



W A V E R L E Y
COUNCIL

COUNCIL MEETING

A meeting of WAVERLEY COUNCIL will be held at Waverley Council Chambers
Cnr Paul Street and Bondi Road, Bondi Junction at:

7.00 PM, TUESDAY 17 JULY 2018

A handwritten signature in black ink, appearing to read 'R. McLeod'.

Ross McLeod
General Manager

Waverley Council
PO Box 9
Bondi Junction NSW 1355
DX 12006 Bondi Junction
Tel. 9083 8000
E-mail: info@waverley.nsw.gov.au

Live Streaming of Council Meetings

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AGENDA

PRAYER AND ACKNOWLEDGEMENT OF INDIGENOUS HERITAGE

The General Manager will read the following Opening Prayer:

God, we pray for wisdom to govern with justice and equity. That we may see clearly and speak the truth and that we work together in harmony and mutual respect. May our actions demonstrate courage and leadership so that in all our works thy will be done. Amen.

The Mayor will read the following Acknowledgement of Indigenous Heritage:

Waverley Council respectfully acknowledges our Indigenous heritage and recognises the ongoing Aboriginal traditional custodianship of the land which forms our Local Government Area.

1. Apologies/Leaves of Absence

Refer to Item CM/7.1/18.07.

2. Declarations of Pecuniary and Non-Pecuniary Interests

3. Addresses by Members of the Public

4. Confirmation and Adoption of Minutes

CM/4.1/18.07 Confirmation of Minutes - Council Meeting - 19 June 2018.....3

CM/4.2/18.07 Confirmation of Minutes - Extraordinary Council Meeting - 3 July 201829

CM/4.3/18.07 Adoption of Minutes - Waverley Traffic Committee Meeting - 28 June 201832

5. Mayoral Minutes 46

6. Obituaries 47

7. Reports

CM/7.1/18.07 Request for Leave of Absence - Cr Burrill48

CM/7.2/18.07 Asbestos Issues at Council Chambers49

CM/7.3/18.07 Council Accommodation Study.....324

CM/7.4/18.07 Investment Policy - Review347

CM/7.5/18.07 Investment Portfolio Report - June 2018.....411

CM/7.6/18.07 Status of Council Resolutions.....433

CM/7.7/18.07 Southern Sydney Regional Organisation of Councils (SSROC) - Further Update on Changes to Governance and Structure488

CM/7.8/18.07	Parking Meter Fees and Charges	493
CM/7.9/18.07	High Impact Events 2018-19	507
CM/7.10/18.07	100 th Anniversary of the End of World War I.....	521
CM/7.11/18.07	Clarke Reserve.....	525
CM/7.12/18.07	Petition - Resident Parking Scheme in Henrietta Street, Waverley.....	534
CM/7.13/18.07	Tender Evaluation - Fire Services	536

8. Notices of Motion

CM/8.1/18.07	Investment Policy - Amendment	539
CM/8.2/18.07	Dover Heights Coastal Reserves.....	542
CM/8.3/18.07	Special Tow-away Areas for Bondi Road and Carrington Road	543
CM/8.4/18.07	Military Road - Vehicle Speed	545
CM/8.5/18.07	Waverley Council Co-Naming	546
CM/8.6/18.07	Pedestrian and Cyclist Safety	547

9. Urgent Business..... 548

10. Closed Session 549

The following matter is proposed to be dealt with in closed session, and has been distributed to Councillors separately with the agenda:

CM/10.1/18.07 CONFIDENTIAL REPORT - Processing of Collected Recyclable Materials Contract

11. Resuming in Open Session 551

12. Meeting Closure

CONFIRMATION AND ADOPTION OF MINUTES CM/4.1/18.07



WAVERLEY
COUNCIL

Subject: Confirmation of Minutes - Council Meeting - 19 June 2018

TRIM No.: SF18/215

Author: Richard Coelho, Governance and Internal Ombudsman Officer

RECOMMENDATION:

That the minutes of the Council meeting held on 19 June 2018 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

Introduction/Background

The minutes of the Council meeting must be submitted to Council for confirmation, in accordance with section 375 of the *Local Government Act 1993*.

Attachments

1. Council Meeting Minutes - 19 June 2018



**MINUTES OF THE WAVERLEY COUNCIL MEETING
HELD IN THE RANDWICK COUNCIL CHAMBER, 90 AVOCA STREET, RANDWICK ON
TUESDAY, 19 JUNE 2018**

Present:

Councillor John Wakefield (Mayor) (Chair)	Bondi Ward
Councillor Dominic Wy Kanak (Deputy Mayor)	Bondi Ward
Councillor Sally Betts	Hunter Ward
Councillor Angela Burrill	Lawson Ward
Councillor George Copeland	Waverley Ward
Councillor Leon Goltsman	Bondi Ward
Councillor Tony Kay	Waverley Ward
Councillor Steven Lewis	Hunter Ward
Councillor Paula Masselos	Lawson Ward
Councillor Will Nemesh	Hunter Ward
Councillor Marjorie O'Neill	Waverley Ward

Staff in attendance:

Peter Monks	Acting General Manager
Sharon Cassidy	Executive Manager, Project Waverley
Rachel Jenkin	Acting Director, Waverley Life
Mitchell Reid	Acting Director, Waverley Futures
Jane Worthy	Internal Ombudsman

At the commencement of proceedings at 7.00 pm, those present were as listed above.

At 10.28 pm, Cr Burrill left the meeting and did not return.

PRAYER AND ACKNOWLEDGEMENT OF INDIGENOUS HERITAGE

The General Manager read the following Opening Prayer:

God, we pray for wisdom to govern with justice and equity. That we may see clearly and speak the truth and that we work together in harmony and mutual respect. May our actions demonstrate courage and leadership so that in all our works thy will be done. Amen.

