at Basalt Street. There are no disabled access or facilities provided.



**Site Location:** 12 Basalt Street, Berridale NSW

## 2.3 Site Description - 71 Caveat Street, Bombala

<b>Construction Date</b>	Circa 1970and earlier.
<b>Site Type</b>	Council Depot
<b>Number of Levels</b>	1
<b>BCA Classification</b>	The buildings has a mixed classification predominantly Class 8 for the workshop and Class 7b for the storage buildings.
<b>Construction</b>	Type C construction




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<b>Floor Area</b>	About 1600sqm for the Main Building
<b>Lifts</b>	There are no lifts
<b>Description</b>	<p>The site consists of a combination of several buildings/sheds of non-combustible construction. The main workshop is about 550sqm and the smaller sheds range from about 150 to 250sqm.</p> <p>The buildings are all single story.</p> <p>Car parking is provided which is accessed via Caveat Street or Wellington Street.</p> <p>A small sub-depot outside of town is used for the storage of emulsion and has a small hazardous chemicals storage shed.</p> <p>There are no disabled access or facilities provided or recommended.</p>
	
<b>Site Location:</b> 71 Caveat Street and sub-depot site	

## 2.4 Site Description –3 Baggs Street, Jindabyne

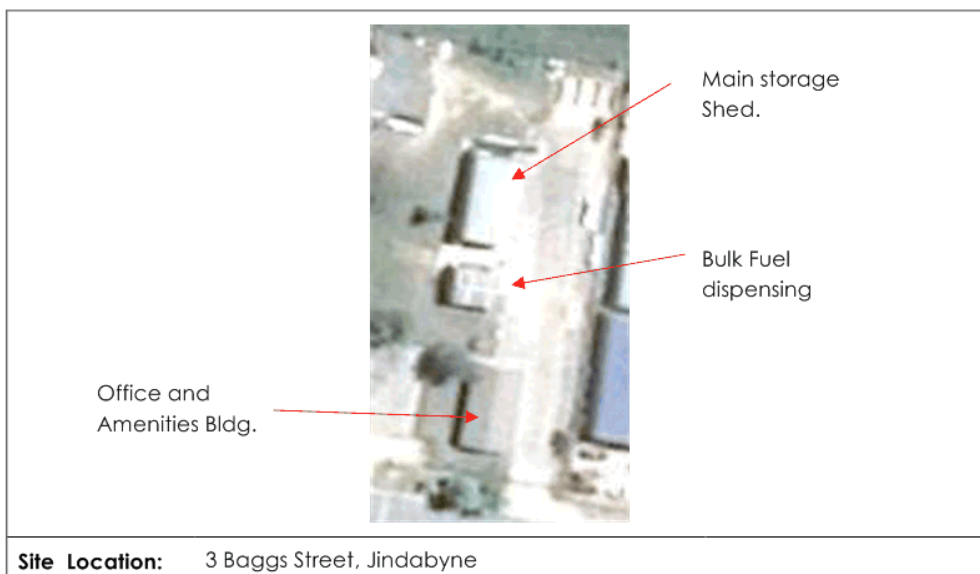
<b>Construction Date</b>	Circa 1990
<b>Site Type</b>	Council water works depot.
<b>Number of Levels</b>	1
<b>BCA Classification</b>	The buildings has a mixed classification predominantly Class 5 for the office and amenities building, Class 7a for the vehicle garage building and Class 7b for the storage buildings.
<b>Construction</b>	Type C construction
<b>Floor Area</b>	The small buildings on site range from about 50sqm to 170sqm
<b>Lifts</b>	N/A
<b>Description</b>	<p>The site consists of a small office and amenities building and small storage sheds of non-combustible construction.</p> <p>The buildings are all single story and are well separated.</p> <p>Car parking is provided which is accessed via Baggs Street.</p> <p>There are no disabled access or facilities provided or recommended.</p>

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## 2.5 Scope

The assessment was undertaken using the following methodology:

- Inspection of procedures, certificates and relevant maintenance documents including discussion with appropriate site personnel;
- A walk-through inspection of common areas of the site, identifying health and safety provisions that do not appear to meet statutory requirements; and
- Preparation of the report including a list of actions and recommendations aimed at controlling areas of concern, or suggested improvements to the existing systems.

The following elements were assessed:

- |                         |                             |
|-------------------------|-----------------------------|
| ■ Public Liability      | ■ Traffic Management        |
| ■ WHS Management        | ■ Cooling Towers            |
| ■ Asbestos              | ■ Plant & Equipment         |
| ■ BCA Requirements      | ■ Hazardous Chemicals       |
| ■ DDA (disabled access) | ■ Workplace Environment     |
| ■ Indoor Air Quality    | ■ Bulk Fuel Storage         |
| ■ Working at Heights    | ■ Environmental Management  |
| ■ Confined spaces       | ■ Radio Frequency Radiation |

Integrated Property, WHS, Public Liability & BCA/DDA Report  
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## 2.6 Limitations/Areas Not Accessed

- The assessment is limited to those physical aspects that could be observed during the assessment of common areas of the site.
- No detailed testing or intrusive investigations were carried out.
- The assessment does not cover defects in inaccessible places or latent defects.
- We have generally used and relied upon information supplied as being regarded as authoritative and reliable. Review of reports and certification documentation is limited to those that were present on site at the time of the assessment.


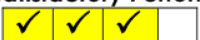


## 2.7 Structure of Report

The report is structured to present findings in a consistent format. An assessment of each of the Property Risk elements listed above is provided in Section four (4) Findings. Both Positive and Negative findings are noted for each element and photographs are included where considered necessary to confirm the findings.

The assessment includes an allocated ranking to focus management on areas of greatest risk and assist in the decision making process. Each section of the report details both positive and adverse findings followed by a list of recommendations where applicable. The recommendations are prioritised according to a classification system, as defined in Sections 3.3 and 3.4 below.

## 2.8 Ranking System

A risk ranking system has been developed to identify the risk level of each WHS element:

Classification	Definition
<b>Superior Performance</b> 	No deficiencies were noted and the site is managing this element to industry best practice
<b>Satisfactory Performance</b> 	Only minor recommendations are noted for this element
<b>Moderate Deficiencies</b> 	A number of recommendations are made with respect to risks that are present.
<b>Major Deficiencies</b> 	The site is not compliant with respect to the element and requires urgent attention to remedy the non-compliances. Potential high risk items have been identified
<b>N/A</b>	Element is not applicable for the site Eg cooling towers are not present on site

## 2.9 Classification of Recommendations

Recommendations made are listed as either 'Mandatory' or 'Control':

- A mandatory recommendation is made where a significant legal non-compliance or where a significant high risk hazard is not adequately controlled.
- Control recommendations are made when it is considered that implementing a basic control measure would further reduce potential risks, or where minor non-compliance issues are observed that do not impact on the overall risk of the site. These would move the operation of the site closer to best practice.



**Photographs of Positive Findings**



**Photographs of Adverse Findings**

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Snowy Monaro Council Depots

## 3. Findings

### 3.1 Safety and Public Liability – Polo Flat Road, Cooma

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

#### General Observations

- The car park area, site roadways and walking surfaces are well maintained.
- A hazardous warning sign is provided at the entrance of the works Depot.
- An Emergency Response Team is provided.
- A workplace health and safety officer for the council is stationed at this site.
- Electrical leads are generally tested and tagged.
- Security cameras are provided around the site.

#### Adverse Findings

- Unsafe wood fired heating and portable oil heaters are provided in the workshop.
- Residual current devices, RCDs (safety switches) are not provided.
- The emulsion tank Control Panel and remote operating switch/leads appears unsafe and is not tagged.
- Redundant lighting and wiring was also noted in the workshop area.
- Some sheds are accessible and the security fence is unsatisfactory.
- Used oil and solvent rags are not safely disposed of.
- Unsecured cylinders were noted which can become a dangerous missile if knocked over and the valve assembly is damaged.
- Metal ladders are used instead of safer fibreglass ladders.

#### Photographs

	
Car park area well marked and sealed	Safety signage at the entrance of the works Depot



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 <p>A photograph of a metal door to a workshop. Above the door is a sign that reads 'NO ADMITTANCE TO WORKSHOP'. Below this, there are several safety signs: a yellow triangle with a black exclamation mark, a blue circle with a white 'H' (Hazardous), and a red circle with a diagonal line over a cigarette (No Smoking). A green arrow points to the signs.</p>	 <p>A photograph of a printed document titled 'WORKSHOP EMERGENCY PROCEDURES'. It contains a table with columns for 'ACTION', 'RESPONSIBILITY', and 'PROCEDURE'. The document lists various emergency scenarios and the steps to be taken.</p>
<p>Safety signage for workshop entry</p>	<p>Workshop Emergency Procedures</p>
 <p>A photograph of a remote control switch and a coiled lead (cable) lying on a concrete floor next to some equipment. A red arrow points to the switch.</p>	 <p>A photograph of a green metal drum in a workshop. A red and white striped rag is lying on top of the drum. A red arrow points to the rag.</p>
<p>Remote control switch and lead</p>	<p>Unsafe disposal of rags</p>
 <p>A photograph of a portable heater with the brand name 'VALG' on it. It is sitting on a concrete floor. A red arrow points to the heater.</p>	 <p>A photograph of a wood heater sitting in a workshop. A red arrow points to the heater.</p>
<p>Unsafe portable type heater</p>	<p>Unsafe wood heater for workshop</p>

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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<p>Compressed gas cylinders not secured.</p>	<p>RCDs (safety switches) not provided</p>
	
<p>Security fence needs upgrading and storage moved away</p>	<p>Electrically safe fibreglass ladders are recommended.</p>
	
<p>Trip Hazards outside Stores/Office</p>	



## 16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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##### Mandatory Recommendations

- Upgrade portable oil and wood type heaters with approved fixed industrial heaters.
- Residual current devices, RCDs (safety switches) should be provided and upgrading of the switchboard should be considered.
- The emulsion tank Control Panel and remote operating switch/leads should be regularly tested and tagged.  
Redundant lighting and wiring noted in the workshop area should be removed.

##### Control Recommendations

- The security fence should be upgraded.
- Used oil and solvent rags should be safely disposed of in metal containers with tight fitting lids.
- All compressed gas cylinders should be secured.
- Metal ladders should preferably be replaced with electrically safe fibreglass ladders.

### 3.1 Safety and Public Liability – Basalt Street, Berridale

Element Rating	✓	✓		Moderate Deficiencies
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##### General Observations

- The car park area, site roadways and walking surfaces are satisfactory.
- A hazardous warning sign is provided at the entrance of the works Depot.
- An Emergency Response Team is provided.
- Residual current devices, RCDs (safety switches) are provided in the workshop.

##### Adverse Findings

- Unsafe portable oil heaters are used in the workshop.
- Some sheds are accessible and the security fence is unsatisfactory.
- Unsecured cylinders were noted which can become a dangerous missile if knocked over and the valve assembly is damaged.

##### Photographs



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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LPG cylinder not secured	Gas cylinders not secured
	
Unsafe portable type heater	Poor housekeeping with storage against fence

*Mandatory Recommendations*

- Upgrade portable type heaters with approved fixed industrial heaters.

*Control Recommendations*

- Storage should be kept clear of the security fence.
- All compressed gas cylinders should be secured.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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3.1 Safety and Public Liability – Caveat Street, Bombala

Element Rating	✓	✓		Moderate Deficiencies
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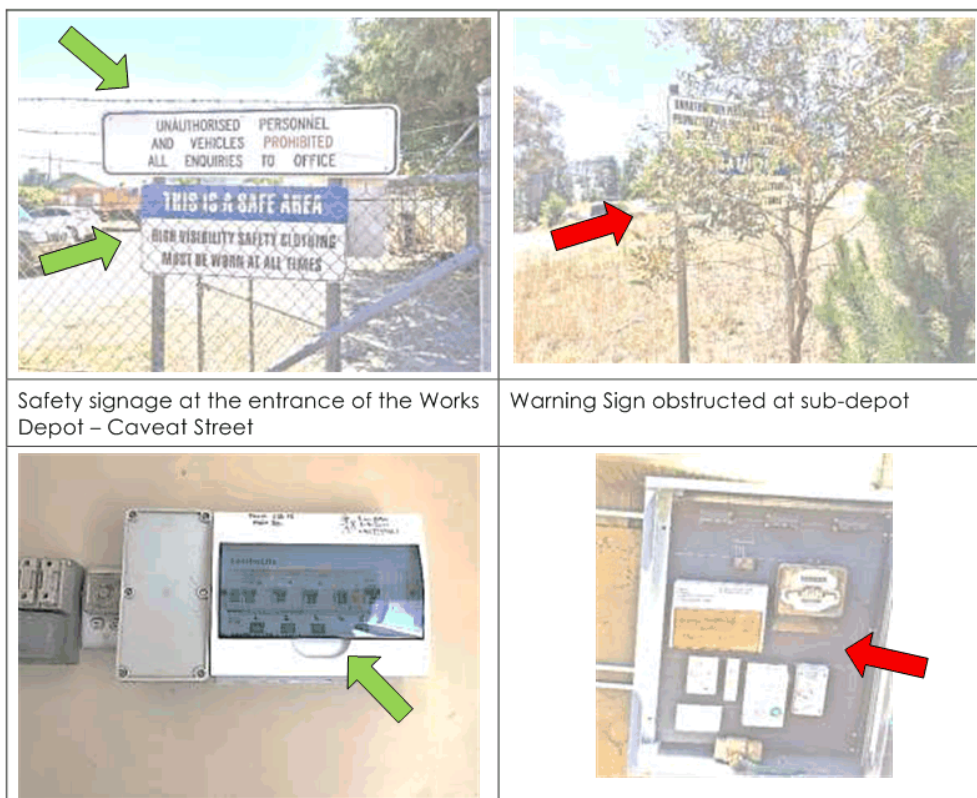
General Observations

- The vehicle parking area can be accessed from Caveat Street or Wellington Street. There is limited parking for staff vehicles.
- The site driveways and walking surfaces are satisfactory.
- A hazardous warning sign is provided at the entrance of the Works Depot.
- An Emergency Response Team is provided.
- Electrical leads are generally tested and tagged.
- The emulsion tank is located at the sub-depot.

Adverse Findings

- Unsafe open wood fired heating is provided.
- Residual current devices, RCDs (safety switches) could not be confirmed at the sub-depot.
- The workshop building cannot be secured and the security fence is unsatisfactory.
- Used oil and solvent rags are not safely disposed of.
- Unsecured cylinders were noted which can become a dangerous missile if knocked over and the valve assembly is damaged.

Photographs



Safety signage at the entrance of the Works Depot – Caveat Street

Warning Sign obstructed at sub-depot







16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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RCD Safety switches Caveat St	RCD Safety switches at sub-depot need to be confirmed
	
No fencing or barricade provided at sub-depot entrance driveway	Cylinders not secured
	
Broken roller door – Workshop Building	Old rags not safely disposed of

*Mandatory Recommendations*

- Nil.

*Control Recommendations*

- A security fence and or barricade should be provided for the sub-depot.
- Used oil and solvent rags should be safely disposed of in metal containers with tight fitting lids.
- All compressed gas cylinders should be secured.
- The unsafe open wood heater should be removed.
- Residual current devices, RCDs (safety switches) should be provided for the sub-depot.
- The workshop building cannot be secured and the security fence is unsatisfactory.
- Warning signs should be kept clear of overgrowth.

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### 3.1 Safety and Public Liability – Baggs Street, Jindabyne

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------



#### General Observations

- The car park area, site roadways and walking surfaces are generally well maintained.
- Electrical leads are generally tested and tagged.

#### Adverse Findings

- Residual current devices, RCDs (safety switches) should be confirmed and storage against the switchboard should be prohibited.
- Overgrowth providing a fire hazard to external storage was noted.

#### Photographs

	
Overgrowth provides a fire hazard to external storage	Small switchboard with unsafe storage. RCDs should be confirmed.

#### Mandatory Recommendations

- Residual current devices, RCDs (safety switches) should be confirmed and storage should be kept well clear of the switchboard.

#### Control Recommendations

- Overgrowth should be kept low to minimise fire exposure to external storage.

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### 3.2 WHS Management – Cooma, Berridale, Bombala & Jindabyne

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

#### General Observations

- WHS Management of contractors is provided which includes contractor general site induction process, licences, personal protection equipment, PPE and complete a Work Place Inspection Checklist.
- Site managers provide a site specific induction for contractors who visit the site.
- Contractors are required to complete a Permit to Work form for working at heights, confined spaces and Hot Work.
- All staff are required to have a drivers licence as a condition of employment.
- Evacuation plans are mounted and Fire Wardens are provided on each floor.

#### Adverse Findings

- It could not be confirmed that the contractor's liability insurance is confirmed on an annual basis.
- The contractors are not required to sign in and out when present at the site.
- Records are not adequately maintained of annual safety induction training and performance for contractors.

#### Mandatory Recommendations

- All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.
- Records should be maintained of contractor's safety induction training which should be updated on an annual basis.

#### Control Recommendations

- Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.