The Mayor read the following Acknowledgement of Indigenous Heritage:

Waverley Council respectfully acknowledges our Indigenous heritage and recognises the ongoing Aboriginal traditional custodianship of the land which forms our Local Government Area.

1. Apologies/Leaves of Absence

Cr Keenan was previously granted leave of absence by Council for this meeting.

2. Declarations of Pecuniary and Non-Pecuniary Interests

The Chair called for declarations of interest and the following were received:

- 2.1 Cr Lewis declared a less than significant non-pecuniary interest in Item CM/7.8/18.06 – Eastgate Bondi Junction – Awning and Façade Project, and informed the meeting that he resides in Eastgate.
- 2.2 Cr Nemesh declared a pecuniary interest in Item CM/7.7/18.06 – Voluntary Planning Agreement – 17 Isabel Avenue, Vaucluse, and informed the meeting that he owns property adjacent to the building.
- 2.3 Cr Kay declared a pecuniary interest in Item CM/4.4/18.06 – Adoption of Minutes – Waverley Traffic Committee Meeting – 24 May 2018 (TC/V.03/18.05 – Ramsgate Avenue, North Bondi – Construction Zone), and informed the meeting that his mother-in-law owns property in the building.

AT THIS STAGE IN THE PROCEEDINGS, THE FOLLOWING MOTION WAS MOVED BY CR GOLTSMAN AND SECONDED BY CR WAKEFIELD:

That the audio recording of this meeting be published on Council's website within seven days of the meeting.

THE MOTION WAS PUT AND DECLARED CARRIED UNANIMOUSLY.

3. Addresses by Members of the Public

- 3.1 J Gabrielsson – CM/8.3/18.06 – Birrell Street, Bondi – Pedestrian Safety.
- 3.2 A Aaron (on behalf of Diamond Bay/Vaucluse Precinct) – CM/7.7/18.06 – Voluntary Planning Agreement – 17 Isabel Avenue, Vaucluse.
- 3.3 A Aaron (on behalf of Diamond Bay/Vaucluse Precinct) – CM/8.7/18.06 – Strategic Plan for Management of Urban Development – Diamond Bay/Vaucluse Precinct.
- 3.4 A Aaron (on behalf of Diamond Bay/Vaucluse Precinct) – CM/8.9/18.06 – Diamond Bay Rezoning.

4. Confirmation and Adoption of Minutes**CM/4.1/18.06 Confirmation of Minutes - Council Meeting - 15 May 2018 (SF18/215)****MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That the minutes of the Council meeting held on 15 May 2018 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

CM/4.2/18.06 Confirmation of Minutes - Extraordinary Council Meeting - 22 May 2018 (SF18/215)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That the minutes of the Council meeting held on 22 May 2018 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

CM/4.3/18.06 Confirmation of Minutes - Extraordinary Council Meeting - 12 June 2018 (SF18/215)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That the minutes of the Council meeting held on 12 June 2018 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

**CM/4.4/18.06 Adoption of Minutes - Waverley Traffic Committee Meeting - 24 May 2018
(SF18/241)**

Cr Kay declared a pecuniary interest in Item TC/V.03/18.05, and informed the meeting that his mother-in-law-owns property in the building.

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That Part 1 of the minutes of the Waverley Traffic Committee meeting held on 24 May 2018 be received and noted, and that the recommendations contained therein be adopted.

Save and except the following:

TC/L.01/18.05 – Proposed Changes to Parking Restrictions in Bondi Junction

And that this item be dealt with separately below.

**CM/4.4.1/18.06 Adoption of Minutes - Waverley Traffic Committee Meeting - 24 May 2018 -
TC/L.01/18.05 - Proposed Changes to Parking Restrictions in Bondi Junction
(SF17/2867)**

This item was saved and excepted by Cr Burrill.

MOTION / DECISION

Mover: Cr Burrill
Seconder: Cr Goltsman

That the recommendation of the Traffic Committee be adopted subject to the proposed changes to meter operating times shown in the table in the report being amended to correct identified administrative errors as follows:

1. Allens Parade – Proposed Time Restrictions changed to No change, residential.
2. Leswell Street east side (between Oxford Street and Hegarty Lane) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
3. Leswell Street east side (between Oxford Street and Hegarty Lane) – Proposed Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–6 pm.
4. Leswell Street east side (between Camp Lane and Grafton Street) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
5. Leswell Street east side (between Hegarty Lane and Grafton Street) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
6. Oxford Street (between Newland Street and Denison Street) – First duplicate entry removed.
7. Porter Avenue changed to Porter Street.
8. Porter Street (between Bronte Road and Adams Lane) – First duplicate entry removed.
9. Ruthven Street (between Oxford Street and Gowrie Lane) – Current Time Restrictions changed to

1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.

10. Ruthven Street (between Oxford Street and Gowrie Lane) – Proposed Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–6 pm.
11. Vernon Street (between Oxford Street and Rowe Lane) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
12. Vernon Street (between Oxford Street and Rowe Lane) – Proposed Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–6 pm.

Division

For the Motion: Crs Betts, Copeland, Goltsman, Lewis, Masselos, Nemesh, O'Neill, Wakefield and Wy Kanak.

Against the Motion: Crs Burrill and Kay.

5. Mayoral Minutes

CM/5.1/18.06 Compliance (A18/0435)

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield

That:

1. Council undertakes a review of its compliance functions and gives consideration to:
 - (a) Multi-skilling some or all parking rangers to undertake general ranger duties.
 - (b) Provides recommendations for improvement in compliance functions; in particular, for:
 - (i) Illegal backpacker premises.
 - (ii) Non-compliant building works.
 - (iii) Works approved by a private certifier.
2. The report to Council can be presented in parts if deemed appropriate by the General Manager, and should provide input into Council's accommodation strategy related to compliance staffing and resource requirements.

CM/5.2/18.06 Schools (A14/0170)

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield

That Council

1. Confirms its support for the establishment of a new state high school in the Eastern Suburbs.
2. Seeks detailed information from the NSW Department of Education on school capacity projections, student numbers, capital works and maintenance proposals for all state primary and secondary

schools in Waverley.

3. Selects Councillors Wy Kanak, O'Neill and Betts, and appropriate officers, to accompany the Mayor to meet with the Minister to discuss the future of public education in Waverley.

6. Obituaries

Ernie Page
Shirley Roozendal
Cely Benchoam
Sofia Ostrovsky
Ari Mogilevski

MOTION / UNANIMOUS DECISION

Mover: Cr Goltsman
Seconder: Cr Betts

That a letter of sympathy be forwarded to the families of the deceased named expressing the condolences of the Mayor, Councillors and staff in the bereavement they have experienced.

Council rose for a minute's silence for the souls of people generally who have died in our Local Government Area.

7. Reports

CM/7.1/18.06 Community Strategic Plan 2018-2029, Delivery Program 2018-2021, Operational Plan 2018-19 and Pricing Policy, Fees and Charges 2018-19 (A17/0229)

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That Council:

1. Receives and notes the submissions and proposed amendments made in relation to the Integrated Planning and Reporting documents, as set out in Attachment 1 to this report.
2. Adopts the Community Strategic Plan 2018–2029, Delivery Program 2018–2021 and Operational Plan 2018–19, including the Statement of Revenue Policy, set out in Attachments 2, 3 and 4 to this report.
3. Adopts the Rating Structure for 2018–19 contained on page 65 of the Operational Plan 2018–19 in Attachment 4 to this report, together with the marked up changes to the proposed Pricing Policy, Fees and Charges 2018–19 as in Attachment 5 in accordance with sections 497, 516, 518, 529 (2)(d), 534, 535 and 548(3) of the *Local Government Act*, which propose the following rates and charges for every parcel of rateable land within the Waverley Local Government Area for the period of 1 July 2018 to 30 June 2019:
 - (a) That an ordinary rate of zero point one one two eight four cents (0.11284) in the dollar subject to a minimum rate in accordance with section 548(3) of the Act, per assessment on all rateable land categorised Residential in accordance with section 516 of the Act and sub categorised Ordinary in accordance with section 529(2)(b) of the Act for the period 1 July 2018 to 30 June 2019.

- (b) That an ordinary rate of zero point five three zero nine three cents (0.53093) in the dollar on all rateable land categorised Business in accordance with section 518 of the Act and sub categorised Ordinary in accordance with section 529(2)(d) of the Act for the period 1 July 2018 to 30 June 2019.
- (c) That an ordinary rate of zero point eight six four eight zero cents (0.86480) in the dollar on all rateable land categorised Business in accordance with section 518 of the Act and sub categorised Bondi Junction in accordance with section 529(2)(d) of the Act for the period 1 July 2018 to 30 June 2019.
- (d) That in accordance with section 496 of the *Local Government Act*, the charge for the Domestic Waste Management Service is set at \$548.00 per service per annum for the period 1 July 2018 to 30 June 2019.

At 9.27 pm, the meeting adjourned for a short break.

At 9.34 pm, the meeting resumed.

**CM/7.2/18.06 Budget for Financial Year 2018/19 and Long Term Financial Plan (LTFP 5)
(SF17/2658)**

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That Council:

1. Adopts the budget for the financial year 2018/19 set out in Attachments 1 and 2 to this report.
2. Receives and notes the Long Term Financial Plan (LTFP 5) for an 11-year period from 2018/19 to 2028/29 including Income Statement, Balance Sheet, Statement of Cash Flow, Reserve Balances, Assumptions and Sensitivity Analysis, as detailed in Attachment 3 to this report.

CM/7.3/18.06 Strategic Asset Management Plan 5 (SAMP 5) (SF17/2653)

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That Council:

1. Adopts the Strategic Asset Management Plan 5 attached to this report.
2. Notes the inclusion of the Strategic Asset Management Plan as part of Council's Resourcing Strategy for the purposes of integrated planning and reporting.

CM/7.4/18.06 Environmental Action Plan 2018-2030 (A17/0306)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wy Kanak

Seconder: Cr Wakefield

That Council:

1. Adopts the Environmental Action Plan 2018–2030 attached to this report.
2. Notes the inclusion of the Environmental Action Plan 2018–2030 as part of Council’s resourcing strategy for the purposes of integrated planning and reporting.

CM/7.5/18.06 Investment Portfolio Report - May 2018 (A03/2211)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield

Seconder: Cr Wy Kanak

That Council:

1. Receives and notes this report.
2. Notes that all investments have been made in accordance with the requirements of section 625 of the *Local Government Act 1993* and directions from the Minister for Local Government, including Ministerial Investment Orders, and Council’s Investment Policy.

CM/7.6/18.06 Trade Debtors Debt Write Off (SF17/299)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield

Seconder: Cr Wy Kanak

That Council writes off bad trade debts amounting to \$13,128.21 as shown in Tables 1, 2 and 3 of this report, in accordance with clause 213(3) of the *Local Government (General) Regulation 2005*.