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### 3.3 Asbestos – Polo Flat Road, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
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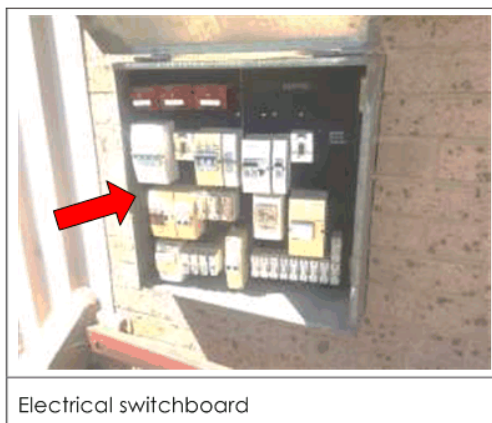
#### General Observations

- Asbestos was widely used in construction materials until the late 1980's. The buildings were reportedly constructed from before the 1980s, therefore the likelihood of asbestos materials within the building is possible.
- An Asbestos Materials Worksheet and Register was developed by Snowy Monaro Council staff in April 2012 was available for review.
- An asbestos hazard is indicated for the Parks and Gardens' shed at the rear of the property.

#### Adverse Findings

- No Asbestos Management Plan was available for the site at the time of inspection.
- Asbestos materials suspected on site were not appropriately labelled at the time of inspection.

#### Photographs



#### Mandatory Recommendations

- Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with *Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)*.  
Label all ACM identified on site in accordance with *Chapter 8, Part 8.3, Clause 424 of the WHS Regulation 2011 (NSW)*.

#### Control Recommendations

- Nil

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3.3 Asbestos – Basalt Street, Berridale

Element Rating				N/A
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*General Observations*

- Asbestos was widely used in construction materials until the late 1980's. The buildings were reportedly constructed in the 1990s, therefore the likelihood of asbestos materials within the building is unlikely.

*Adverse Findings*

- Nil.

*Mandatory Recommendations*

- Nil.

*Control Recommendations*

- Nil

3.3 Asbestos – Caveat Street, Bombala Depot

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

*General Observations*

- Asbestos was widely used in construction materials until the late 1980's. The buildings were reportedly constructed from before the 1980s, therefore the likelihood of asbestos materials within the building is possible.
- An Asbestos Materials Worksheet and Register was developed by Snowy Monaro Council staff in April 2012 was available for review.
- An asbestos hazard is indicated for the Parks and Gardens' shed at the rear of the property.

*Adverse Findings*

- No Asbestos Management Plan was available for the site at the time of inspection.

*Mandatory Recommendations*

- Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with *Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)*.

*Control Recommendations*

- Nil

3.3 Asbestos – Baggs Street, Jindabyne

Element Rating				N/A
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### 3.4 BCA Requirements (Sections C, D and E) – Polo Flat Road, Cooma

Element Rating	✓	✓		Major Deficiencies
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#### BCA Deficiencies/ Upgrade Requirements

Our review of these buildings has been against the provisions of the 2016 edition of the BCA.

At the time the Main Building Complex is about 1,600sqm in area. At the time that the building extensions exceeded 500sqm, the provision of a fire hydrants system would have become a statutory requirement to satisfy BCA regulations.

Building codes do not apply retrospectively and therefore it is possible that several identified non-compliances will have complied at the time the building was constructed and approval granted.

#### General Observations

- Fire extinguishers are provided and maintained by a fire protection contractor.
- Emergency evacuation floor plans are provided.
- Fire Wardens are provided.
- Fire evacuation exercises have been conducted.
- There is no central air-conditioning provided.

#### Adverse Findings

- A fire hydrant system is not provided. This is a mandatory requirement under the current BCA regulations.
- A smoke detection system or automated fire alarm system is not provided.
- Illuminated fire Exit Signs with battery backup are not provided
- The last annual fire evacuation exercises and fire warden training could not be confirmed.
- Required fire exit doors are not provided with compliant signage and have non-compliant door latches (not the single lever downward action type handles).
- A number of fire extinguisher maintenance tags were out of date.
- Fire hose reels and extinguishers are not adequate to provide full coverage of all storage areas and buildings.



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Photographs

	
<p>Fire extinguishers are provided</p>	<p>Emergency evacuation plans are provided</p>
	
<p>Main Building Complex – no mandatory hydrant system provided</p>	<p>Additional fire extinguishers and hose reels are needed to protect all storage areas and buildings.</p>
	
<p>Fire extinguisher maintenance tag out of date</p>	<p>No illuminated fire exit sign is provided for the vehicle workshop and the fire exit door is non-compliant.</p>



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<p>No illuminated fire exit sign is provided, fire door signage and the door handle is non-compliant.</p>	<p>No illuminated fire exit sign is provided, fire door signage and the door handle is non-compliant. Door should swing in direction of egress.</p>
	
<p>Stores Building - No illuminated fire exit sign is provided and fire door signage is non-compliant. Door should swing in direction of egress.</p>	

*Mandatory Recommendations*

- A fire hydrant system should be installed as required BCA Section E1.3 and AS 2419.1. Note: This would have been a statutory requirement once the Main Building Complex construction exceeded 500sqm.
- Similarly, Fire Hose Reels should be installed as required BCA Section E1.4 and AS 2441. Note: This would also have been a statutory requirement once the Main Building Complex construction exceeded 500sqm.
- Fire protection should be upgraded with a smoke detection alarm system as per AS 1670 including connection to a Main Fire Indicator Panel, MFIP and an automatic sound alarm system.
- Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.



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- Fire Doors should swing in the direction of egress, have a single downward action lever type handle and appropriate signage reading "Fire Safety Door – Do Not Obstruct".

*Control Recommendations*

- Fire extinguisher maintenance tags should be updated to confirm appropriate maintenance as per AS 1851 has been provided.
- Fire evacuation exercises and fire warden training should be conducted on an annual basis.

**3.4 BCA Requirements (Sections C, D and E) – Basalt Street, Berridale**

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

*BCA Deficiencies/ Upgrade Requirements*

Our review of these buildings has been against the provisions of the 2016 edition of the BCA.

At the time the Main Workshop/Stores Building is about 750sqm in area.

Building codes do not apply retrospectively and therefore it is possible that several identified non-compliances will have complied at the time the buildings were constructed and approval granted.

*General Observations*

- Fire Hydrants, Fire Hose Reels and Extinguishers are provided and maintained by a fire protection contractor.
- Emergency evacuation floor plans are provided.
- Fire Wardens are provided.
- Fire evacuation exercises have been conducted.
- There is no central air-conditioning provided.

*Adverse Findings*

- A compliant smoke detection system or automated fire alarm system is not provided.
- Illuminated fire Exit Signs with battery backup are not provided
- The last annual fire evacuation exercises and fire warden training could not be confirmed.
- Required fire exit doors are not provided with compliant signage and have non-compliant door latches (not the single lever downward action type handles) and do not swing in the direction of egress.
- A number of Fire Hose Reels and extinguisher were obstructed.
- One fire extinguisher was not correctly mounted and another extinguisher appeared not to be maintained (no maintenance tag).
- Fire hydrants are not fire ready and a fire brigade booster connection is not provided. Fire hydrant maintenance could not be confirmed and a Fire Hydrant Block Plan is not provided.

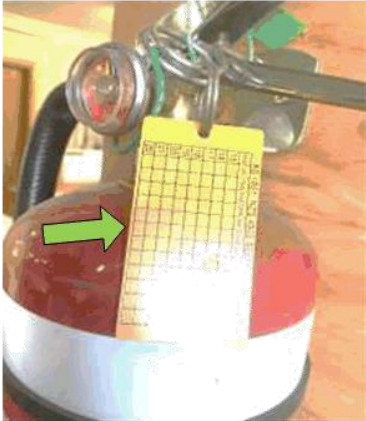
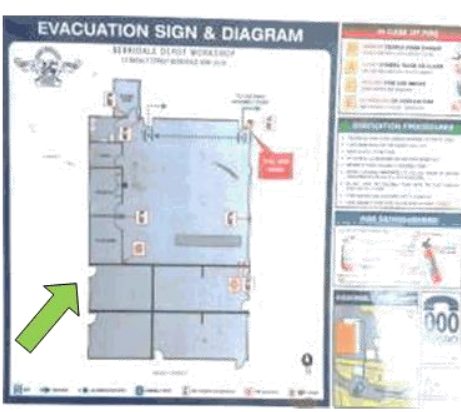




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Photographs





	
<p>Fire extinguishers are provided</p>	<p>Emergency evacuation plans are provided</p>
	
<p>Fire hydrant – non compliant usage and access obstructed</p>	<p>Stores Building- Required Fire Exit door has no illuminated Sign, non-compliant handle and does not open in the direction of egress</p>
	
<p>Fire extinguisher maintenance tag not stamped</p>	<p>Workshop Building- Required Fire Exit door has no illuminated Sign, non-compliant handle and does not open in the direction of egress</p>

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<p>Workshop – Fire hose reel and extinguisher obstructed.</p>	<p>Fire Hose reel obstructed</p>
	
<p>Fire extinguisher not correctly mounted and obstructed.</p>	<p>Required Fire Exit Door – no Required Fire Exit Door signage</p>

*Mandatory Recommendations*

- Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.
- Fire Exit Doors should swing in the direction of egress, have a single downward action lever type handle and appropriate signage reading "Fire Safety Door – Do Not Obstruct".

*Control Recommendations*

- Fire hydrants should be maintained as per AS 1851 including annual flow tests and the provision of a Hydrant Block Plan.
- Fire Hose Reels and extinguishers should not be obstructed.
- Fire extinguisher maintenance tags should be updated to confirm appropriate maintenance as per AS 1851 has been provided.
- Fire protection should be considered with a smoke detection alarm system as per AS 1670 including connection to a Main Fire Indicator Panel, MFIP and an automatic sound alarm system for the Workshop/Stores Building, Office Building and Stores Building.



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### 3.4 BCA Requirements (Sections C, D and E) – Caveat St, Bombala

Element Rating	✓	✓	Major Deficiencies
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#### BCA Deficiencies/ Upgrade Requirements

Our review of these buildings has been against the provisions of the 2016 edition of the BCA.

The Main Workshop Building is about 550sqm in area and two hydrants were provided, however, maintenance as per AS 1851 could not be confirmed.

Building codes do not apply retrospectively and therefore it is possible that several identified non-compliances will have complied at the time the buildings were constructed and approval granted.

#### General Observations

- Fire extinguishers are provided and maintained by a fire protection contractor.
- Emergency evacuation floor plans are provided.
- Fire Wardens are provided.
- Fire evacuation exercises have been conducted.

#### Adverse Findings

- The fire hydrant system is not being maintained as per AS 1851. This is a mandatory requirement for BCA compliance.
- A fire alarm system is not provided.
- Illuminated fire Exit Signs with battery backup are not provided
- The last annual fire evacuation exercises and fire warden training could not be confirmed.
- Required fire exit doors are not provided with compliant signage and an egress route was obstructed.

#### Photographs







16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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<p>Fire Extinguisher obstructed.</p>	<p>Illuminated Exit Sign and upgrade of fire door needed. Also egress obstructed.</p>
	
<p>Fire hydrant system upgrade and improved maintenance needed</p>	<p>Required fire exit needs to be upgraded and an illuminated fire exit sign provided for the stores building .</p>

*Mandatory Recommendations*

- A fire hydrant system should be upgraded as per AS 2419.1 and maintained as per AS 1851.  
Note: Maintenance of the fire hydrant system including annual flow tests is a statutory requirement.
- Fire extinguishers should not be obstructed and regular inspections conducted.
- Illuminated Exit Signs should be provided and be clearly visible to persons approaching the required fire exit, and must be installed on, above or adjacent to each exit door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.
- Fire Exit Doors should swing in the direction of egress, have a single downward action lever type handle and appropriate signage reading "Fire Safety Door – Do Not Obstruct".

*Control Recommendations*

- Fire evacuation exercises and fire warden training should be conducted on an annual basis.
- Fire protection should be considered with a fire alarm system to help ensure safe egress of all personnel.



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### 3.4 BCA Requirements (Sections C, D and E) – Baggs Street, Jindabyne

Element Rating	✓	✓	Moderate Deficiencies
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#### BCA Deficiencies/ Upgrade Requirements

Our review of this site has been against the provisions of the 2016 edition of the BCA.

At the time the small buildings on site range from about 50sqm to 180sqm in area. This reduces the BCA requirements for essential fire protection services to fire hose reels and extinguishers.

In addition, Building codes do not apply retrospectively and identified non-compliances matters may have complied at the time the buildings were constructed and approval granted.



#### General Observations

- Fire extinguishers are provided and maintained by a fire protection contractor.
- Emergency evacuation floor plans are provided.

#### Adverse Findings

- Illuminated fire Exit Signs with battery backup are not provided
- Required fire exit doors are not provided with compliant signage.

#### Photographs

	
Fire extinguishers are provided	Emergency evacuation plans are provided

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*Mandatory Recommendations*

- Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.
- Fire Exit Doors should have appropriate signage reading "Fire Safety Door – Do Not Obstruct".

*Control Recommendations*

- Fire warden training should be conducted on an annual basis.

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3.5 Disability Discrimination Act (DDA) – Polo Flat Road, Cooma

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

General Observations

- There have reportedly been no complaints or requirements in regard to disabled access.

Adverse Findings

- Access is not available to the Works Depot Office Building.
- A disabled car parking space is not provided.
- A compliant disabled sanitation facility is not provided.
- Tactile Ground Surface Indicators, TGSIs are not provided.
- Ambulant disability sanitation facilities are not provided.

Photographs



Mandatory Recommendations

- Access to the Offices should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.
- Accessible sanitary facilities should be provided for the office building as required by BCA section F2 .4 and AS 1428.1.
- A disabled car parking space should be provided as per BCA 3.5 and AS 1428.1.

Control Recommendations

- Nil

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Snowy Monaro Council Depots

3.5 Disability Discrimination Act (DDA) – Basalt Street, Berridale

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

General Observations

- There have been no complaints reported or requirements in regard to disabled access.

Adverse Findings

- Access is not available to the Works Depot Office Building.
- A disabled car parking space is not provided.
- A disabled sanitation facility is provided.

Photographs



No Disabled Car park space is provided.

Mandatory Recommendations

- Access to the Offices should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.
- Accessible sanitary facilities should be provided on each floor is required by BCA section F2.4 and AS 1428.1.
- A disabled car parking space should be provided.

Control Recommendations

- Nil

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3.5 Disability Discrimination Act (DDA) – Caveat Street, Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
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*General Observations*

- There have been no complaints reported or requirements in regard to disabled access.
- DDA would not normally be expected or required for this site due to the small size and nature of the buildings.

*Adverse Findings*

Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

3.5 Disability Discrimination Act (DDA) – Baggs Street, Jindabyne

Element Rating				N/A
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*General Observations*

- The site buildings are less than 200sqm.

*Adverse Findings*

- Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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3.6 Indoor Air Quality – Cooma, Berridale, Bombala & Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
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3.7 Radio Freq. Radiation – Cooma, Berridale, Bombala & Jindabyne

Element Rating				N/A
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3.8 Working at Heights – Cooma, Berridale, Bombala & Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- Working at heights is generally restricted to Water Works at reservoirs.
- A scissor lift with trained operators is provided at the Cooma Depot for streetlight maintenance and other working at height requirements.
- Caged accessible ladders are provided to access water reservoir roofs.
- Work Permits are issued and risk assessments conducted prior to work being undertaken.

Adverse Findings

- Nil

Photographs



Scissor lift at Cooma Depot

Mandatory Recommendations

- Nil

Control Recommendations

- Nil

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### 3.9 Confined Spaces – Cooma, Berridale, Bombala & Jindabyne

Element Rating	✓	✓	✓	✓	Superior Performance
----------------	---	---	---	---	----------------------

#### General Observations

- Working in confined spaces is generally restricted to Water Works with water tanks.
- Work Permits are issued and risk assessments conducted prior to work being undertaken.

#### Adverse Findings

- Nil

#### Photographs

Confined Space Work Permit Form

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil

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### 3.10 Traffic Management – Polo Flat Road, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- The car park area is sealed and car park spaces are marked out.
- A speed limit of 10 Km/Hour is provided at the entrance.

#### Adverse Findings

- No speed humps were installed at the entrance and throughout the car park.
- No liability disclaimer was installed at the car park entry points.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Consider installing speed humps in designated areas to help ensure speed limits are complied with.
- Consider installing an appropriate liability disclaimer at the entry point to the car park areas.

### 3.10 Traffic Management – Basalt Street, Berridale

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- The car park area is sealed and car park spaces are marked out.

#### Adverse Findings

- No speed humps were installed at the entrance and throughout the car park.

## 16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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- No liability disclaimer was installed at the car park entry points.
- Upper vehicle parking area is unsealed.
- Signage is no provided at each entrance gate.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Consider installing speed humps in designated areas to help ensure speed limits are complied with.
- Consider installing an appropriate liability disclaimer at the main entry point to the car park areas.
- Consider one-way traffic flow for site vehicles.
- Consider providing improved hard standing for the vehicle parking areas and driveways.



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### 3.10 Traffic Management – Caveat Street, Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
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#### General Observations

- 'No Unauthorised Entry' sign is installed at the entry point from Caveat Street.

#### Adverse Findings

- The car park area is not sealed and car park spaces are not marked out.
- The entrance from Wellington Street is not adequately secured and is not provided with adequate signage.
- A speed limit sign of 10 Km/Hour is not provided at the entrance.
- The sub- depot is not well secured or sign posted.

#### Photographs

	
Car park area.	Access from Wellington Street
	
Entrance Gate to Bombala Sub-Depot	Gate Entrance





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<p>Damage to Wash Bay Column.</p>	<p>Car park area is not sealed and car park spaces are not marked out.</p>

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Consider installing speed signs to help ensure speed limits are complied with.
- Consider installing an appropriate 'No Unauthorised Entry' and liability disclaimer at all entry points to the Works Depot and improving security for the Wellington Street entrance.
- Repair wash bay column and provide bollard protection.
- Consider sealing the car park area and driveway and marking out the car parking spaces.