CM/7.7/18.06 Voluntary Planning Agreement - 17 Isabel Avenue, Vacluse (DA-578/2015/A)

Cr Nemesh declared a pecuniary interest in this item, and informed the meeting that he owns property adjacent to the building. Cr Nemesh was not present at the meeting for the consideration and vote on this item.

MOTION / DECISION

Mover: Cr Wakefield

Seconder: Cr Lewis

That:

1. Council notes that officers have consulted residents in the vicinity of the subject development, in accordance with Council’s resolution of 17 April 2018.
2. Council endorses the draft Planning Agreement attached to this report applying to land at 17 Isabel

Avenue, Vaucluse, that provides a total contribution of \$125,249. Of this amount, \$112,724 is to be applied towards the upgrade and improvement of Diamond Bay Reserve and/or Clarke Reserve, and \$12,525 (10%) towards affordable housing under Waverley's Affordable Housing Program, in accordance with Council's Planning Agreement Policy 2014.

3. Upgrade and improvement work at Diamond Bay Reserve and/or Clarke Reserve is to be subject to consultation with the Vaucluse/Diamond Bay Precinct Committee, traditional owner representatives and representatives of the La Perouse Local Aboriginal Land Council.
3. Authorises the Mayor and General Manager to sign and execute the agreement and affix the Council seal to the documentation.

Division

For the Motion: Crs Burrill, Copeland, Kay, Lewis, Masselos, O'Neill, Wakefield and Wy Kanak.

Against the Motion: Crs Betts and Goltsman.

A Aaron (on behalf of Diamond Bay/Vaucluse Precinct) addressed the meeting.

CM/7.8/18.06 Eastgate Bondi Junction - Awning and Façade Project (A17/0675)

Cr Lewis declared a less than significant non-pecuniary interest in this item, and informed the meeting that he resides in Eastgate.

MOTION / UNANIMOUS DECISION

Mover: Cr Masselos

Seconder: Cr Wakefield

That Council:

1. Notes that the project to replace the awning and lower façade tiling of the Eastgate building is in the 2018–19 Capital Works Program.
2. Approves expanding the scope of the project to include a treatment to the upper façade and vertical pylons located above the awning, as per Option 1 in this report.
3. Notes that this project is identified in the Long Term Financial Plan, with funding from the Investment Strategy Reserve.
4. Brings forward \$650,000 of future funding allocation for the Eastgate awning and façade project from the Long term Financial Plan Year 2020/21 for inclusion in the 2018/19 budget to cover the proposed additional costs associated with the expanded scope of the project.
5. Supports, in principle, the lodgement of a development application for the proposed works.

CM/7.9/18.06 Tender Evaluation - Bondi Beach Stairs (A18/0189)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield

Seconder: Cr Goltsman

That Council:

1. Treats the Tender Evaluation Matrix attached to this report as confidential in accordance with section 11(3) of the *Local Government Act 1993*, as it relates to a matter specified in section 10A(2)(c) of the *Local Government Act 1993*. The report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
2. Under clause 178(1)(a) of the *Local Government (General) Regulation 2005*, accepts Awada Civil Engineering Pty Ltd as the preferred tenderer for the Bondi Beach Stairs project for the sum of \$83,200 including GST.
3. Authorises the General Manager, or delegated representative, to enter into contract on behalf of Council with Awada Civil Engineering Pty Ltd.
4. Notifies unsuccessful tenderers of the decision in accordance with clause 179 of the *Local Government (General) Regulation 2005*.

CM/7.10/18.06 Tender Evaluation - South Bronte Amenities and Community Centre - Design and Documentation (SF18/1893)**MOTION / UNANIMOUS DECISION**

Mover: Cr Masselos

Seconder: Cr O'Neill

That Council:

1. Treats the Tender Evaluation Matrix attached to this report as confidential in accordance with section 11(3) of the *Local Government Act 1993*, as it relates to a matter specified in section 10A(2)(c) of the *Local Government Act 1993*. The report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
2. Under clause 178(1)(a) of the *Local Government (General) Regulation 2005*, accepts Panovscott Pty Ltd as the preferred tenderer for the supply of South Bronte Amenities and Community Centre professional services design and documentation for the sum of \$106,700 excluding GST.
3. Authorises the General Manager, or delegated representative, to enter into contract on behalf of Council with Panovscott Pty Ltd.
4. Notifies unsuccessful tenderers of the decision in accordance with clause 179 of the *Local Government (General) Regulation 2005*.

CM/7.11/18.06 Councillors' Fees - Local Government Remuneration Tribunal Determination for 2018–19 (A03/1343)**MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield
Second: Cr Wy Kanak

That Council, in accordance with the Local Government Remuneration Tribunal's Annual Report and Determination 2018 attached to this report, endorses the annual fees for the year 1 July 2018 to 30 June 2019 as follows:

1. All Councillors (including the Mayor) – \$19,790.
2. Mayor – \$43,150 in addition to the Councillor fee.
3. Deputy Mayor – \$3,819 in addition to the Councillor fee, and that this amount be paid from the fees paid to the Mayor.

8. Notices of Motion**CM/8.1/18.06 Rodney Reserve (A03/1221)****MOTION**

Mover: Cr Lewis
Second: Cr Wakefield

That Council:

1. Congratulates the officers for the delivery of the restoration and renewal of Rodney Reserve.
2. Thanks the local residents and, in particular, the Rodney Reserve Committee of residents for their input and cooperation.
3. Commits to maintaining Rodney Reserve as a community park and not constructing an amenity block, kiosk or Council storage facilities on the Reserve.