3.10 Traffic Management – Baggs Street, Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

*General Observations*

- The car park area is sealed and car park spaces are marked out.
- A speed limit of 10 Km/Hour is provided at the entrance.

*Adverse Findings*

- No speed humps were installed at the entrance and throughout the car park.
- No liability disclaimer was installed at the car park entry points.

## 16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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##### Photographs



##### Mandatory Recommendations

- Nil

##### Control Recommendations

- Consider installing speed humps in designated areas to help ensure speed limits are complied with.
- Consider installing an appropriate liability disclaimer at the entry point to the car park areas.

### 3.11 Cooling Towers – Cooma, Berridale, Bombala & Jindabyne

Element Rating				N/A
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##### General Observations

- There are no cooling towers present.

##### Adverse Findings

- Nil.

### 3.12 Plant & Equipment – Cooma, Berridale, Bombala & Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### 1.4.1 General Observations

- Air-conditioning comprises small split systems for the office areas only.
- There are no boilers
- Small air compressors only are used in the workshop areas.

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*Adverse Findings*

- Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

3.13 Hazardous Chemicals – Polo Flat Road, Cooma

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

*General Observations*

- MSDSs are provided and maintained on-site.

*Adverse Findings*

- Secondary containment is not provided for all hazardous chemicals or dangerous goods.
- Small quantities of dangerous goods are not stored within an approved flammable liquid cabinets.

*Photographs*



	
Material safety data sheets are provided.	Additional secondary containment such as bund pallets are needed for the workshop where dangerous goods are present.

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<p>Approved flammable liquid cabinets should be provided for small quantities of dangerous goods.</p>	<p>The emergency information diagram located at the main entrance has faded and needs replacement.</p>

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Secondary containment should be provided for all hazardous chemicals or dangerous goods.
- Small quantities of dangerous goods should be stored within approved flammable liquid cabinets.

### 3.13 Hazardous Chemicals – Basalt Street, Berridale

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

#### General Observations

- MSDSs are provided and maintained on-site.

#### Adverse Findings

- Secondary containment is not provided for all hazardous chemicals or dangerous goods.
- Small quantities of dangerous goods are not stored within an approved flammable liquid cabinets.
- Chlorine cylinders were left unsecured outside the caged storage area.




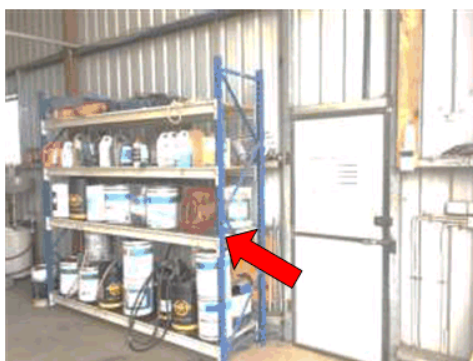


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Photographs

	
Additional secondary containment such as bund pallets are needed.	Additional secondary containment such as approved flammable liquid cabinets or bund pallets are needed for the workshop
	
Approved flammable liquid cabinets should be provided for small quantities of dangerous goods.	Chlorine cylinders not adequately stored within caged area.

Mandatory Recommendations

- All chlorine cylinders should be secured with chain and kept within the caged area

Control Recommendations

- Secondary containment should be provided for all hazardous chemicals or dangerous goods.
- Small quantities of dangerous goods should be stored within approved flammable liquid cabinets.



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### 3.13 Hazardous Chemicals – Caveat Street, Bombala

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

#### General Observations

- MSDSs are provided and maintained on-site.
- A spill kit is provided on site.

#### Adverse Findings

- Secondary containment is not provided for all hazardous chemicals or dangerous goods.
- Small quantities of dangerous goods are not stored within an approved flammable liquid cabinets.

#### Photographs

	
A Spill kit is provided.	Approved flammable liquid cabinets needed for small quantities of dangerous goods and aerosols.
	
Hazardous chemicals stored outside caged area at sub-depot	Additional secondary containment such as bund pallets are needed.

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Secondary containment should be provided for all hazardous chemicals or dangerous goods including at the sub-depot.
- Small quantities of dangerous goods should be stored within approved flammable liquid cabinets.

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### 3.13 Hazardous Chemicals – Baggs Street, Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- MSDSs are provided and maintained on-site.

#### Adverse Findings

- Secondary containment is not provided for all hazardous chemicals or dangerous goods.
- Small quantities of dangerous goods are not stored within an approved flammable liquid cabinets.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Secondary containment should be provided for all hazardous chemicals or dangerous goods.
- Small quantities of chorine tablets should be stored separately in a secured area.

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### 3.14 Housekeeping Workplace Environment – Polo Flat Road, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------


#### General Observations

- Inspected paved areas surrounding the building appeared to be in a satisfactory condition during our inspection.
- Waste storage was satisfactory during our inspection.
- Access/egress routes to the buildings appeared to be free from obstructions at the time of the inspection.

#### Adverse Findings

- Trip hazards were noted in front of the Stores and Office Buildings.
- Redundant equipment storage and storage close to the fence line was noted.

#### Photographs

	
Neat Yard Storage	Trip hazards
	
Redundant storage against fence	

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Trip hazards such as old pallets and pipes should be promptly removed or stored correctly.
- Redundant equipment storage should be removed and storage should not be located against the fence.

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### 3.14 Housekeeping Workplace Environment – Basalt Street, Berridale

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------



#### General Observations

- Inspected paved areas surrounding the building appeared to be in a satisfactory condition during our inspection.
- Waste storage was satisfactory during our inspection.
- Access/egress routes to the buildings appeared to be free from obstructions at the time of the inspection.

#### Adverse Findings

- Trip hazards were noted in front in the yard area.
- Redundant equipment storage was noted.

#### Photographs

	
Trip Hazards with Star pickets left on the ground	Redundant waste storage

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Trip hazards such as star pickets should be promptly removed or stored correctly.
- Redundant equipment storage should be removed.

### 3.14 Housekeeping Workplace Environment – Caveat St, Bombala

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

#### General Observations

- General housekeeping within the buildings taking into consideration of work in progress was satisfactory.



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- Access/egress routes to the buildings were free from obstructions at the time of the inspection.

*Adverse Findings*

- Trip hazards with old broken pallets used as fuel for an open wood fire adjacent to the waste oil storage area represent trip hazards, and a fire risk to the waste oil storage area.
- Idle pallets should not be stored close to a hazardous area or buildings.
- Old drum storage was noted at the main depot and sub-depot.
- The disused 1,000L bulk emulsion containers should be disposed of.

*Photographs*



Old pallets used for open fire should represent a trip hazard and fire exposure to the waste oil storage area.



Old drums at sub-depot



Poor housekeeping surrounding hazardous chemicals

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Trip hazards such as old pallets should be promptly removed.
- Old disused drums should be safely disposed of for the main and sub-depot.
- Storage should be kept clear around hazardous materials.



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### 3.14 Housekeeping Workplace Environment – Baggs Street, Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- The paved areas surrounding the building were in a satisfactory condition.
- Waste storage was satisfactory during our inspection.
- Access/egress routes to the buildings were free from obstructions at the time of the inspection.

#### Adverse Findings

- Additional hard standing is needed for the yard storage areas.

#### Photographs

	
Car parking area and pedestrian walkways kept clear.	Hard standing not provided for yard storage

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Hard standing should be considered to improve external storage areas.
- Redundant equipment storage should be removed and storage should not be located close to the fence line.

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### 3.15 Bulk Fuel Management – Polo Flat Road, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- Large road work equipment is registered and refuelled off-site.
- Small equipment items such as generators and chain saws (Parks and Gardens) are refuelled on site using 200L drums.
- Drums used for dispensing are provided with a grounding clamp to prevent static electricity.

#### Adverse Findings

- Nil.

#### Photographs



Secondary containment provided and grounding wire for drum dispensing.

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil.

### 3.15 Bulk Fuel Management – Basalt Street, Berridale

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

#### General Observations

- Bulk fuel storage and bowzers are provided for vehicle refuelling at the Berridale depot.
- Spill kits are provided.

#### Adverse Findings

- Refuelling of mobile equipment using a small tank of about 1,000 L capacity is considered unsafe.

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- Secondary containment is not provided for the roadworks bulk container.

Photographs

	
Bulk diesel and unleaded petrol bowsers	Bulk fuel tank used for refuelling on site equipment
	
Road works - bulk emulsion tank with no secondary containment	

Mandatory Recommendations

- Nil

Control Recommendations

- All mobile plant and equipment should be refuelled at the depot or at a service station.

3.15 Bulk Fuel Management – Caveat Street, Bombala

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- Large road work equipment is registered and refuelled off-site.
- Small equipment items such as generators and mowers are refuelled on site using 200L drums.
- Waste oil is collected and stored on site in two bulk above ground tanks about 2,500 litre capacity each.

Adverse Findings

- The storage and methods of dispensing fuel and oil from 200L drums is not considered adequate.

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Photographs



Mandatory Recommendations

- Nil

Control Recommendations

- The storage and dispensing from 200 L drums should be reviewed.

3.15 Bulk Fuel Management – Baggs Street, Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- Bulk diesel fuel storage and a bowser is provided for vehicle refuelling at the Jindabyne sub-depot.
- A spill kits is provided.

Adverse Findings

- Nil

Photographs



Recommendations

- Nil

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### 3.16 Environmental Management – Polo Flat Road, Cooma

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- The emulsion tank provided is well separated.
- Waste management currently poses a low environmental risk at the site. General waste and recyclables are stored within designated enclosed receptacles.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- A waste oil collection pit is provided.
- Spill kits are provided and staff are trained to provide emergency clean-up.

#### Adverse Findings

- Roll bunds to contain possible emulsion spillage are not provided.
- Spill kits could be better distributed for this large site.

#### Photographs



Secondary containment is recommended for emulsion loading

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Roll bunds to help avoid possible soil contamination are not provided for the emulsion filling area.
- Spill kits should be provided in the workshop area and in close proximity where dangerous goods are handled.



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### 3.16 Environmental Management – Basalt Street, Berridale

Element Rating	✓	✓	Major Deficiencies
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#### General Observations

- Waste management currently poses a low environmental risk at the site. General waste and recyclables are stored within designated enclosed receptacles.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- Spill kits are provided and staff are trained to provide emergency clean-up.

#### Adverse Findings

- Secondary containment for drum storage of oil fuel is inadequate.
- Refuelling of mobile plant represents a major environmental pollution risk.
- The yard storage of drums is not provided with secondary containment and evidence of soil pollution was noted.
- Empty oil drums are stored behind the workshop.

#### Photographs





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Refuelling equipment using the portable tank could result in severe pollution. Here are all	External drums without secondary containment and evidence of soil contamination.
	
Empty oil drums stored behind the workshop	Oil storage in the workshop without secondary containment

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Secondary containment should be provided for all drums of oil and fuel storage.
- All empty oil/fuel drums should be promptly removed from the site.
- Consideration should be given to provide a risk assessment to ensure safe refuelling of all mobile plant. Preferably refuelling should be conducted at a service station or at the depot only.
- Long term consideration should be given to replacing the underground fuel tanks with above ground tanks.

### 3.16 Environmental Management – Caveat Street, Bombala

Element Rating	✓	✓	Moderate Deficiencies
----------------	---	---	-----------------------

#### General Observations

- The emulsion tank provided is well separated at the sub-depot.
- Waste management currently poses a low environmental risk at the site.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- The waste oil tanks are provided with secondary containment.
- Signage to prevent oil contamination of drains is provided.

#### Adverse Findings

- Secondary containment is not adequately provided to prevent pollution.
- Roll bunds and a contained filling area is not provided for the emulsion tank at the sub-depot
- Open oil containers are used in the workshop.

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Photographs

	
<p>Rainwater and separation pit for Dangerous Goods storage at sub-depot.</p>	<p>Good signage</p>
	
<p>No secondary containment – Approved flammable liquid cabinet needed</p>	<p>Open oil container in workshop</p>
	
<p>Emulsion tank sub-depot</p>	<p>Soil contamination with bulk emulsion</p>

Control Recommendations

- Instead of open containers used for the collection of oil in the workshop, approved oil collection containers and funnels should be used.
- Spill kits should be provided in the workshop area and in close proximity where dangerous goods are handled.
- Consideration should be given to provide a contained roll bund type filling area for the emulsion tank at the sub-depot.
- Disused bulk emulsion containers should be removed and contaminated soil treated.



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### 3.16 Environmental Management – Baggs Street, Jindabyne

Element Rating	✓	✓	✓	Satisfactory Performance
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#### General Observations

- General waste and recyclables are stored within designated enclosed receptacles.
- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- Solar panels are provided on the storage shed.
- A spoon containment area and drain are provided for the diesel bowser.
- Spill kits are provided.

#### Adverse Findings

- Underground diesel fuel tanks have been subject to leakage and soil contamination.

#### Photographs

	
Rainwater collection	Solar panels on storage shed and UST

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Consideration should be given to replacing the UST with an above ground tank.

## General Information

### Statutory Requirements

National harmonised Work Health & Safety (WHS) legislation places absolute Duty of Care obligations on "persons conducting a business or undertaking" (PCBU) which requires that "all reasonably practicable steps" be taken to ensure the "health and safety of workers and other persons impacted by the business or undertaking".

"Reasonably practicable steps" refers to the methods used, such as risk assessments, which determine whether the placement of risk controls are worth the expense when considered against the assessed likelihood of occurrence and severity of consequence if the risk was not controlled. Records of these assessments are mandatory when determining what can and cannot be construed as "reasonably practicable".

The primary duty is owed to "workers and other persons". These include direct employees of the PCBU, contractors and subcontractors, employees of contractors and subcontractors, labour hire company employees, outworkers, trainees, apprentices, students engaged in work experience and any volunteers. "Persons" include any other individuals who may be affected by activities performed by the PCBU, such as visitors. Visitors are required to comply, so far as they are able, with instructions provided by the PCBU to ensure that they are taking reasonable care and their actions do not adversely affect the health and safety of others at the workplace.

PCBU's who exercise control over a workplace are obliged to ensure that they have effective health and safety management practices to protect all entrants to the premises who could be affected by any activities arising from the "workplace". This extends to any risks associated with workplace fixtures, fittings, plant and any persons who design, import, manufacture, supply, install, constructs or commissions plant, substances and structures. This includes provision of instructions such as signage which are to conform to relevant legislative and technical specifications (such as the Australian Standards).

### Impact for Property Owners

Most health and safety statutes in Australia impose duties of care on controllers of non-domestic work premises in relation to injury, damage or illness resulting from use of those premises.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

The person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

Note that the duties of the person conducting the business or undertaking are far more extensive (see PCBUs above).

The controller of a workplace is not always an easy entity to identify, as different individuals or organisations can exercise different levels of control over the same premises. It is possible for more than one individual or company to be in control of a premises at the same time. The controller of the premises may be either the owner or the occupier of the premises, or both.



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Consequently, the facts of each individual case are important in determining where any liability may lie. Generally, the "landlord" of a commercial premise would be considered to be the controller of the premises.

The following general principles apply:

- Controllers of non-domestic premises must ensure that the premises are safe and without risks to health,
- Controllers only have duties of care in relation to that part of the premises over which they have control – for example, if they only control part of a premises,
- Controllers' duties of care do not apply only to premises used only by their own employees,
- Controllers' duties of care do not apply to premises used solely for domestic purposes; and
- Controllers' duties of care extend to the means of access to or exit from a place of work.

### Common Law Duties

Contemporary court rulings in cases of occupiers' liability have applied the general rules of negligence when establishing whether the occupier is liable. There are four elements involved in establishing a case for negligence. These are:-

- The existence of a duty to take reasonable care;
- That a breach of that duty has occurred;
- The foreseeability of the risk that gave rise to the injury or loss; and
- Whether all practical steps had been taken to mitigate the risk.

To establish whether the appropriate "level" of care was provided, the courts use the test based upon "what a reasonable man would, in the circumstances do by way of response to the foreseeable risk". In other words, to avoid liability, the owner is obliged to act as a reasonable person would to take all practical steps to reduce or avoid any risk of injury to occupants, visitors and members of the public within common areas. It should be noted that the level of care owed in respect of children is much greater, as their concept and appreciation of hazards or danger is perceived as being significantly lower than that of an adult.

In determining whether a breach of duty may have occurred, the court may consider:-

- The age and capacity of the injured party;
- The magnitude of the risk; and
- The degree of probability of its occurrence.

In considering whether all practicable measures were taken to mitigate the risk exposure, the courts will consider:-

- The nature and severity of the hazard;
- The knowledge of the solution to that hazard;
- The availability of the solution;
- Any common standard of practice e.g. Australian Standards, Codes of Practice or generally accepted "good practice"; and

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- The cost of the solution e.g. is it reasonable to expect to spend millions of dollars in rectifying a fairly improbable risk?

Persons interacting with these premises must also take some responsibility for their own actions. The concept of contributory negligence is a failure to take reasonable care for one's own safety. Again, the courts will consider the age and capacity of the injured person, their ability or capacity to appreciate the hazard, and the level of warning about the hazard.

### Contractor Management

As contractors are regarded as PCBU's when performing work for the owner or tenant, they are obliged to ensure that absolute Duty of Care is provided for any and all "others" which may be affected by the performance of agreed works. It is a requirement they comply in all respects with the requirements of the WHS Act and Regulation, and all other relevant safety related legislation.

Any contractor engaged by the owner, managing agent or tenant is required to provide evidence of current and adequate Public Liability and Products Liability insurance as well as current Workers' Compensation cover, if applicable. Appropriate licences and/or tickets should also be sighted to confirm the contractor is qualified and competent to perform the required work.