AMENDMENT

Mover: Cr Nemesh
Second: Cr Betts

That the motion is adopted subject to the amendment of clause 1 to read as follows:

'Congratulates officers for delivering the upgrade of the playing field in Rodney Reserve, which includes a new irrigation system, new turf, new goal posts and soft plantings.'

THE AMENDMENT WAS PUT AND DECLARED LOST.

Division

For the Amendment: Crs Betts, Burrill, Goltsman, Kay and Nemesh.

Against the Amendment: Crs Copeland, Lewis, Masselos, O'Neill, Wakefield and Wy Kanak.

THE MOVER AND SECONDER OF THE MOTION THEN ACCEPTED AMENDMENTS TO THE MOTION SUCH THAT IT NOW READ AS FOLLOWS:

That Council:

1. Congratulates the officers for the delivery of the restoration and renewal of Rodney Reserve.
2. Thanks the local residents, the Dover Heights Precinct and, in particular, the Rodney Reserve Committee of residents for their input and cooperation.
3. Commits to maintaining Rodney Reserve as a community park and not constructing additional lighting, an amenity block, kiosk or Council storage facilities on the Reserve.

THE MOTION WAS THEN PUT AND DECLARED CARRIED UNANIMOUSLY.

UNANIMOUS DECISION: That the Motion be adopted.

CM/8.2/18.06 Single-use Plastics and Development Consents (A04/0339)

MOTION / UNANIMOUS DECISION

Mover: Cr Copeland
Seconder: Cr Masselos

That Council:

1. Officers investigate methods to reduce or eliminate the use of single-use plastic items, including bags, drinking straws, plastic film etc. for new retail premises in Waverley through amendments to the DCP and DA standard conditions of consent.
2. Introduces new standard conditions of consent and lease/licence conditions for commercial, retail operations under Council's control on public Crown Land (e.g. Bondi Park, Beach, Pavilion) to eliminate the use of single-use plastic items, including bags, drinking straws, plastic film etc. for any future development, commercial operation or change of use consents.
3. Advocates for the NSW Government to identify and propose development controls to reduce and potentially eliminate single-use plastic in new retail development through amendments to the EP&A Act, State Environmental Planning Policies (SEPPs) and the Exempt and Complying Development Code, or through new legislation.
4. Notes its intention to develop and implement an education campaign for residents and business operators.

CM/8.3/18.06 Birrell Street, Bondi - Pedestrian Safety (A03/0578)

MOTION / UNANIMOUS DECISION

Mover: Cr O'Neill
Seconder: Cr Masselos

That Council:

1. Investigates improving the safety of pedestrians crossing from Birrell Street between Alfred Street and Ocean Street, with a report to be prepared for consideration by the Waverley Traffic Committee.
2. Notes work by Council officers on this matter, including Council resolution CM/8.6/16.07, for improving traffic calming in Birrell Street between Watson Street and Tamarama Street; in particular,

on exploring a new traffic refuge to the immediate east of the Murray Street/Birrell Street roundabout.

J Gabrielsson addressed the meeting.

CM/8.4/18.06 Sydney Marine Park (A07/0323)

MOTION / DECISION

Mover: Cr Copeland

Seconder: Cr Wy Kanak

That Council:

1. Calls on the NSW Government and the NSW Marine Management Authority to establish a Sydney Marine Park.
2. Notes that the Australian Marine Conservation Society and the Nature Conservation Council NSW have petitioned for a marine park.
3. Notes that it has been shown that marine parks increase fish stocks in surrounding areas.
4. Notes that, within marine parks, sanctuary zones could protect certain species and other designated areas could allow recreational and commercial fishing.
5. Notes that only one per cent of Sydney's waters are protected.
6. Notes that plastic and other pollution has a detrimental effect on the marine environment.
7. Officers provide feedback to Council from local stakeholder groups on how they might be affected.
8. Carries out a survey to determine if residents support a marine park in their local area.

CM/8.5/18.06 Newstart Allowance (A18/0366)

At 10.28 pm, during the consideration of this item, Cr Burrill left the meeting and did not return.

MOTION

Mover: Cr Copeland

Seconder: Cr Wy Kanak

That Council:

1. Notes that the current rate of the Newstart allowance for a single person without dependent children is \$545.80 per fortnight.
2. Notes that an increase in Newstart would help reduce the subsequent increased pressure on communities and Council community service resources.
3. Advocates in writing that the Newstart allowance be increased by \$75 per week to the Prime Minister, Malcolm Turnbull; Deputy Prime Minister, Michael McCormack; Minister for Social Services, Dan Tehan; Minister for Human Services, Michael Keenan; Minister for Jobs and Innovation, Michaelia Cash; Bill Shorten MP; and Richard Di Natale MP; and sends copies of the letter to NSW

Premier, Gladys Berejiklian; Minister for Family and Community Services, Pru Goward; Luke Foley MP; and David Shoebridge MP.

AMENDMENT

Mover: Cr Goltsman

Seconder: Cr Betts

That the motion be adopted subject to the addition of the following clause:

‘Notes that the majority of Newstart recipients receive additional payments and supplements based on their circumstances.’

AT THIS STAGE IN THE PROCEEDINGS, CR WAKEFIELD VACATED THE CHAIR, AND CR WY KANAK ASSUMED THE CHAIR.

THE AMENDMENT WAS PUT AND DECLARED LOST

Division

For the Amendment: Crs Betts, Goltsman, Kay and Nemesh.

Against the Amendment: Crs Copeland, Lewis, Masselos, O’Neill, Wakefield and Wy Kanak.

AT THIS STAGE IN THE PROCEEDINGS, CR WAKEFIELD ASSUMED THE CHAIR.