If the contract is required to perform a hazardous task such as working at height to clean windows or repair roofs or guttering, then they should be required to provide the Property Manager with a "Safe Work Method Statement" (SWMS). This will detail:-

- Hazards involved in performance of the tasks;
- Known and potential risks arising from the works being performed, and
- Measures put in place to control the identified risks.


The person responsible for appointing or managing the contractor is required to monitor contractor compliance to the tendered SWMS and consult, cooperate and coordinate with contractors to ensure that all works are performed safely and that the tasks do not place "others" at risk.

## Appendix 1 Action Plan – Polo Flat Road, Cooma

### Legend




	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

- The security fence should be upgraded.
- Used oil and solvent rags should be safely disposed of in metal containers with tight fitting lids.
- All compressed gas cylinders should be secured.
- Metal ladders should preferably be replaced with electrically safe fibreglass ladders.

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.1 – Safety and Public Liability	The portable oil and wood type heaters should be replaced with approved fixed electrical or gas fired industrial type heaters which incorporate thermostat control and shut-off devices.	\$40,000	






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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-02	3.1 – Safety and Public Liability	All compressed gas cylinders should be appropriately secured with chain.	N/A	
2017-03	3.4 – BCA Requirements	A fire hydrant system should be installed as required BCA Section E1.3 and AS 2419.1. Note: This would have been a statutory requirement once the Main Building Complex construction exceeded 500sqm.	\$100,000	
2017-04	3.4 – BCA Requirements	Fire Hose Reels should be installed for the Main Building as required BCA Section E1.4 and AS 2441.	\$20,000	
2017-05	3.4 – BCA Requirements	Consideration should be given to providing a smoke detection as per AS 1670 including connection to a Main Fire Indicator Panel, MFIP and an automatic sound alarm system for the main buildings.	\$75,000	
2017-06	3.4 – BCA Requirements	Fire Doors should swing in the direction of egress, have a single downward action lever type handle and appropriate signage reading 'Fire Safety Door – Do Not Obstruct'.	\$50,000	
2017-07	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.	\$50,000	







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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-08	3.5 – Disability Discrimination Act (DDA)	Access to the Office Building should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.	\$50,000	
2017-09	3.5 – Disability Discrimination Act (DDA)	Accessible disabled and ambulant disabled sanitary facilities should be provided for the depot office building as required by BCA section F2.4 and AS 1428.1.	\$20,000	
2017-10	3.1 – Safety and Public Liability	Residual current devices, RCDs (safety switches) should be provided and upgrading of the switchboard should be considered.	\$15,000	
2017-11	3.1 – Safety and Public Liability	The emulsion tank Control Panel and remote operating switch/leads should be regularly tested and tagged. Redundant lighting and wiring noted in the workshop area should be removed.	\$2,000	
2017-12	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-13	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-14	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes	Management	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
		of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.		
2017-15	3.3 – Asbestos	Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW). Label all areas identified such as the switchboard.	\$5,000	
2017-16	3.4 – BCA (fire safety) Requirements	Fire evacuation exercises and fire warden training should be conducted on an annual basis.	Management	
2017-17	3.4 – BCA Requirements	Fire extinguisher maintenance tags should be updated to confirm appropriate maintenance as per AS 1851 has been provided.	N/A	
2017-18	3.5 – Disability Discrimination Act (DDA)	A disabled car parking space should be provided to comply with BCA section D3 .5 and AS 1428.1	\$2,000	
2017-19	3.13 – Hazardous Chemicals	Secondary containment should be provided for all hazardous chemicals or dangerous goods.	\$10,000	
2017-20	3.13 – Hazardous Chemicals	Small quantities of dangerous goods should be stored within approved flammable liquid cabinets.	\$5,000	
2017-21	3.16 – Environmental Management	Spill kits should be provided in the workshop area and in close proximity where dangerous goods are handled.	\$5,000	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-22	3.16 – Environmental Management	Roll bunds to help avoid possible soil contamination are not provided for the emulsion filling area	\$5,000	
2017-23	3.1 – Safety and Public Liability	Used oil and solvent rags should be safely disposed of in metal containers with tight fitting lids.	\$2,000	
2017-24	3.1 – Safety and Public Liability	Metal ladders should preferably be replaced with electrically safe fibreglass ladders.	\$10,000	
2017-25	3.1 – Safety and Public Liability	The security fence should be repaired and or upgraded and storage kept clear.		
2017-26	3.10 – Traffic Management	Speed humps should be installed at the entrance and depot driveways.	\$5,000	
2017-27	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	
2017-28	3.14 – Housekeeping	Storage should be kept clear around hazardous materials.	Management	
2017-29	3.14 – Housekeeping	Trip hazards such as old pallets and pipes should be promptly removed or stored correctly.	Management	





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## Appendix 2 Action Plan – Basalt Street, Berridale


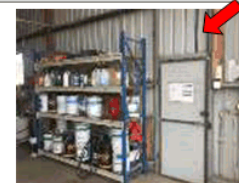


### Legend

	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.1 – Safety and Public Liability	The portable type heaters should be replaced with approved fixed electrical or gas fired industrial type heaters which incorporate thermostat control and shut-off devices.	\$20,000	
2017-02	3.1 – Safety and Public Liability	All compressed gas cylinders should be appropriately secured with chain.	N/A	
2017-03	3.4 – BCA Requirements	Consideration should be given to providing a smoke detection as per AS 1670 including connection to a Main Fire Indicator Panel, MFIP and an automatic sound alarm system for the main buildings.	\$75,000	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-04	3.4 – BCA Requirements	Fire Doors should swing in the direction of egress, have a single downward action lever type handle and appropriate signage reading "Fire Safety Door – Do Not Obstruct".	\$50,000	
2017-05	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.	\$50,000	
2017-06	3.4 – BCA Requirements	Fire extinguisher maintenance tags should be updated to confirm appropriate maintenance as per AS 1851 has been provided. Fire Hose Reels and extinguishers should not be obstructed.	Management	
2017-07	3.5 – Disability Discrimination Act (DDA)	Access to the Office Building should be provided for persons with a disability as required by BCA sections 3.1 and 3.2 and AS 1428.1.	\$50,000	
2017-08	3.5 – Disability Discrimination Act (DDA)	Accessible disabled and ambulant disabled sanitary facilities should be provided for the depot office building as required by BCA section F2 .4 and AS 1428.1.	\$20,000	
2017-09	3.13 – Hazardous Chemicals	All chlorine cylinders should be secured with chain and kept within the caged area.		









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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-10	3.1 – Safety and Public Liability	For security and safety purposes, storage should be kept clear of the security fence.	Management	
2017-11	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-12	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-13	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-14	3.4 – BCA Requirements	Fire hydrants should be maintained as per AS 1851 including annual flow tests and the provision of a Hydrant Block Plan.	Management	
2017-15	3.4 – BCA Requirements	Fire extinguisher maintenance tags should be updated to confirm appropriate maintenance as per AS 1851 has been provided.	N/A	
2017-16	3.5 – Disability Discrimination Act (DDA)	A disabled car parking space should be provided to comply with BCA section D3 .5 and AS 1428.1	\$2,000	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-17	3.13 – Hazardous Chemicals	Secondary containment should be provided for all hazardous chemicals or dangerous goods.	\$10,000	
2017-18	3.13 – Hazardous Chemicals	Small quantities of dangerous goods should be stored within approved flammable liquid cabinets.	\$5,000	
2017-19	3.13 – Bulk Fuel Management	All mobile plant and equipment should preferably be refuelled at the depot or at a service station.	Management	
2017-20	3.16 – Environmental Management	Secondary containment should be provided for all drums of oil and fuel storage.	\$5,000	
2017-21	3.16 – Environmental Management	Consideration should be given to provide a risk assessment to ensure safe refuelling of all mobile plant. Preferably refuelling should be conducted at a service station only.	Management	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-22	3.16 – Environmental Management	All empty oil/fuel drums should be promptly removed from the site.		
2017-23	3.10 – Traffic Management	Speed humps should be installed at the entrance and depot driveways.	\$5,000	
2017-24	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	
2017-25	3.10 – Traffic Management	Consideration should be given to arrange one-way traffic flow for site vehicles.	Management	
2017-26	3.10 – Traffic Management	Consideration should be given to provide additional hard standing for the vehicle parking areas and sealing for the driveways.	\$200,000	
2017-27	3.14 – Housekeeping	Trip hazards such as star pickets should be promptly removed or stored correctly.	Management	
2017-28	3.14 – Housekeeping	Redundant equipment storage should be removed.	Management	



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-29	3.16 – Environmental Management	Long term consideration should be given to replacing the underground storage tanks with above ground tanks.	\$150,000	





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## Appendix 3 Action Plan – Caveat Street, Bombala

### Legend




	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.1 – Safety and Public Liability	The unsafe open wood heater should be removed. Outdoor wood fires should be prohibited. An amenities building is provided for meetings. It is understood that this has been a long-standing practice and changes may take some time to implement. If required fixed approved industrial heaters should be provided for the workshop. Approved fixed heaters such as reverse cycle air-conditioning units may also be needed for regularly occupied sheds.	\$40,000	
2017-02	3.1 – Safety and Public Liability	All compressed gas cylinders should be appropriately secured with chain.	N/A	









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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.4 – BCA Requirements	The fire hydrant system should be upgraded as per AS 2419.1 and maintained as per AS 1851. Note: Maintenance of the fire hydrant system including annual flow tests is a statutory requirement.	\$50,000	
2017-04	3.4 – BCA Requirements	Consideration should be given to providing upgrading fire protection with a fire alarm system to help ensure safe egress of all personnel. An automatic fire detection system should be considered for the Workshop and manual call points, MCPs around the site buildings.	\$50,000	
2017-05	3.4 – BCA Requirements	Required fire exits should be reviewed for the Workshop and storage buildings to ensure an exit is available within 20m. All Required Fire Exit Doors should swing in the direction of egress, have a single downward action lever type handle and appropriate signage reading 'Fire Safety Door – Do Not Obstruct' on both sides. Note: The provision of an additional exit door for the Workshop should be considered.	\$20,000	
2017-06	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.	\$30,000	




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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-07	3.1 – Safety and Public Liability	Residual current devices, RCDs (safety switches) should be confirmed and or provided for all the sub-depot circuits. In addition, the emulsion tank electrical installation and thermal heating wrap should be regularly tested at least annually. Consideration should also be given to upgrading the small sub-board at Caveat Street by replacing with fuse protected circuits with circuit breakers.	\$10,000	 <p>Sub-depot</p>  <p>Thermal wrap</p>
2017-08	3.1 – Safety and Public Liability	The workshop building should be secured and the security fence upgraded. The access/egress gate adjacent to the wash bay needs to be upgraded for emergency use.	\$15,000	 <p>Workshop Roller Door</p>
2017-09	3.1 – Safety and Public Liability	A security fence and or barricade should be provided for the sub-depot driveway.	\$25,000	





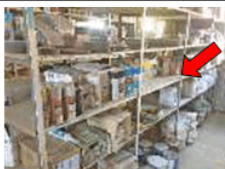



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-10	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-11	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-12	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-13	3.3 – Asbestos	Develop an Asbestos Management Plan for the site to ensure asbestos-containing materials are appropriately controlled in accordance with <i>Chapter 8, Part 8.3 of the WHS Regulation 2011 (NSW)</i> .	\$5,000	
2017-14	3.4 – BCA (fire safety) Requirements	Fire evacuation exercises and fire warden training should be conducted on an annual basis.	Management	
2017-15	3.4 – BCA Requirements	Fire extinguishers and essential fire-fighting equipment should not be obstructed with regular inspections conducted to confirm adequate access is maintained.		


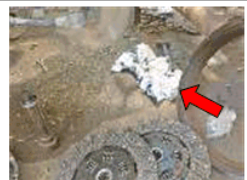



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-16	3.13 – Hazardous Chemicals	Secondary containment should be provided for all hazardous chemicals or dangerous goods.  Hazardous chemical storage at the sub-depot should be provided with secondary containment	\$10,000	 <p>Caveat Street Depot</p>  <p>Sub-Depot</p>
2017-17	3.13 – Hazardous Chemicals	Small quantities of dangerous goods should be stored within approved flammable liquid cabinets.	\$5,000	
2017-18	3.15 – Bulk Fuel	The storage and dispensing from 200 L drums should be reviewed and a risk assessment conducted to ensure approved self-closing faucets are used and grounding where appropriate.	\$2,000	
2017-19	3.16 – Environment	Instead of open containers used for the collection of oil in the workshop, approved safety oil collection containers and funnels should be used.	\$5,000	







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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-20	3.16 – Environment	Spill kits should be provided in the workshop area and in close proximity where dangerous goods are handled.	\$5,000	
2017-21	3.16 – Environment	Roll bunds to help avoid possible soil contamination are not provided for the emulsion filling area.	\$5,000	
2017-22	3.16 – Environment	Disused bulk emulsion containers at the sub-depot should be removed and contaminated soil treated.	Management	
2017-23	3.1 – Safety and Public Liability	Used oil and solvent rags should be safely disposed of in metal containers with tight fitting lids.	\$2,000	
2017-24	3.1 – Safety and Public Liability	Warning signs should be kept clear of overgrowth at the sub-depot.	Management	
2017-25	3.10 – Traffic Management	Speed humps should be installed at the entrance and depot driveways.	\$5,000	
2017-26	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	






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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-27	3.10 – Traffic Management	Repair wash bay column and provide bollard protection.	\$5,000	
2017-28	3.10 – Traffic Management	Consider sealing the car park area and driveway and marking out the car parking spaces.	\$75,000	
2017-29	3.14 – Housekeeping	Trip hazards such as broken pallets should be promptly removed. Idle pallet storage should also be kept 10m clear of the waste oil storage or buildings.	Management	
2017-30	3.14 – Housekeeping	Storage should be kept clear around hazardous chemicals.		



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-31	3.14 – Housekeeping	Old disused drums should be should be removed as soon as possible.	Management	

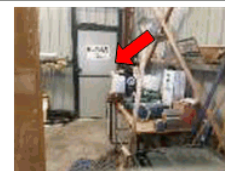



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## Appendix 4 Action Plan – Baggs Street, Jindabyne

### Legend



	Legal compliance extreme risk issues
	Legal compliance high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	Fire Exit Doors should have appropriate signage reading "Fire Safety Door – Do Not Obstruct".	\$2,000	
2017-02	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each exit door providing direct egress as per BCA E4.5, E4.6 and AS2293.1.	\$50,000	








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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.1 – Safety and Public Liability	Residual current devices, RCDs (safety switches) should be confirmed for all buildings and storage should be kept well clear of the main switchboard.	\$10,000	
2017-04	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-05	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-06	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-07	3.4 – BCA (fire safety) Requirements	Fire evacuation exercises and fire warden training should be conducted on an annual basis.	Management	
2017-08	3.13 – Hazardous Chemicals	Secondary containment should be provided for all hazardous chemicals or dangerous goods such as petrol storage. An approved flammable liquid cabinet should be considered.	\$5,000	



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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-09	3.13 – Hazardous Chemicals	Small quantities of chorine tablets should be stored separately in a secured area.	\$5,000	
2017-10	3.1 – Safety and Public Liability	Overgrowth providing a fire hazard to external storage should be regularly cut back.	Management	
2017-11	3.10 – Traffic Management	Speed humps should be installed at the entrance and depot driveways.	\$5,000	
2017-12	3.10 – Traffic Management	Consider installing appropriate liability disclaimer at all entry points to the car park areas.	\$1,000	
2017-13	3.14 – Housekeeping	Redundant storage should be removed and prohibited from near the fence line.	Management	
2017-14	3.14 – Housekeeping	Hard standing should be considered to improve external storage areas.	\$50,000	
2017-15	3.16 – Environmental Management	Long term consideration should be given to replacing the underground storage tank with an above ground tank.	\$100,000	

## Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report

### Snowy Monaro Council



Yallambee Lodge



Werri-Nina Community Services



Snowy River Hostel



Snowy River Community Services

## Hostels & Community Buildings

January and February 2017

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Hostels & Community Services Buildings

## Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report

<b>Report For:</b>	Snowy Monaro Council
<b>Address:</b>	Hostel and Community Buildings 1. Yallambee Lodge, 1 Binalong Street Cooma 2. Snowy River Hostel, 7 Jindalee Street, Berridale 3. Werri-Nina, 227 Sharp St Cooma 4. Snowy River Community Services, Shop 1, Highdale Shopping Centre Jindabyne Road, Berridale
<b>Prepared By:</b>	John A. Jones, Senior Consultant
<b>Dates of Inspection:</b>	January and February, 2017
<b>Conferred With:</b>	Matthew Cross, Risk Manager Dean Sturgeon, WHS Officer

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### Document Revision Record

File Name	Prepared By	Reviewed By	Issue No.	Issue Date
SMC Community Buildings Assessment Jan-Feb 17	John A Jones	Greg Harradine	1	March 2017



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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## 1. Executive Summary

This report presents findings and recommendations for the Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report undertaken at The Snowy Monaro Hostel and Community Services Buildings.

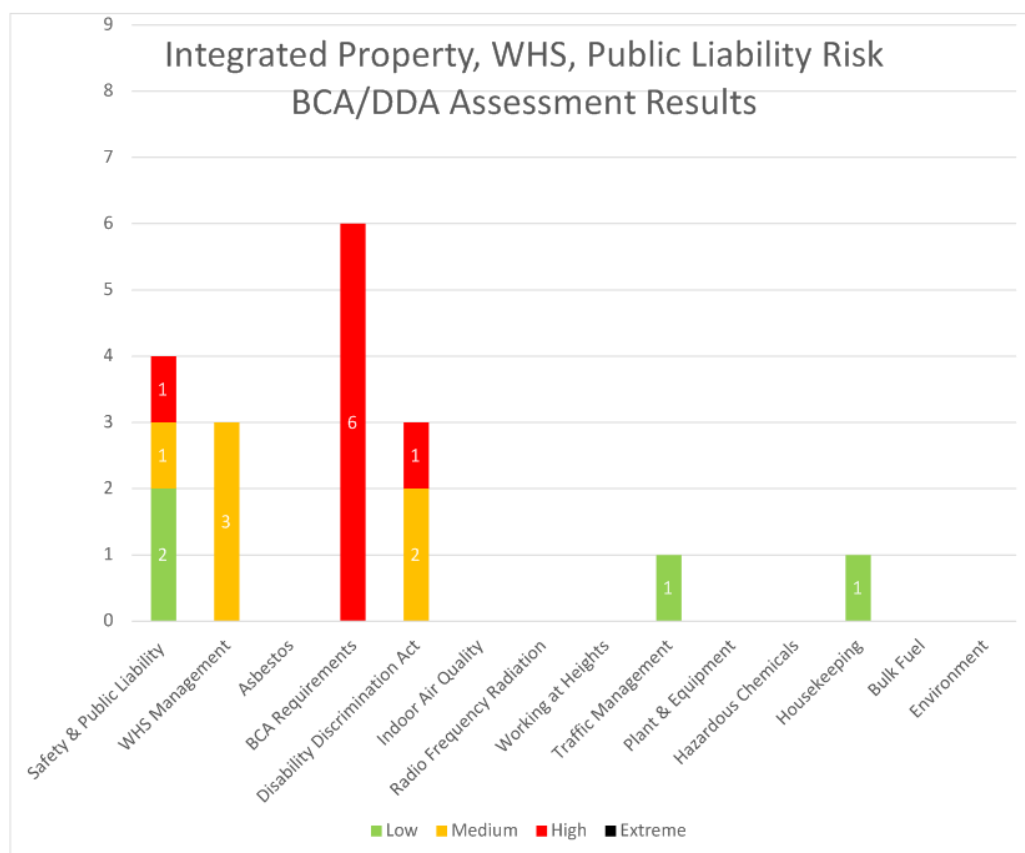
The principal aim was to identify significant property risk issues at the sites and the expected duties as Persons Conducting a Business or Undertaking (PCBU). This review has been designed to indicate risk improvement and to identify priority issues that require immediate risk control solutions.

### 1. Summary of Findings for Yallambee Lodge, Cooma

This is a modern well maintained and managed residential aged care facility with 38 permanent beds and 2 respite beds.

The facility consists of five residential House Buildings which interconnect to a central Administration Building with covered level walkways.

The following graph outlines the number of risk issues identified in the categories assessed:



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Snowy Monaro Hostels & Community Services Buildings

### Major Risk Issues

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 1). The 'High' rated recommendations made should be considered as the first priority for rectification.

- The site is provided with a fire hydrant system, however, a non-return check valve is not provided which would reduce fire brigade delay and also reduce the likelihood of water back flow contamination.
- A fire blanket maintenance tag appeared to be out of date.
- A number of illuminated Fire Exit Signs were not operational.
- Tactile Ground Surface Indicators, TGSIs and a handrail is not provided for the external stairs near House 1 Building.
- Accessible sanitary facilities should also provide for ambulant disability as per the current BCA and DDA requirements and AS 1428.1.
- LPG cylinders attached to the House Buildings appear to be overdue for pressure testing.

### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	8
Control Recommendations	10

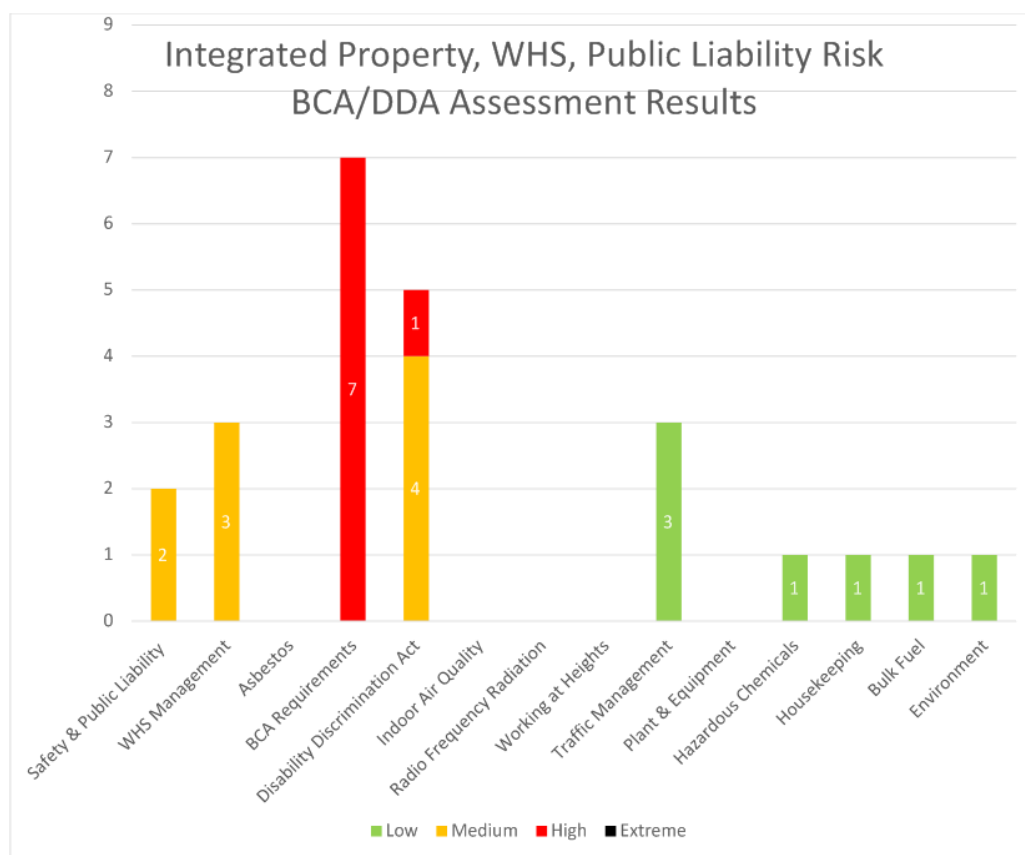
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## 2. Summary of Findings for Snowy River Hostel, Berridale

This is a modern well maintained and managed residential aged care facility.

Snowy River Hostel was established in 1993. The Hostel is owned by the council and provides accommodation for up to 14 residents (13 permanent and 1 respite).

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

Although BCA regulations do not apply retrospectively a higher community expectation is generally required for council facilities.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 2). The High rated recommendations made should be considered as the first priority for rectification.

- The site is provided with a fire hydrant system, however, it could not be confirmed if a non-return check valve is provided which would reduce fire brigade delay and also reduce the likelihood of water back flow contamination.
- A number of illuminated Fire Exit Signs were not operational.
- Access should be improved at the main entrance.

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- Disabled car parking should be provided. This would require a sealed car parking area.
- Accessible sanitary facilities should also provide for ambulant disability as per the current BCA and DDA requirements and AS 1428.1.
- LPG cylinders attached to the main building need improved securement and pressure testing of the cylinders should be confirmed.
- The stormwater drains need to be regularly cleaned to avoid possible overflowing.

### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	8
Control Recommendations	16

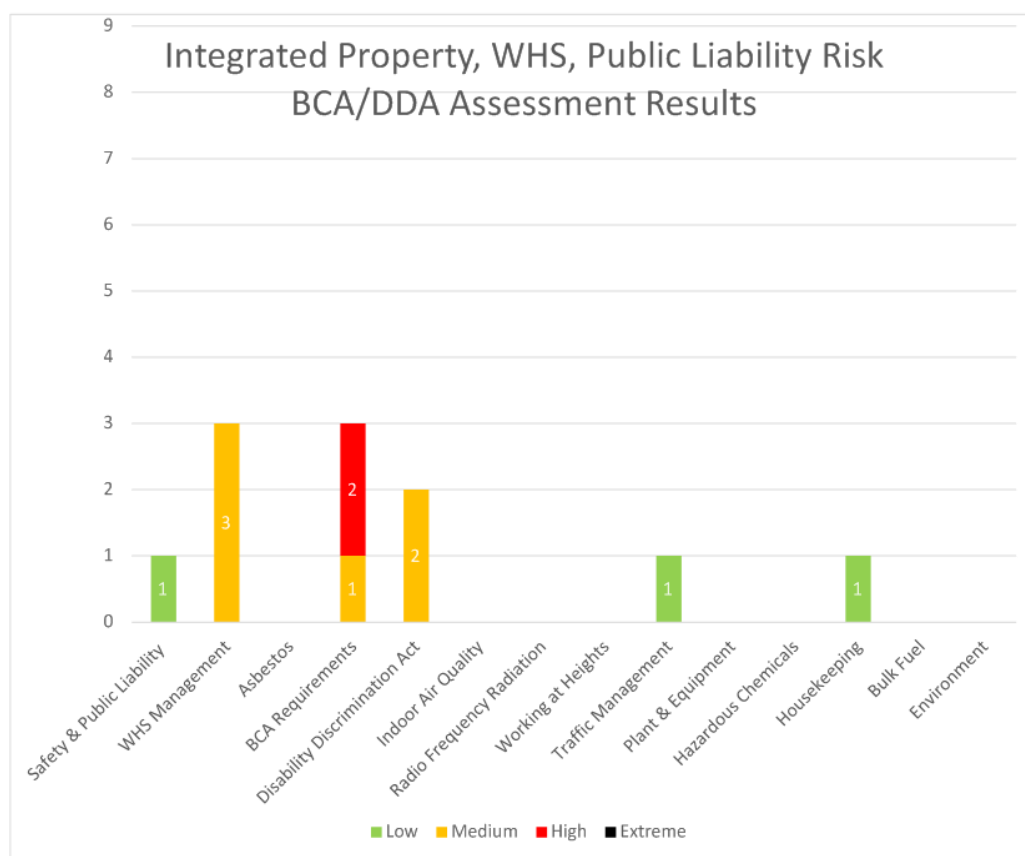


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### 3. Summary of Findings for Werri-Nina Community Services, Cooma

The Werri-Nina Centre provides day respite care and counselling services for the community and facilitates volunteer organisations which support the community such as 'Meals on Wheels'.

The following graph outlines the number of risk issues identified in the categories assessed:



### Major Risk Issues

The Wirri-Nina Community Centre was built in 2010 and has been well maintained.

Although BCA regulations do not apply retrospectively a higher community expectation is generally required for council facilities.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 3). The High rated recommendations made should be considered as the first priority for rectification.

- A fire alarm system to enable safe egress and to raise the alarm in the event of fire should be considered.
- Fire Exit Door signage should be provided.
- Improved signage for accessible toilet facilities is needed.

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- An ambulant disability sanitation facility is also needed.

### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

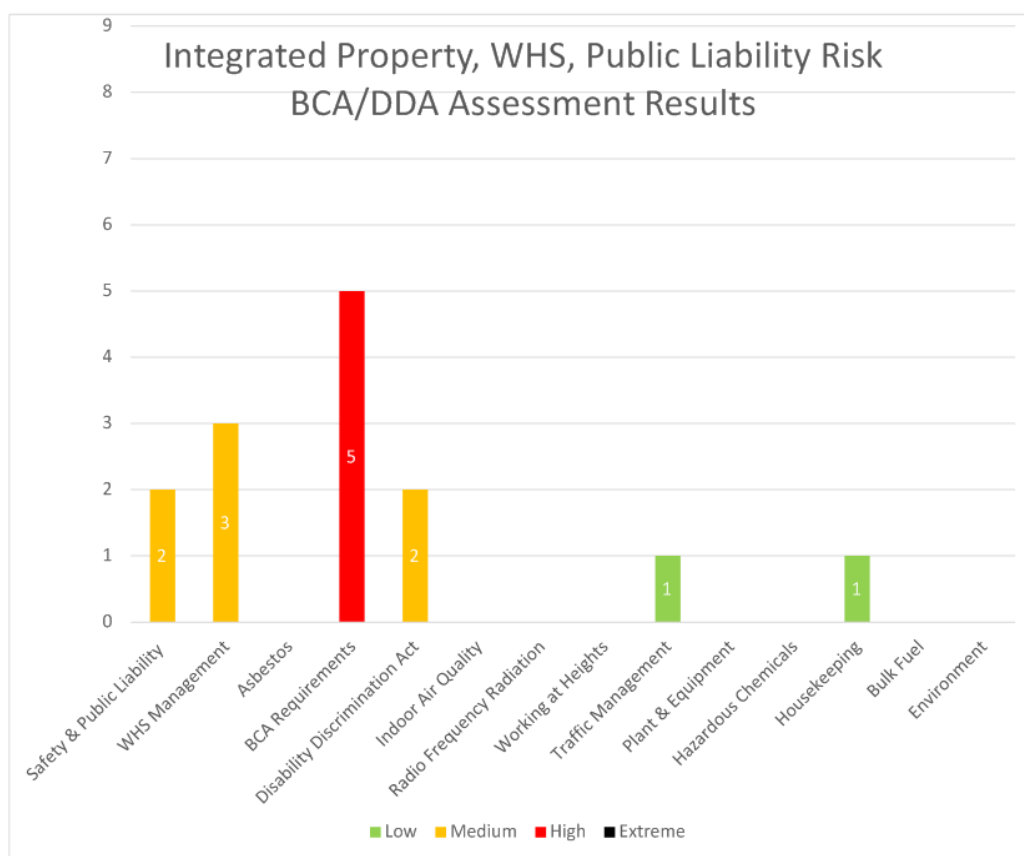
Classification	No. Recommendations
Mandatory Recommendations	2
Control Recommendations	9

**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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#### 4. Summary of Findings for Snowy River Community Services, Berridale

The Snowy River Community Services operate from a leased unit at the Highdale Shopping Centre. It provides information for the community and support for volunteer community services groups.

The following graph outlines the number of risk issues identified in the categories assessed:



#### Major Risk Issues

There is a small leased office unit located in the Highdale Shopping Centre at Berridale.

Although BCA regulations do not apply retrospectively a higher community expectation is generally required for council premises.

We have summarised the major risk issues below. (These are detailed in the Action Plan found in Appendix 4). The High rated recommendations made should be considered as a high priority for rectification.

- The Community Services Building is not provided with adequate illuminated fire Exit Signs.
- The rear Required Fire Exit door needs to be upgraded and provided with appropriate signage.

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- The fire rating for the door which separates the adjoining leased unit needs to be confirmed.
- Signage for the disabled toilet needs to be upgraded to comply with AS1428.1.

#### Recommendations

The table below is a summary of the total number of Mandatory and Control recommendations made. The body of the report contains detailed information on the findings. There are also a number of photos that will assist in the understanding of the risk and the recommendations made and an action plan provided in conjunction with this report.

Classification	No. Recommendations
Mandatory Recommendations	5
Control Recommendations	9


Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Hostels & Community Services Buildings

## 2. Introduction

RiskTech Pty Limited were engaged by the Snowy Monaro Council to undertake an Integrated Property, WHS, Public Liability Risk Assessment & BCA/DDA Compliance Report of the Council Buildings.

The assessment was carried out by RiskTech with site inspections conducted during January and February, 2017. The aim of the assessment is to have property risks identified and to provide recommendations to eliminate, minimise or control the identified risks.

### 2.1 Site Description – Yallambee Lodge Cooma

<b>Construction Date</b>	1995
<b>Site Type</b>	Residential Aged Care
<b>Number of Levels</b>	1
<b>BCA Classification</b>	Class 3 (d) accommodation for the aged...
<b>Construction</b>	Type C construction
<b>Floor Area</b>	About 600sqm for each interconnected building, total floor area about 3,500sqm
<b>Lifts</b>	N/A
<b>Description</b>	<p>Yallambee Lodge is a 40 bed aged care facility with 38 permanent beds and 2 respite beds. All rooms provide private accommodation with en-suite. Staff including a Registered Nurse are on call 24 hours a day.</p> <p>The facility comprises five residential house buildings interconnected via covered walkways to the central Administration Building which includes a main dining room, offices, laundry and commercial kitchen facility.</p>
	
<b>Site Location:</b>	1 Binnalong Street, Cooma NSW

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## 2.2 Site Description – Snowy River Hostel, Berridale

<b>Construction Date</b>	1993
<b>Site Type</b>	Residential Aged Care
<b>Number of Levels</b>	1
<b>BCA Classification</b>	Class 3 (d) accommodation for the aged.
<b>Construction</b>	Type C construction
<b>Floor Area</b>	About 1,000sqm
<b>Lifts</b>	Nil
<b>Description</b>	The Hostel provides accommodation for up to 14 residents – 13 permanent and 1 respite. The building has a central dining room and commercial kitchen. The residential rooms surround a central courtyard.
 <p>Image © 2016 CNES / Astrium</p>	
<b>Site Location:</b>	7 Jindalee Street, Berridale, NSW

## 2.3 Site Description - Werri-Nina Community Services, Cooma

<b>Construction Date</b>	2010
<b>Site Type</b>	Community Disability Day Care Centre
<b>Number of Levels</b>	1
<b>BCA Classification</b>	Class 9
<b>Construction</b>	Type C construction




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<b>Floor Area</b>	About 460sqm not including the verandah.
<b>Lifts</b>	There are no lifts
<b>Description</b>	Werri-Nina provides is a day care centre for the aged and disabled and includes other community services such as meals on wheels distribution. It provides office space and meeting rooms for youth and other home and community care services.
	