THE MOVER AND SECONDER OF THE MOTION THEN ACCEPTED AMENDMENTS TO THE MOTION SUCH THAT IT NOW READ AS FOLLOWS:

That Council:

1. Notes that the current rate of the Newstart allowance for a single person without dependent children is \$545.80 per fortnight.
2. Notes that an increase in Newstart would help reduce the subsequent increased pressure on communities and Council community service resources.
3. Further notes that around two thirds of those granted Newstart exit income support within 12 months.
4. Further notes that working age allowance payments, such as Newstart allowance, are designed to provide a safety net for people who require assistance while unemployed and looking for work.
5. Advocates in writing that the Newstart allowance be increased by \$75 per week to the Prime Minister, Malcolm Turnbull; Deputy Prime Minister, Michael McCormack; Minister for Social Services, Dan Tehan; Minister for Human Services, Michael Keenan; Minister for Jobs and Innovation, Michaelia Cash; Bill Shorten MP; and Richard Di Natale MP; and sends copies of the letter to NSW Premier, Gladys Berejiklian; Minister for Family and Community Services, Pru Goward; Luke Foley MP; and David Shoebridge MP.

AMENDMENT

Mover: Cr Goltsman

Seconder: Cr Betts

That the Motion be adopted subject to the addition of the following clause:

‘Further notes that indicative costing of a \$75 per week increase for single allowance recipients of the Newstart allowance and related payments would cost the taxpayer an additional almost \$3.3 billion per year.’

THE AMENDMENT WAS PUT AND DECLARED LOST.

Division

For the Amendment: Crs Betts, Goltsman, Kay and Nemesh.

Against the Amendment: Crs Copeland, Lewis, Masselos, O'Neill, Wakefield and Wy Kanak.

THE MOVER AND SECONDER OF THE MOTION THEN ACCEPTED A FURTHER AMENDMENT TO THE MOTION SUCH THAT IT NOW READ AS FOLLOWS:

That Council:

1. Notes that the current low rate of the Newstart allowance of \$545.80 per fortnight is exacerbating poverty, homelessness and the ability to look for work.
2. Notes that an increase in Newstart would help reduce the subsequent increased pressure on communities and Council community service resources.
3. Further notes that around two thirds of those granted Newstart exit income support within 12 months.
4. Further notes that working age allowance payments, such as Newstart allowance, are designed to provide a safety net for people who require assistance while unemployed and looking for work.
5. Advocates in writing that the Newstart allowance be increased by \$75 per week to the Prime Minister, Malcolm Turnbull; Deputy Prime Minister, Michael McCormack; Minister for Social Services, Dan Tehan; Minister for Human Services, Michael Keenan; Minister for Jobs and Innovation, Michaelia Cash; Bill Shorten MP; and Richard Di Natale MP; and sends copies of the letter to NSW Premier, Gladys Berejiklian; Minister for Family and Community Services, Pru Goward; Luke Foley MP; and David Shoebridge MP.

THE MOTION WAS THEN PUT AND DECLARED CARRIED.

Division

For the Motion: Crs Copeland, Lewis, Masselos, O'Neill, Wakefield and Wy Kanak.

Against the Motion: Crs Betts, Goltsman, Kay and Nemesh.

DECISION: That the Motion be adopted.

CM/8.6/18.06 Shopping Trolleys - Removal from Bondi Junction (A04/2081)

MOTION / UNANIMOUS DECISION

Mover: Cr Copeland

Seconder: Cr Wy Kanak

That Council:

1. Requires the Mayor and General Manager to meet with the management of Aldi, Coles and Woolworths to discuss their responsibilities in relation to the removal of shopping trolleys from the Bondi Junction shopping area.
2. Requests that the operators ensure brake locking on all trolleys from both Eastgate and Westfield shopping centres to stop customers taking trolleys out onto the streets, which are blocking pathways and the entrances to Bondi Junction train station.

3. Requests that the collection of dumped trolleys be increased to reduce the number left across the Bondi Junction area, and that trolley removers actually collect trolleys from all locations, including those in less obvious places such as pedestrian-only areas.
4. Considers impounding abandoned shopping trolleys in the public domain as necessary.

Cr Burrill was not present for the consideration and vote on this item.

CM/8.7/18.06 Strategic Plan for Management of Urban Development - Diamond Bay/Vaucluse Precinct (A18/0368)

MOTION

Mover: Cr Lewis
Seconder: Cr Wakefield

That:

1. Council advises the Diamond Bay/Vaucluse Precinct that Council has scheduled preparation of a strategic plan for management of urban development in Waverley.
2. The strategic plan is to include a:
 - (a) Community Participation Plan, which will outline local community involvement in future planning and decision-making.
 - (b) Local Strategic Planning Statement, which will outline to the community how Council will align Council's Community Strategic Plan with regional, district and local plans.
 - (c) Local Housing Strategy and Local Affordable Housing Strategy, which will outline how Council will meet the dwelling needs of the future Waverley community, and to inform the future Waverley Local Environmental Plan.
 - (d) A new comprehensive Development Control Plan, which considers:
 - (i) Residential and commercial development controls.
 - (ii) Parking generation rates for new development.
3. Council engages with the Diamond Bay/Vaucluse precinct in order to have the precinct involved in the strategic and development planning process.
4. Council communicates this information to all the precincts, including Diamond Bay/Vaucluse Precinct.

AMENDMENT

Mover: Cr Nemesh
Seconder: Cr Betts

That the Motion be adopted subject to the addition of the following clauses

1. Council notes that the NSW State Government introduced a new *Environmental Planning and Assessment Act* (EP&A) or 'Planning Bill 2017' into Parliament in October 2017 which substantially amended the existing EP&A Act requiring Councils to prepare:

- (a) Community Participation Plans (CPP).
 - (b) Local Strategic Planning Statements (LSPS).
2. Council further notes that Council is required to review and prepare the following strategies in line with the recently adopted reforms by the Greater Sydney Commission:
- (a) Undertake a review of the Waverley LEP 2012.
 - (b) Prepare a Local Strategic Planning Statement.
 - (c) Prepare a Housing Strategy and Affordable Housing Strategy.
 - (d) Prepare a Planning Proposal to amend the Waverley LEP 2012 to support the Eastern Sydney District Plan, the Local Strategic Planning Statement and the housing strategies.

THE AMENDMENT WAS PUT AND DECLARED LOST.

Division

For the Amendment: Crs Betts, Burrill, Goltsman, Kay and Nemesh.

Against the Amendment: Crs Copeland, Lewis, Masselos, O'Neill, Wakefield and Wy Kanak.

THE MOVER AND SECONDER OF THE MOTION THEN ACCEPTED AMENDMENTS TO THE MOTION SUCH THAT IT NOW READ AS FOLLOWS:

That:

1. Council advises all precincts, including the Diamond Bay/Vaucluse Precinct, that Council has scheduled preparation of a strategic plan for urban development in Waverley.
2. The strategic plan is to include a:
 - (a) Community Participation Plan, which will outline local community involvement in future planning and decision-making.
 - (b) Local Strategic Planning Statement, which will outline to the community how Council will align Council's Community Strategic Plan with regional, district and local plans.
 - (c) Local Housing Strategy and Local Affordable Housing Strategy, which will outline how Council will meet the dwelling needs of the future Waverley community, and to inform the future Waverley Local Environmental Plan.
 - (d) A new comprehensive Development Control Plan, which considers:
 - (i) Residential and commercial development controls.
 - (ii) Parking generation rates for new development.
3. Council engages with all precincts, traditional owner representatives and the La Perouse Aboriginal Land Council in order to have the precincts involved in the strategic and development planning process.
4. Council communicates this information to all the precincts, including Diamond Bay/Vaucluse Precinct.

5. Council schedules a workshop to discuss the new legislation in regard to strategic planning process.

THE MOTION WAS THEN PUT AND DECLARED CARRIED UNANIMOUSLY.

UNANIMOUS DECISION: That the Motion be adopted.

A Aaron (on behalf of Diamond Bay/Vaucluse Precinct) addressed the meeting.

CM/8.8/18.06 Bronte Park and Beach - Heritage Listing of Items (A16/0168)

MOTION / UNANIMOUS DECISION

Mover: Cr Masselos

Seconder: Cr O'Neill

That Council:

1. Acknowledges the review of the heritage status of items and landscape features in Bronte Park and Beach as part of the development of the Bronte Park and Beach Plan of Management (POM).
2. Acknowledges there is a need to provide better heritage protection of some items and areas in Bronte Park and Beach.
3. Investigates the following:
 - (a) Bronte Sewerage Pumping Station: be specifically identified in the Waverley Local Environmental Plan 2012 (LEP 2012).
 - (b) Bronte Pool: identified for state heritage listing as it is understood that the very first demonstration of the Aussie Crawl was in Bronte Pool by Alick Wickham in 1901.
 - (c) Bronte Cutting: considered for state heritage listing in order to align with the already state-listed tram shelters in Bondi Beach and Bondi, and as the cutting used to be the terminus for the trams.
 - (d) Bronte Tram Shelter: considered for state heritage listing.

Cr Burrill was not present for the consideration and vote on this item.

CM/8.9/18.06 Diamond Bay Rezoning (A18/0367)

MOTION / UNANIMOUS DECISION

Mover: Cr Betts

Seconder: Cr Nemesh

That Council investigates rezoning the suburb of Diamond Bay (Diamond Bay Road, Craig Avenue and Isabel Avenue) from R3 Medium Density Residential to R2 Low Density Residential when amending the next Waverley Local Environmental Plan.

Division

For the Motion: Crs Betts, Burrill, Copeland, Goltsman, Kay, Lewis, Masselos, Nemesh, O'Neill, Wakefield and Wy Kanak.

Against the Motion: Nil.

A Aaron (on behalf of Diamond Bay/Vaucluse Precinct) addressed the meeting.

CM/8.10/18.06 Accessible Play Equipment in our Play Spaces (A10/0562)

MOTION / UNANIMOUS DECISION

Mover: Cr Kay
Seconder: Cr Betts

That Council:

1. Notes a new Play Space Strategy will not be completed until 2020 at the earliest.
2. Consults with the Access Committee (including other interested stakeholders) on play spaces that could have accessible play equipment within the Waverley LGA, and the access to that play equipment.
3. Officers prepare a report for Council consideration that identifies where accessible play equipment can be:
 - (a) Retrofitted to already upgraded play spaces under the current Play Space Strategy.
 - (b) Included within future play spaces yet to be implemented, ensuring that appropriate access to the play space and mobility parking is also provided.

ensuring that appropriate access to the play space and mobility parking is also provided.

Cr Burrill was not present for the consideration and vote on this item.

CM/8.11/18.06 Preserving Waverley's Commercial Spaces (A18/0225)

MOTION / UNANIMOUS DECISION

Mover: Cr Masselos
Seconder: Cr Lewis

That:

1. Council recognises it must provide a minimum of 10,000 jobs in order to maintain its status as a Strategic Centre within the metropolitan centres hierarchy.
2. Council recognises that Bondi Junction's 2016 job estimate is 13,800 jobs and that it is required to accommodate between 17,000 and 20,500 jobs forecast in the Eastern City District Plan by 2036.
3. Council is concerned about the findings highlighted in the Bondi Junction Commercial Centre Review including:
 - (a) The existing re-development of commercial office and retail into residential towers has already resulted in the loss around 10,000 sqm of commercial floor space in recent years.
 - (b) The conversion of commercial office space to build residential towers, which could entail the loss of 64,000 sqm of floor space (around 2,500 jobs) in the longer term and 40,000 sqm of floor space (around 1,600) in the short-term.