<b>Site Location:</b>	227 Sharp St Cooma

## 2.4 Site Description – Snowy River Community Services, Berridale

<b>Construction Date</b>	Post 1993
<b>Site Type</b>	Community Services
<b>Number of Levels</b>	1
<b>BCA Classification</b>	Class 5
<b>Construction</b>	Type C construction
<b>Floor Area</b>	About 160sqm
<b>Lifts</b>	N/A
<b>Description</b>	The site consists of a small leased commercial office unit to provide and promote community services and allows public contact. The community bus is parked in the carpark and its use is promoted within the community.

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## 2.5 Scope

The assessment was undertaken using the following methodology:

- Inspection of procedures, certificates and relevant maintenance documents including discussion with appropriate site personnel;
- A walk-through inspection of common areas of the site, identifying health and safety provisions that do not appear to meet statutory requirements; and
- Preparation of the report including a list of actions and recommendations aimed at controlling areas of concern, or suggested improvements to the existing systems.

The following elements were assessed:

- |                         |                             |
|-------------------------|-----------------------------|
| ■ Public Liability      | ■ Traffic Management        |
| ■ WHS Management        | ■ Cooling Towers            |
| ■ Asbestos              | ■ Plant & Equipment         |
| ■ BCA Requirements      | ■ Hazardous Chemicals       |
| ■ DDA (disabled access) | ■ Workplace Environment     |
| ■ Indoor Air Quality    | ■ Bulk Fuel Storage         |
| ■ Working at Heights    | ■ Environmental Management  |
| ■ Confined spaces       | ■ Radio Frequency Radiation |

## 2.6 Limitations/Areas Not Accessed

- The assessment is limited to those physical aspects that could be observed during the assessment of common areas of the site.
- No detailed testing or intrusive investigations were carried out.
- The assessment does not cover defects in inaccessible places or latent defects.
- We have generally used and relied upon information supplied as being regarded as authoritative and reliable. Review of reports and certification documentation is limited to those that were present on site at the time of the assessment.

**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
Snowy Monaro Hostels & Community Services Buildings





## 2.7 Structure of Report

The report is structured to present findings in a consistent format. An assessment of each of the Property Risk elements listed above is provided in Section four (4) Findings. Both Positive and Negative findings are noted for each element and photographs are included where considered necessary to confirm the findings.

The assessment includes an allocated ranking to focus management on areas of greatest risk and assist in the decision making process. Each section of the report details both positive and adverse findings followed by a list of recommendations where applicable. The recommendations are prioritised according to a classification system, as defined in Sections 3.3 and 3.4 below.

## 2.8 Ranking System

A risk ranking system has been developed to identify the risk level of each WHS element:

Classification	Definition
<b>Superior Performance</b> 	No deficiencies were noted and the site is managing this element to industry best practice
<b>Satisfactory Performance</b> 	Only minor recommendations are noted for this element
<b>Moderate Deficiencies</b> 	A number of recommendations are made with respect to risks that are present.
<b>Major Deficiencies</b> 	The site is not compliant with respect to the element and requires urgent attention to remedy the non-compliances. Potential high risk items have been identified
<b>N/A</b>	Element is not applicable for the site Eg cooling towers are not present on site

## 2.9 Classification of Recommendations

Recommendations made are listed as either 'Mandatory' or 'Control':

- A mandatory recommendation is made where a significant legal non-compliance or where a significant high risk hazard is not adequately controlled.
- Control recommendations are made when it is considered that implementing a basic control measure would further reduce potential risks, or where minor non-compliance issues are observed that do not impact on the overall risk of the site. These would move the operation of the site closer to best practice.



**Photographs of Positive Findings**



**Photographs of Adverse Findings**

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### 3. Findings

#### 3.1 Safety and Public Liability – Yallambee Lodge

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

##### General Observations

- The car park area, site roadways and walking surfaces are well maintained.
- Staff including a registered nurse are available at all times.

##### Adverse Findings

- Oxygen cylinders are not adequately secured.
- LPG cylinder pressure testing for the bulk house cylinders appeared to exceed 15 years.
- A gas fuse is not provided for the barbeque gas cylinder.

##### Photographs

	
Security gate access provided	Emergency Evacuation procedures are provided in each building
	
Oxygen cylinders not adequately secured	LPG Cylinders pressure testing confirmed



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##### Mandatory Recommendations

- Secure all oxygen cylinders with chain.

##### Control Recommendations

- Confirm pressure testing for the 215kg LPG cylinders provided for the buildings.
- A sign to highlight the emergency gas shut-off valve for the kitchen should be provided.
- Provide a gas fuse for the small barbeque cylinders.

### 3.1 Safety and Public Liability – Snowy River Hostel

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

##### General Observations

- The driveway is satisfactory.
- An Emergency Response Team is provided.
- Residual current devices, RCDs (safety switches) are provided.

##### Adverse Findings

- Improvement is needed to remove possible trip hazards for the footpath leading to the Main Building and for doorway.
- Dry rot was noted for a number of support columns which could result in collapse if not replaced.

##### Photographs

	
Emergency Procedures	Footpath movement providing a trip hazard

##### Mandatory Recommendations

- Nil.

##### Control Recommendations

- Upgrade the footpath to remove trip hazards.
- Progressively replace the support columns with dry rot noted in the courtyard area.

**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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### 3.1 Safety and Public Liability – Werri-Nina Community Services

Element Rating	✓	✓		Moderate Deficiencies
----------------	---	---	--	-----------------------

#### General Observations

- The car park areas and site driveway are satisfactory.
- An Emergency Response Team is provided.
- Residual current devices, RCDs (safety switches) are provided.

#### Adverse Findings

- The barbeque LPG cylinder is not provided with a safety fuse.

#### Photographs



Driveway to on-site parking

#### Mandatory Recommendations

- Nil.

#### Control Recommendations

- Provide a gas fuse for the small barbeque cylinders.



**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
Snowy Monaro Hostels & Community Services Buildings

### 3.1 Safety and Public Liability – Snowy River Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------


#### General Observations

- The public car park area, site roadways and walking surfaces are generally well maintained.
- A first aid kit is provided.

#### Adverse Findings

- Car park spaces are not clearly marked out.
- Storage was noted on top of a compactus.

#### Photographs

	
First aid kit and trained first aiders available	Car Park spaces are not clearly marked out.
	
Storage on top of compactus	

#### Mandatory Recommendations

- Nil.

#### Control Recommendations

- The landlord should be requested to mark out the car parking spaces and allow for disabled car parking on a 1:50 ratio as per BCA Section 3.5.
- Storage should be prohibited from on top of the compactus.

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### 3.2 WHS Management – Applies to all sites

Element Rating	✓	✓		Moderate Deficiencies
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#### General Observations

- WHS Management of contractors is provided which includes contractor general site induction process, licences, personal protection equipment, PPE and complete a Work Place Inspection Checklist.
- Site managers provide a site specific induction for contractors who visit the site.
- Contractors are required to complete a Permit to Work form for working at heights, confined spaces and Hot Work.
- All staff are required to have a drivers licence as a condition of employment.
- Evacuation plans are mounted and Fire Wardens are provided on each floor.

#### Adverse Findings

- It could not be confirmed that the contractor's liability insurance is confirmed on an annual basis.
- The contractors are not required to sign in and out when present at the site.
- Records are not adequately maintained of annual safety induction training and performance for contractors.

#### Mandatory Recommendations

- All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.
- Records should be maintained of contractor's safety induction training which should be updated on an annual basis.

#### Control Recommendations

- Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.

### 3.3 Asbestos – Applies to all sites

Element Rating				N/A
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Note: All sites post 1993.

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### 3.4 BCA Requirements (Sections C, D and E) – Yallambee Lodge

Element Rating	✓	✓	Major Deficiencies
----------------	---	---	--------------------

#### BCA Deficiencies/ Upgrade Requirements

Our review of these buildings has been against the provisions of the 2016 edition of the BCA.

The Building Complex comprises five residential House Buildings which are interconnected to the central Administration Building. Each building is about 600sqm in area.

Building codes do not apply retrospectively and therefore it is possible that several identified non-compliances will have complied at the time the building was constructed and approval granted.

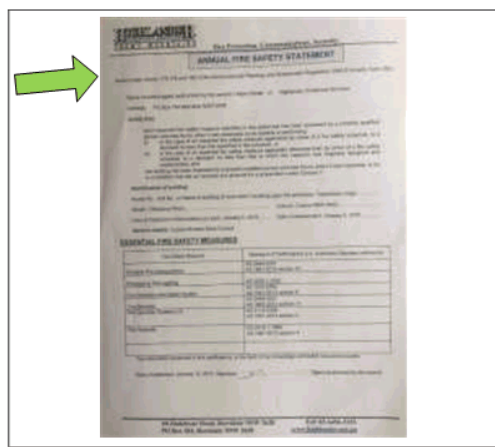
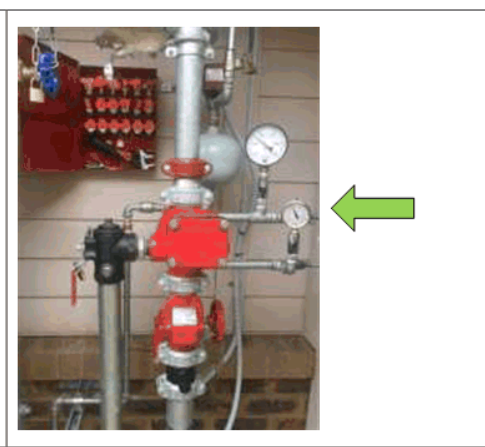
#### General Observations

- Automatic sprinkler fire protection systems are provided.
- Fire Wardens are provided.
- Fire evacuation exercises have been conducted.

#### Adverse Findings

- The last Annual Fire Safety Statement to confirm satisfactory maintenance and performance of the essential services was dated 15 January, 2015.
- The fire hydrant and sprinkler systems annual flow tests could not be confirmed.
- The fire alarm manual call points appeared to be not working.
- A number of illuminated fire Exit Signs with battery backup were not operational.
- The fire brigade booster connection is not provided with a check valve.
- The kitchen fire blanket maintenance tag appeared to be out of date.
- Minor obstructions were noted for Fire Exit Doors.

#### Photographs

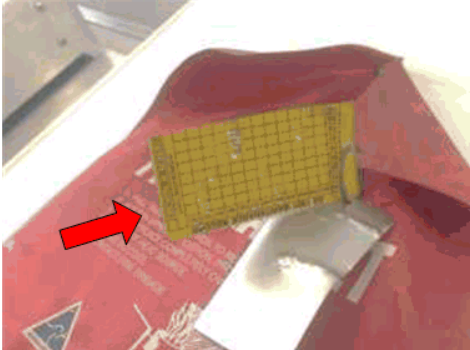





	
Annual Fire Safety Statement	Sprinkler protection provided

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<p>Fire blanket in kitchen</p>	<p>Fire hydrant flow testing need and bollard should be repaired.</p>
	
<p>Fire Exit Light not operational – House 2</p>	<p>Obstruction to Administration Building fire exit door.</p>
	
<p>Obstruction to House 3 Building fire exit door.</p>	<p>Fire hydrant booster connection – no non return check valve.</p>

**Mandatory Recommendations**

- Annual Fire Safety Statements should be kept up to date and be mounted.
- Flow tests should be provided for the hydrant and sprinkler systems with records maintained on site as per AS1851.
- Illuminated Exit Signs should be maintained in good working order as per BCA E4.5, E4.6 and AS2293.1.



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*Control Recommendations*

- The fire blanket maintenance should be provided every 6 months and the inspection tag should be updated to confirm appropriate maintenance as per AS 1851 has been provided.
- The fire brigade booster connection should be provided with a non-return check valve. Otherwise, the fire brigade will need to close the intermediate valve prior to boosting the fire main pressure which would delay their fire-fighting efforts.  
Note: This is often a water authority requirement to prevent contamination due to the dead leg hydrant service.
- The Fire Exit Doors and fire egress routes should be maintained free of obstructions.

**3.4 BCA Requirements (Sections C, D and E) – Snowy River Hostel**

Element Rating	✓	✓		Moderate Deficiencies
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*BCA Deficiencies/ Upgrade Requirements*

Our review of these buildings has been against the provisions of the 2016 edition of the BCA.

Building codes do not apply retrospectively and therefore it is possible that several identified non-compliances will have complied at the time the building was constructed and approval granted.

*General Observations*

- Automatic sprinkler fire protection systems are provided.
- Fire Wardens are provided.
- Fire evacuation exercises have been conducted.

*Adverse Findings*

- The last Annual Fire Safety Statement to confirm satisfactory maintenance and performance of the essential services was dated 6 August, 2015.
- The sprinkler pipework has been subject to freezing.
- The fire hydrant and sprinkler systems annual flow tests could not be confirmed.
- Access to one fire hydrant was obscured by overgrowth.
- A number of illuminated fire Exit Signs was non-compliant.
- Access was not available to the fire brigade booster connection and it could not be confirmed if a non-return check valve (back-flow preventer) is provided.
- Access to a fire hose reel is obstructed by furniture.

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*Photographs*

	
Main Fire Indicating Panel	Emergency evacuation plans are provided
	
Fire Exit light non-operational	Sprinkler pipework not protected against freezing
	
Overgrowth obscuring fire hydrant	Hose reel access obstructed by seats

*Mandatory Recommendations*

- Annual Fire Safety Statements should be kept up to date and be mounted.
- Flow tests should be provided for the hydrant and sprinkler systems with records maintained on site as per AS1851.
- Illuminated Exit Signs should be maintained in good working order as per BCA E4.5, E4.6 and AS2293.1.



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*Control Recommendations*

- The fire blanket maintenance tags should be updated to confirm appropriate maintenance as per AS 1851 has been provided.
- It should be confirmed that the fire brigade booster connection is provided with a non-return check valve.  
Note: This is often a water authority requirement to prevent contamination due to the dead leg hydrant service.
- Ready access to fire appliances such as hydrants and fire hose reels should be maintained at all times. This is a statutory requirement.
- All sprinkler system pipework should be provided with protection against freezing.

**3.4 BCA Requirements (Sections C, D and E) – Werri-Nina Community Services**

Element Rating	✓	✓		Moderate Deficiencies
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*BCA Deficiencies/ Upgrade Requirements*

Our review of these buildings has been against the provisions of the 2016 edition of the BCA.

Building codes do not apply retrospectively and therefore it is possible that several identified non-compliances will have complied at the time the buildings were constructed and approval granted.

*General Observations*

- Fire extinguishers, fire blankets and fire hose reels are provided and maintained by a fire protection contractor.
- An Emergency evacuation floor plan is provided.
- Fire Wardens are provided.

*Adverse Findings*

- Only a domestic type smoke detector is provided. An approved monitored fire detection alarm system is not provided.
- The last annual fire evacuation exercises and fire warden training could not be confirmed.
- The required fire exit door at the rear is not provided with compliant signage.




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Photographs

	
Fire hose reel	Domestic type smoke detector. Full coverage is not provided.
	
Rear required fire exit door	

Mandatory Recommendations

- The rear required Fire Exit Doors should have appropriate signage reading "Fire Safety Door – Do Not Obstruct".

Control Recommendations

- Fire evacuation exercises and fire warden training should be conducted on an annual basis.
- An approved monitored fire detection alarm system as per AS1670 should be provided.

Note: Although may not be a mandatory requirement, due to the public nature of the community building and services provided and community expectations for the council to provide a safe environment, a good fire alarm system is considered important. In addition, automatic sprinkler protection should also be considered.

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### 3.4 BCA Requirements (Sections C, D and E) – Snowy River

#### Community Services

Element Rating	✓	✓		Moderate Deficiencies
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#### BCA Deficiencies/ Upgrade Requirements

Our review of this site has been against the provisions of the 2016 edition of the BCA.

In addition, Building codes do not apply retrospectively and identified non-compliances matters may have complied at the time the buildings were constructed and approval granted.


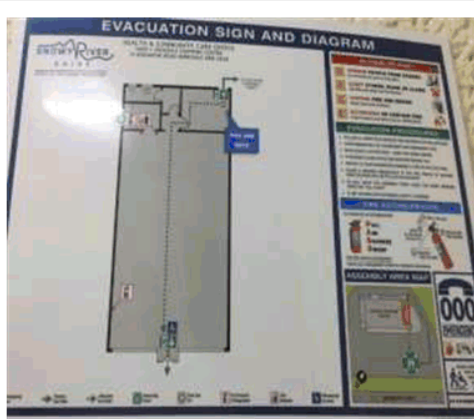
#### General Observations

- Fire extinguishers are provided and maintained by a fire protection contractor.
- Emergency exits are available within 20m.

#### Adverse Findings

- An illuminated fire Exit Signs with battery backup is not provided for the rear required Fire Exit Door and the latch is not compliant.
- Clear unobstructed access to the Required Fire Exits needs to be maintained at all times.
- The illuminated Fire Exit sign was not operating.
- The rear required Fire Exit Door are not provided with compliant signage.
- Fire door separation from the neighbouring leased unit could not be confirmed.
- The fire protection maintenance for the fire extinguishers and fire blanket appears to be overdue.

#### Photographs

	
Fire extinguishers are provided	Emergency evacuation plans are provided

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<p>Fire Exit sign not operating</p>	<p>Maintenance service overdue</p>
	
<p>Rear Required Fire Exit partly obstructed and no illuminated Exit Sign</p>	<p>Rear Required Fire Exit door with non-compliant latch and no signage</p>

*Mandatory Recommendations*

- Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1. An additional Exit sign is needed for the rear Required Fire Exit.
- The rear Required Fire Exit Door should have appropriate signage reading "Fire Safety Door – Do Not Obstruct" as per BCA Section 2.23, a single lever downward action latch as per BCA Section 2.21.

*Control Recommendations*

- The illuminated fire Exit Sign at the front entrance needs to be repaired and or replaced. Exit signs should be maintained as per AS2293.1.
- Fire door separation from the neighbouring leased unit should be confirmed.
- The fire protection maintenance for the fire extinguishers and fire blanket should be conducted on 6 monthly intervals as per AS1851.



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### 3.5 Disability Discrimination Act (DDA) – Yallambee Lodge

Element Rating	✓	✓	Moderate Deficiencies
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#### General Observations

- Good access is provided to the buildings with a number of residents requiring wheelchair access.
- A disabled car parking space is provided.

#### Adverse Findings

- Glazing visibility strips were not provided on the sliding glass doors.
- Ambulant disability sanitation facilities were not confirmed.
- Tactile Ground Surface Indicators, TGSIs and a handrail are not provided for the stairway near House 1.

#### Photographs

	
Good access available.	Good handrails provided and general access
	
Glazing visibility strips not provided	Tactile Ground Surface Indicators, TGSIs not provided for ramp or step and no handrail for House 1

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##### Mandatory Recommendations

- Tactile Ground Surface Indicators, TGSIs and a handrail which complies with AS1428.1 should be provided for House 1.

##### Control Recommendations

- Glazing visibility strips should be provided for all glass doors.
- Ambulant disability sanitation facilities should be confirmed and or provided as per AS1428.1.

### 3.5 Disability Discrimination Act (DDA) – Snowy River Hostel

Element Rating	✓	✓	Moderate Deficiencies
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##### General Observations

- There have reportedly been no complaints or requirements in regard to disabled access.

##### Adverse Findings

- General access is unsatisfactory to and from the main building for residents or visitors with a disability.
- There is no sealed parking area or compliant disabled car parking available.
- Ambulant disability sanitation facilities were not confirmed.
- Improved signage is needed for the toilet facilities provided.

##### Photographs

	
Good internal access and handrails are provide	The main entrance provides a possible trip hazard

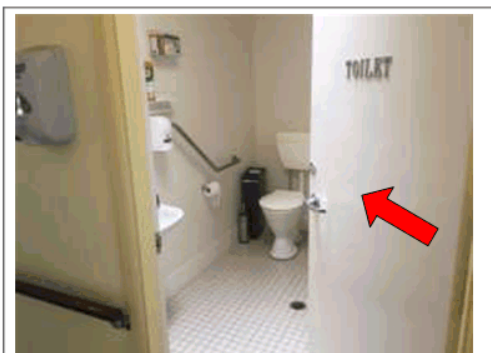


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Signage for the disabled toilet is non-compliant

*Mandatory Recommendations*

- A disabled car parking space should be provided.

*Control Recommendations*

- Access to the main building for residents and visitors should be upgraded to comply with BCA D3.2 and As1428.1.
- A sealed parking area with compliant disabled car parking and access to the building should be provided.
- Ambulant disability sanitation facilities to meet the requirements of AS1428.1 should also be confirmed or provided.
- Improved signage for the disabled toilet facilities provided as per BCA D3.2 and As1428.1.

3.5 Disability Discrimination Act (DDA) – Werri-Nina Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
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*General Observations*

- Disabled car parking spaces are provided.

*Adverse Findings*

- Ambulant toilet facilities are not provided.
- Disabled toilet signage is not compliant.

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Photographs



Disabled car parking spaces provided

Braille tactile signage is not provided.

Mandatory Recommendations

- Nil

Control Recommendations

- Ambulant toilet facilities should be provided.
- Braille tactile signage for sanitation facilities should be upgraded to comply with as 1428.1

3.5 Disability Discrimination Act (DDA) – Snowy River Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- Good disabled access is provided at the main entrance.
- A disabled toilet facility is provided.

Adverse Findings

- A disabled car parking space is not provided.
- Signage for the disabled toilet facility is not compliant.

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*Photographs*



*Mandatory Recommendations*

- The landlord should be petitioned to provide a disabled car parking space near the Snowy River Community Services Unit.  
The minimum number of disabled car parking spaces required for a shopping centre is 1 per 50 car parking spaces or part thereof.

*Control Recommendations*

- Braille and tactile disabled toilet signage should be provided as per BCA Section 3.6 and AS1428.1.

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3.6 Indoor Air Quality – Yallambee Lodge, Snowy River Hostel,  
Werri-Nina & Snowy River Community Services

Element Rating	✓	✓	✓	✓	Superior Performance
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3.7 Radio Freq. Radiation – Yallambee Lodge, Snowy River Hostel, &  
Werri-Nina & Snowy River Community Services

Element Rating					N/A
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3.8 Working at Heights – Yallambee Lodge, Snowy River Hostel,  
Werri-Nina & Snowy River Community Services

Element Rating	✓	✓	✓		Satisfactory Performance
----------------	---	---	---	--	--------------------------

*General Observations*

- Working at heights is generally restricted to competent contractors supervised by council maintenance personnel.
- Work Permits are issued and risk assessments conducted prior to work being undertaken.

*Adverse Findings*

- Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

3.9 Confined Spaces – Yallambee Lodge, Snowy River Hostel,  
Werri-Nina & Snowy River Community Services

Element Rating					N/A
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### 3.10 Traffic Management – Yallambee Lodge

Element Rating	✓	✓	✓	Satisfactory Performance
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#### General Observations

- General car parking is provided in the street for visitors.
- Vehicle access is restricted to staff at the site with sealed driveways provided.

#### Adverse Findings

- A speed limit sign of 10 Km/Hour is not provided at the entrance.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Provide a 10km/hr speed limit signs at the gate.

### 3.10 Traffic Management – Snowy River Hostel

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- The driveway is sealed.

#### Adverse Findings

- The car park area is not sealed and car park spaces are not marked out.
- No speed humps were installed at the entrance and throughout the car park.
- A speed limit sign of 10 Km/Hour is not provided at the entrance.

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*Photographs*



*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Provide a 10km/hr speed limit signs at the gate.
- Consider installing speed humps in designated areas to help ensure safe speeds are maintained.
- Consider providing hard standing for the vehicle parking areas.

3.10 Traffic Management – Werri-Nina Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
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*General Observations*

- The carpark is sealed and car parking spaces are well marked..

*Adverse Findings*

- A speed limit sign of 10 Km/Hour is not provided at the entrance.





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Photographs

	
Car park spaces well marked	A speed limit sign is not provided.

Mandatory Recommendations

- Nil

Control Recommendations

- A speed limit sign of 10 Km/Hour should be provided at the entrance.

3.10 Traffic Management – Snowy River Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- The car parking area is managed by the shopping centre management.

Adverse Findings

- No speed humps were installed at the entrance and throughout the car park.
- No Speed limit signs are provided.

Mandatory Recommendations

- Nil

Control Recommendations

- The landlord should be requested to provide speed limit signs and speed humps in designated areas to help ensure speed limits are complied with.

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3.11 Cooling Towers – Yallambee Lodge, Snowy River Hostel,  
Werri-Nina & Snowy River Community Services

Element Rating					N/A
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*General Observations*

- There are no cooling towers present.

*Adverse Findings*

- Nil.

3.12 Plant & Equipment – Yallambee Lodge, Snowy River Hostel,  
Werri-Nina & Snowy River Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

*1.4.1 General Observations*

- Ducted air-conditioning systems are provided for the buildings.
- There are no boilers

*Adverse Findings*

- Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

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### 3.13 Hazardous Chemicals – Yallambee Lodge

Element Rating	✓	✓	✓	Satisfactory Performance
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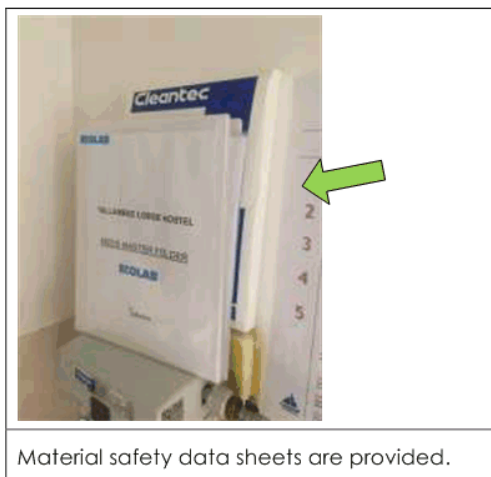
#### General Observations

- MSDSs are provided and maintained on-site.
- Apart from minor quantities cleaning products are kept off site.

#### Adverse Findings

- Nil

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil.

### 3.13 Hazardous Chemicals – Snowy River Hostel

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- MSDSs are provided and maintained on-site.

#### Adverse Findings

- Secondary containment is not provided for all hazardous chemicals or dangerous goods.

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- Small quantities of dangerous goods are not stored within an approved flammable liquid cabinets.

*Photographs*

	
<p>Material safety data sheets are provided.</p>	<p>Secondary containment should be provided for cleaning chemicals.</p>
	
<p>Secondary containment should be provided for paints and dangerous goods.</p>	<p>Secondary containment should be provided for cleaning chemicals.</p>

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Secondary containment should be provided for all hazardous chemicals or dangerous goods.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 4 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT HOSTELS COMMUNITY BUILDINGS

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Snowy Monaro Hostels & Community Services Buildings

### 3.13 Hazardous Chemicals – Werri-Nina Community Services

Element Rating	✓	✓	✓		Satisfactory Performance
----------------	---	---	---	--	--------------------------

#### General Observations

- Only minor cleaning non-hazardous cleaning chemicals were noted on site.

#### Adverse Findings

- Nil

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil

### 3.13 Hazardous Chemicals – Snowy River Community Services

Element Rating	✓	✓	✓		Satisfactory Performance
----------------	---	---	---	--	--------------------------

#### General Observations

- Only minor cleaning products are stored in a separate cupboard.

#### Adverse Findings

- Nil

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 4 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT HOSTELS COMMUNITY BUILDINGS

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### 3.14 Housekeeping Workplace Environment – Yallambee Lodge

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

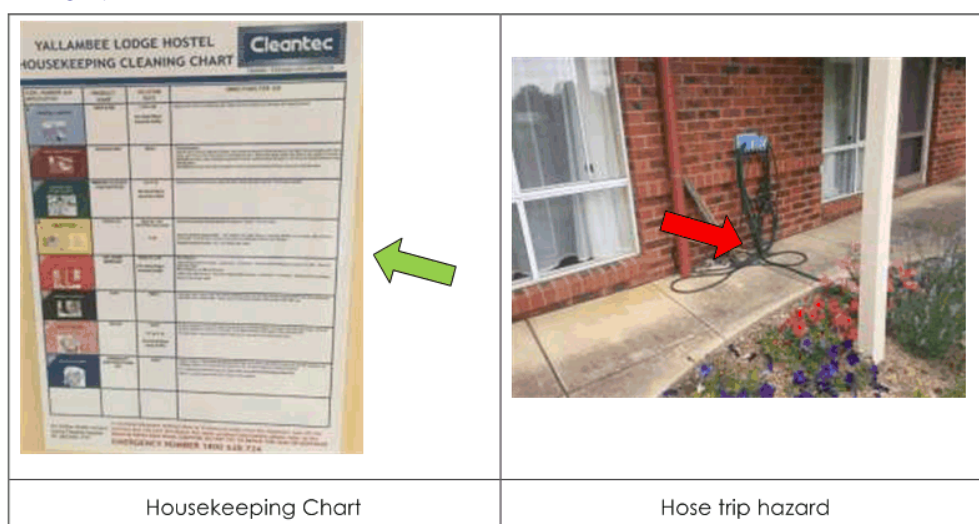
#### General Observations

- An excellent standard of housekeeping was observed.

#### Adverse Findings

- A minor trip hazard was noted with a garden hose not safely stored away.

#### Photographs



#### Mandatory Recommendations

- Nil

#### Control Recommendations

- The garden hose should be correctly rewound to avoid a possible trip hazard.

### 3.14 Housekeeping Workplace Environment – Snowy River Hostel

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- An excellent standard of housekeeping was observed.

#### Adverse Findings

- A minor trip hazard was noted with a garden hose not safely stored away.



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 4 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT HOSTELS COMMUNITY BUILDINGS

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Photographs



Mandatory Recommendations

- Nil

Control Recommendations

- The garden hose should be provided with an appropriate means to keep safely stored to avoid a possible trip hazard.

3.14 Housekeeping Workplace Environment – Werri-Nina Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

General Observations

- General housekeeping within the building was excellent.

Adverse Findings

- Storage should not obstruct egress or access to fire-fighting appliances.

Photographs



16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 4 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT HOSTELS COMMUNITY BUILDINGS

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*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Storage should not obstruct any fire-fighting appliances or egress routes.

3.14 Housekeeping Workplace Environment – Snowy River

Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

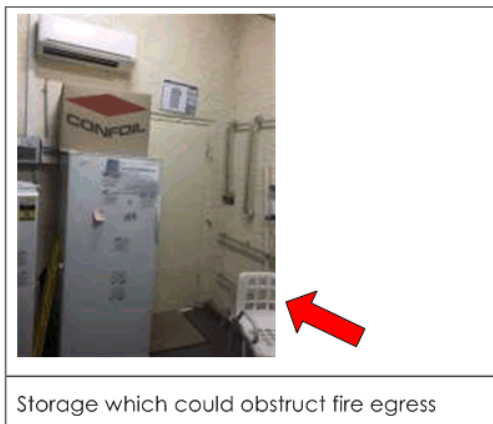
*General Observations*

- General housekeeping within the building was excellent.

*Adverse Findings*

- Storage should not obstruct egress or access to fire-fighting appliances.

*Photographs*



*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Storage should not obstruct egress or access to fire-fighting appliances.

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Snowy Monaro Hostels & Community Services Buildings

### 3.15 Bulk Fuel Management – Yallambee Lodge

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- Bulk fuel is limited to 215kg LPG cylinders located at each building which are replaced as needed by Elgas.

#### Adverse Findings

- Nil.

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Nil.

### 3.15 Bulk Fuel Management – Snowy River Hostel

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

#### General Observations

- Bulk fuel is limited to 215kg LPG cylinders located at the main building which are replaced as needed by Elgas.

#### Adverse Findings

- The bulk 215kg LPG cylinders do not appear to be adequately secured or very stable.

#### Photographs



Bulk LPG Tanks

#### Mandatory Recommendations

- Nil

#### Control Recommendations

- Improved securement should be provided for the bulk 215kg LPG cylinders.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 4 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT HOSTELS COMMUNITY BUILDINGS

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3.15 Bulk Fuel Management – Werri-Nina & Snowy River  
Community Services

Element Rating					N/A
----------------	--	--	--	--	-----

*General Observations*

- No Bulk Fuel

*Adverse Findings*

- Nil.

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

3.16 Environmental Management – Yallambee Lodge

Element Rating	✓	✓	✓		Satisfactory Performance
----------------	---	---	---	--	--------------------------

*General Observations*

- Dangerous goods or hazardous materials are not maintained on site.

*Adverse Findings*

- Nil

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

3.16 Environmental Management – Snowy River Hostel

Element Rating	✓	✓	✓		Satisfactory Performance
----------------	---	---	---	--	--------------------------

*General Observations*

- Waste management currently poses a low environmental risk at the site.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

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- The site is not listed on the *NSW EPA list of contaminated sites notified to EPA or contaminated land record of notices*.
- Rain water tanks is collected to reduce water usage.

*Adverse Findings*

- Stormwater drains were noted to be blocked with leaves.

*Photographs*

	
Water collection tanks	Stormwater blocked with leaves

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- The stormwater drains should be regularly cleaned.  
Note: Clean drains will also reduce the likelihood of water run-off causing local flooding.

3.16 Environmental Management – Werri-Nina Community Services

Element Rating	✓	✓	✓	✓	Superior Performance
----------------	---	---	---	---	----------------------

*General Observations*

- Solar panels are provided to minimise power consumption.

16.1 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT & BCA/DDA COMPLIANCE REPORT FOR COUNCIL OFFICES, COUNCIL DEPOTS AND HOSTELS & COMMUNITY BUILDINGS.

ATTACHMENT 4 INTEGRATED PROPERTY, WHS, PUBLIC LIABILITY RISK ASSESSMENT BCADDA COMPLIANCE REPORT HOSTELS COMMUNITY BUILDINGS

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*Photographs*



Solar panels provided

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil

3.16 Environmental Management – Snowy River Community Services

Element Rating	✓	✓	✓	Satisfactory Performance
----------------	---	---	---	--------------------------

*General Observations*

- No pollution hazards were observed.

*Mandatory Recommendations*

- Nil

*Control Recommendations*

- Nil



## General Information

### Statutory Requirements

National harmonised Work Health & Safety (WHS) legislation places absolute Duty of Care obligations on "persons conducting a business or undertaking" (PCBU) which requires that "all reasonably practicable steps" be taken to ensure the "health and safety of workers and other persons impacted by the business or undertaking".

"Reasonably practicable steps" refers to the methods used, such as risk assessments, which determine whether the placement of risk controls are worth the expense when considered against the assessed likelihood of occurrence and severity of consequence if the risk was not controlled. Records of these assessments are mandatory when determining what can and cannot be construed as "reasonably practicable".

The primary duty is owed to "workers and other persons". These include direct employees of the PCBU, contractors and subcontractors, employees of contractors and subcontractors, labour hire company employees, outworkers, trainees, apprentices, students engaged in work experience and any volunteers. "Persons" include any other individuals who may be affected by activities performed by the PCBU, such as visitors. Visitors are required to comply, so far as they are able, with instructions provided by the PCBU to ensure that they are taking reasonable care and their actions do not adversely affect the health and safety of others at the workplace.

PCBU's who exercise control over a workplace are obliged to ensure that they have effective health and safety management practices to protect all entrants to the premises who could be affected by any activities arising from the "workplace". This extends to any risks associated with workplace fixtures, fittings, plant and any persons who design, import, manufacture, supply, install, constructs or commissions plant, substances and structures. This includes provision of instructions such as signage which are to conform to relevant legislative and technical specifications (such as the Australian Standards).

### Impact for Property Owners

Most health and safety statutes in Australia impose duties of care on controllers of non-domestic work premises in relation to injury, damage or illness resulting from use of those premises.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

The person with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant are without risks to the health and safety of any person.

Note that the duties of the person conducting the business or undertaking are far more extensive (see PCBUs above).

The controller of a workplace is not always an easy entity to identify, as different individuals or organisations can exercise different levels of control over the same premises. It is possible for more than one individual or company to be in control of a premises at the same time.

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The controller of the premises may be either the owner or the occupier of the premises, or both.

Consequently, the facts of each individual case are important in determining where any liability may lie. Generally, the "landlord" of a commercial premise would be considered to be the controller of the premises.

The following general principles apply:

- Controllers of non-domestic premises must ensure that the premises are safe and without risks to health,
- Controllers only have duties of care in relation to that part of the premises over which they have control – for example, if they only control part of a premises,
- Controllers' duties of care do not apply only to premises used only by their own employees,
- Controllers' duties of care do not apply to premises used solely for domestic purposes; and
- Controllers' duties of care extend to the means of access to or exit from a place of work.

### Common Law Duties

Contemporary court rulings in cases of occupiers' liability have applied the general rules of negligence when establishing whether the occupier is liable. There are four elements involved in establishing a case for negligence. These are:-

- The existence of a duty to take reasonable care;
- That a breach of that duty has occurred;
- The foreseeability of the risk that gave rise to the injury or loss; and
- Whether all practical steps had been taken to mitigate the risk.

To establish whether the appropriate "level" of care was provided, the courts use the test based upon "what a reasonable man would, in the circumstances do by way of response to the foreseeable risk". In other words, to avoid liability, the owner is obliged to act as a reasonable person would to take all practical steps to reduce or avoid any risk of injury to occupants, visitors and members of the public within common areas. It should be noted that the level of care owed in respect of children is much greater, as their concept and appreciation of hazards or danger is perceived as being significantly lower than that of an adult.

In determining whether a breach of duty may have occurred, the court may consider:-

- The age and capacity of the injured party;
- The magnitude of the risk; and
- The degree of probability of its occurrence.

In considering whether all practicable measures were taken to mitigate the risk exposure, the courts will consider:-

- The nature and severity of the hazard;
- The knowledge of the solution to that hazard;
- The availability of the solution;

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- Any common standard of practice e.g. Australian Standards, Codes of Practice or generally accepted "good practice"; and
- The cost of the solution e.g. is it reasonable to expect to spend millions of dollars in rectifying a fairly improbable risk?

Persons interacting with these premises must also take some responsibility for their own actions. The concept of contributory negligence is a failure to take reasonable care for one's own safety. Again, the courts will consider the age and capacity of the injured person, their ability or capacity to appreciate the hazard, and the level of warning about the hazard.

### Contractor Management

As contractors are regarded as PCBU's when performing work for the owner or tenant, they are obliged to ensure that absolute Duty of Care is provided for any and all "others" which may be affected by the performance of agreed works. It is a requirement they comply in all respects with the requirements of the WHS Act and Regulation, and all other relevant safety related legislation.

Any contractor engaged by the owner, managing agent or tenant is required to provide evidence of current and adequate Public Liability and Products Liability insurance as well as current Workers' Compensation cover, if applicable. Appropriate licences and/or tickets should also be sighted to confirm the contractor is qualified and competent to perform the required work.

If the contract is required to perform a hazardous task such as working at height to clean windows or repair roofs or guttering, then they should be required to provide the Property Manager with a "Safe Work Method Statement" (SWMS). This will detail:-

- Hazards involved in performance of the tasks;
- Known and potential risks arising from the works being performed, and
- Measures put in place to control the identified risks.



The person responsible for appointing or managing the contractor is required to monitor contractor compliance to the tendered SWMS and consult, cooperate and coordinate with contractors to ensure that all works are performed safely and that the tasks do not place "others" at risk.

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## Appendix 1 Action Plan – Yallambee Lodge




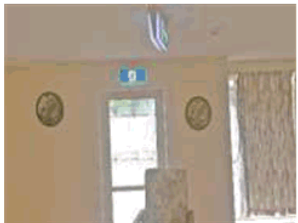
### Legend

	Legal compliance & extreme risk issues
	Legal compliance & high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.1 – Safety and Public Liability	All compressed oxygen gas cylinders should be adequately secured using chain.	\$500	
2017-02	3.4 – BCA Requirements	The Annual Fire Safety Statements should be kept up to date and be mounted near the main entrance.	\$5,000	
2017-03	3.4 – BCA Requirements	Annual flow tests should be provided for the hydrant and sprinkler systems with records maintained as per AS1851. Note: This is generally covered by the fire protection maintenance agreement. The bollard should also be repaired.	Management	





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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-04	3.4 – BCA Requirements	Illuminated Exit Signs should be maintained in good working order as per BCA E4.5, E4.6 and AS2293.1.	\$5,000	
2017-05	3.4 – BCA Requirements	The fire blanket maintenance should be provided every 6 months and the inspection tag should be updated to confirm appropriate maintenance as per AS 1851 has been provided. Note: This is generally covered by the fire protection maintenance agreement.	Management	
2017-06	3.4 – BCA Requirements	The fire brigade booster connection should be provided with a non-return check valve. Otherwise, the fire brigade will need to close the intermediate valve prior to boosting the fire main pressure which would delay their fire-fighting efforts. Note: This is often a water authority requirement to prevent contamination due to the dead leg hydrant service.	\$20,000	
2017-07	3.4 – BCA Requirements	The Fire Exit Doors and fire egress routes should be maintained free of obstructions	Management	







**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
Snowy Monaro Hostels & Community Services Buildings

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-08	3.5 – Disability Discrimination Act (DDA)	Tactile Ground Surface Indicators, TGSIs and a handrail which complies with AS1428.1 should be provided for the external stairway near House 1.	\$5,000	
2017-09	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-10	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-11	3.5 – Disability Discrimination Act (DDA)	Accessible ambulant disabled sanitary facilities should be provided as required by BCA section F2 .4 and AS 1428.1.	\$10,000	
2017-12	3.5 – Disability Discrimination Act (DDA)	Braille and tactile disabled toilet signage should be provided as per BCA Section 3.6 and AS1428.1.	\$1,000	
2017-13	3.1 – Safety and Public Liability	Pressure testing for the 21.5kg LPG cylinders provided for the House Buildings should be confirmed.	Supplier Responsibility	
2017-14	3.1 – Safety and Public Liability	A gas fuse should be provided for the small barbeque cylinders.	\$300	



**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-15	3.5 – Disability Discrimination Act (DDA)	Glazing visibility strips should be provided for all glass entrance doors.	\$2,000	
2017-16	3.5 – Disability Discrimination Act (DDA)	Ambulant disability sanitation facilities should be confirmed and or provided as per AS1428.1.	\$10,000	
2017-17	3.10 – Traffic Management	A 10km/hr speed limit sign should be provided at the entrance gate.	\$1,000	
2017-18	3.14 – Housekeeping	The garden hose should be correctly rewound to avoid a possible trip hazard.	Management	




Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Hostels & Community Services Buildings

## Appendix 2 Action Plan – Snowy River Hostel, Berridale

### Legend




	Legal compliance & extreme risk issues
	Legal compliance & high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	The Annual Fire Safety Statements should be kept up to date and be mounted near the main entrance.	\$5,000	
2017-02	3.4 – BCA Requirements	Annual flow tests should be provided for the hydrant and sprinkler systems with records maintained as per AS1851. Note: This is generally covered by the fire protection maintenance agreement.	Management	
2017-03	3.4 – BCA Requirements	Illuminated Exit Signs should be maintained in good working order as per BCA E4.5, E4.6 and AS2293.1. The old style Exit Signs should be progressively updated with the moving man type to meet current BCA requirements.	\$5,000	








**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-04	3.4 – BCA Requirements	The fire blanket maintenance should be provided every 6 months and the inspection tag should be updated to confirm appropriate maintenance as per AS 1851 has been provided.  Note: This is generally covered by the fire protection maintenance agreement.	Management	
2017-05	3.4 – BCA Requirements	It should be confirmed that the fire brigade booster connection is provided with a non-return check valve. Otherwise, the fire brigade will need to close the intermediate valve prior to boosting the fire main pressure which would delay their fire-fighting efforts.  Note: This is often a water authority requirement to prevent contamination due to the dead leg hydrant service.	\$50,000	
2017-06	3.4 – BCA Requirements	Ready access to fire appliances such as hydrants and fire hose reels should be maintained at all times. This is a statutory requirement.  The furniture obstructing the fire hose reel should be removed or modified to allow access to the fire hose reel.  Overgrowth should be removed and from the hydrant and kept clear.	Management	





**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
				
2017-07	3.4 – BCA Requirements	All sprinkler system pipework should be provided with protection against freezing.	\$5,000	
2017-08	3.5 – Disability Discrimination Act (DDA)	Access to the main building for residents and visitors should be upgraded to comply with BCA D3.2 and As1428.1. The raised ridge should be removed.	\$5,000	



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2017-09	3.1 – Safety and Public Liability	The uneven footpath should be upgraded to remove trip hazards.	\$10,000	
2017-10	3.1 – Safety and Public Liability	The support columns for the courtyard shade cloth area have dry rot and should be replaced.	\$10,000	
2017-11	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-12	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-13	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-14	3.5 – Disability Discrimination Act (DDA)	A disabled car parking space should be provided to comply with BCA section D3 .5 and AS 1428.1	\$2,000	





**Integrated Property, WHS, Public Liability & BCA/DDA Report**




Snowy Monaro Hostels & Community Services Buildings

2017-15	<b>3.5 – Disability Discrimination Act (DDA)</b>	A sealed parking area with compliant disabled car parking and access to the building should be provided	\$50,000	
2017-16	<b>3.5 – Disability Discrimination Act (DDA)</b>	Ambulant disability sanitation facilities to meet the requirements of AS1428.1 should also be confirmed or provided	\$10,000	
2017-17	<b>3.5 – Disability Discrimination Act (DDA)</b>	Improved signage for the disabled toilet facilities provided as per BCA D3.2 and AS1428.1.	\$2,000	
2017-18	<b>3.13 – Hazardous Chemicals</b>	Secondary containment should be provided for all hazardous chemicals or dangerous goods.	\$5,000	
2017-19	<b>3.10 – Traffic Management</b>	A 10km/hr speed limit signs should be provided at the entrance.	\$2,000	
2017-20	<b>3.10 – Traffic Management</b>	Consideration should be given to installing speed humps in designated areas to help ensure safe speeds are maintained.	\$5,000	
2017-21	<b>3.10 – Traffic Management</b>	Consideration should be given to providing hard standing for the vehicle parking areas with car parking spaces marked out.	\$100,000	



**Integrated Property, WHS, Public Liability & BCA/DDA Report**

Snowy Monaro Hostels & Community Services Buildings

2017-22	3.14 – Housekeeping	The garden hose should be provided with an appropriate means to keep safely stored to avoid a possible trip hazard.	Management Controls	
2017- 23	3.15 Bulk Fuel Management	Improved securement should be provided for the bulk 215kg LPG cylinders. An upgraded foundation may be needed. Pressure testing of the pressure cylinders should also be confirmed.	\$3,000	
2017-24	3.16 – Environmental Management	The stormwater drains should be regularly cleaned. Note: Clean drains will also reduce the likelihood of water run-off causing local flooding.	\$5,000	




Integrated Property, WHS, Public Liability & BCA/DDA Report  
Snowy Monaro Hostels & Community Services Buildings

## Appendix 3 Action Plan – Werri-Nina Community Services

### Legend

	Legal compliance & extreme risk issues
	Legal compliance & high risk issues
	Medium risk issues
	Low risk issues


Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	An approved monitored fire detection alarm system as per AS1670 should be provided.  Note: Although may not be a mandatory requirement, due to the public nature of the community building and services provided and community expectations for the council to provide a safe environment, a good fire alarm system is considered important.  In addition, automatic sprinkler protection should also be considered.	\$50,000	
2017-02	3.4 – BCA Requirements	The rear required Fire Exit Doors should have appropriate signage reading "Fire Safety Door – Do Not Obstruct".	\$2,000	





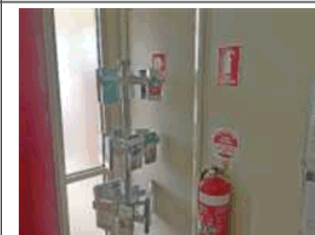
**Integrated Property, WHS, Public Liability & BCA/DDA Report**

Snowy Monaro Hostels & Community Services Buildings

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-04	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-05	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-06	3.4 – BCA (fire safety) Requirements	Fire evacuation exercises and fire warden training should be conducted on an annual basis.	Management	
2017-07	3.5 – Disability Discrimination Act (DDA)	Consideration should be given to providing ambulant disabled toilet facilities.		
2017-08	3.5 – Disability Discrimination Act (DDA)	Braille tactile signage for the disabled sanitation facility should be upgraded to comply with as 1428.1	\$10,000	
2017-09	3.1 – Safety and Public Liability	Provide a gas fuse for the small barbeque cylinders.	\$100	



**Integrated Property, WHS, Public Liability & BCA/DDA Report**  
Snowy Monaro Hostels & Community Services Buildings

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-10	3.10 – Traffic Management	A speed limit sign of 10 Km/Hour should be provided at the entrance gate for staff and contractors.	\$1,000	
2017-11	3.14 – Housekeeping	Storage should not obstruct any fire-fighting appliances or egress routes. The brochure rack near the front entrance should be relocated.		





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## Appendix 4 Action Plan – Snowy River Community Services

### Legend




	Legal compliance & extreme risk issues
	Legal compliance & high risk issues
	Medium risk issues
	Low risk issues

Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-01	3.4 – BCA Requirements	Illuminated Exit Signs should be provided and be clearly visible to persons approaching the exit, and must be installed on, above or adjacent to each door providing direct egress as per BCA E4.5, E4.6 and AS2293.1. An additional Exit sign is needed for the rear Required Fire Exit.	\$2,000	
2017-02	3.4 – BCA Requirements	The rear Required Fire Exit Door should have appropriate signage reading "Fire Safety Door – Do Not Obstruct" as per BCA Section 2.23, a single lever downward action latch as per BCA Section 2.21.	\$1,000	







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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-03	3.4 – BCA Requirements	The illuminated fire Exit Sign at the front entrance needs to be repaired and or replaced. Exit signs should be maintained as per AS2293.1.	\$1,000	
2017-04	3.4 – BCA Requirements	The FRL rating for the fire door which separates the Community Services Unit from the neighbouring leased unit should be confirmed as appropriate or be replaced.	\$10,000	
2017-05	3.4 – BCA Requirements	The fire protection maintenance for the fire extinguishers and fire blanket should be conducted on 6 monthly intervals as per AS1851.	Management	
2017-06	3.1 – Safety and Public Liability	The landlord should be requested to mark out the car parking spaces and allow for disabled car parking on a 1:50 ratio as per BCA Section 3.5.	Landlord responsibility	




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Rec. No.	Section/Element	Recommendation/Action	Estimated Cost	Photograph
2017-07	3.1 – Safety and Public Liability	Storage should be removed and prohibited from on top of the compactus.	Management	
2017-08	3.2 – WHS Management	All contractors should be required to provide a certificate of public liability and workers compensation insurance on an annual basis.	Management	
2017-09	3.2 – WHS Management	Records should be maintained of contractor's safety induction training which should be updated on an annual basis.	Management	
2017-10	3.2 – WHS Management	Establish an effective system for formally monitoring and reviewing conformance to contractors' risk management plans (for example, safe work method statements, safe work procedures, WHS plans as applicable). Ensure that the outcomes of monitoring are documented (e.g. through a checklist or similar), and that there is an effective process in place to review this information in consultation with the contractor's representative.	Management	
2017-11	3.5 – Disability Discrimination Act (DDA)	Braille and tactile disabled toilet signage should be provided as per BCA Section 3.6 and AS1428.1.	\$1,000	



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2017-12	<b>3.5 – Disability Discrimination Act (DDA)</b>	The landlord should be petitioned to provide a disabled car parking space near the Snowy River Community Services Unit. The minimum number of disabled car parking spaces required for a shopping centre is 1 per 50 car parking spaces or part thereof.		
2017-13	<b>3.10 – Traffic Management</b>	The landlord should be requested to provide speed limit signs and speed humps in designated areas to help ensure speed limits are complied with.	Management	
2017-14	<b>3.14 – Housekeeping</b>	Storage should not obstruct egress or access to fire-fighting appliances.	Management	