- (c) The limited sites remaining in the B3 Commercial Core zone for office-only development.
 - (d) The development of non-office uses in the B3 zone, such as serviced apartments.
 - (e) Impact the lack of appropriate commercial space has on driving very high levels of commuting and the deleterious effects this has on the lifestyle of working residents.
 - (f) Potential for a continued decline in local jobs on existing activity in the Junction and the prospect of it gaining momentum and triggering further decline.
- 4. Council acknowledges the growing concern with the ever-increasing push by developers to build higher buildings with limited setbacks that challenge LEP/DCP regulations and guidelines.
 - 5. Council undertakes a review of the Waverley LEP as a matter of urgency to introduce protections for commercial buildings
 - 6. Council officers report back to Council as a matter of urgency.
 - 7. A delegation of the Mayor, Ward Councillors and appropriate staff meet with the Minister for Planning, The Hon. Anthony Roberts, as a matter of urgency.

Cr Burrill was not present for the consideration and vote on this item.

CM/8.12/18.06 Reduced Parking Fines (A03/2236)

MOTION

Mover: Cr Kay
Seconder: Cr Betts

That Council:

- 1. Notes that the NSW State Government has recently announced that new legislation will shortly be introduced to allow local government flexibility to charge lower amounts for some parking fines.
- 2. Agrees to support the principle of allowing NSW councils flexibility to tailor parking fines to suit their needs, and makes a submission to the NSW Government, via its website, to provide this feedback.
- 3. As soon as the new legislation is introduced:
 - (a) Identifies the potential for reduced parking fines.
 - (b) Determines a methodology for reducing parking fine amounts.
 - (c) Based on this methodology, recommends what parking fine amounts could be reduced in the Waverley LGA.
- 4. Officers, following completion of the actions above, prepare a report for Council consideration, including how the reduction in parking fees could be introduced into Waverley so that Waverley is less reliant on parking fees for its general income, while ensuring that services are unaffected and the impact on Council's budget and Long Term Financial Plan is managed appropriately.

AMENDMENT

Mover: Cr Masselos
Seconder: Cr Wakefield

That the Motion be adopted subject to the deletion of clause 2.

THE AMENDMENT WAS PUT AND DECLARED CARRIED.

Division

For the Amendment: Crs Copeland, Lewis, Masselos, O'Neill, Wakefield and Wy Kanak.

Against the Amendment: Crs Betts, Goltsman, Kay and Nemesh.

THE AMENDMENT NOW BECAME THE SUBSTANTIVE MOTION, AND WAS PUT AND DECLARED CARRIED UNANIMOUSLY.

UNANIMOUS DECISION: That the Substantive Motion be adopted.

Cr Burrill was not present for the consideration and vote on this item.

CM/8.13/18.06 Bondi Road Transit Corridor (A03/0586)

This Notice of Motion was withdrawn at the meeting by Cr O'Neill.

MOTION (WITHDRAWN)

That Council writes to Roads and Maritime Services requesting the current 'No Stopping' restrictions in operation on Bondi Road for the eastbound lane from 4.00 pm to 6.00 pm and the west bound lane from 7.00 am to 9.30 am during weekdays be changed to 'Clearway' restrictions.

9. Urgent Business

CM/9.1/18.06 CONFIDENTIAL REPORT - Waverley Cemetery - Fees and Charges 2018-19 (A14/0165)

MOTION / DECISION

Mover: Cr Wakefield

Seconder: Cr Nemesh

That Council deals with this matter as an item of urgent business in closed session.

Cr Burrill was not present for the consideration and vote on this item.

CM/9.2/18.06 CONFIDENTIAL REPORT - Commercial Waste - Fees and Charges 2018-19 (A02/0162)

MOTION / DECISION

Mover: Cr Wakefield

Seconder: Cr Nemesh

That Council deals with this matter as an item of urgent business in closed session.

Cr Burrill was not present for the consideration and vote on this item.

10. Closed Session**CM/10/18.06 Closed Session****MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield

Seconder: Cr Wy Kanak

That:

1. Council moves into closed session to deal with the matters listed below, which are classified as confidential under section 10A(2) of the *Local Government Act 1993* for the reasons specified:

CM/9.1/18.06 CONFIDENTIAL REPORT - Waverley Cemetery - Fees and Charges 2018-19

This matter is considered to be confidential in accordance with section 10A(2)(d)(ii) of the *Local Government Act*, and Council is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.

CM/9.2/18.06 CONFIDENTIAL REPORT - Commercial Waste - Fees and Charges 2018-19

This matter is considered to be confidential in accordance with section 10A(2)(d)(ii) of the *Local Government Act*, and Council is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.

CM/10.1/18.06 CONFIDENTIAL REPORT - Tender Evaluation - Processing and Disposal Services for General Solid Waste (Non-putrescible)

This matter is considered to be confidential in accordance with section 10A(2)(d)(i) of the *Local Government Act*, and Council is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

2. Pursuant to section 10A(1), 10(2) and 10A(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under section 10A(2) of the *Local Government Act 1993*.
3. The correspondence and reports relevant to the subject business be withheld from the media and public as provided by section 11(2) of the *Local Government Act 1993*.

Cr Burrill was not present for the consideration and vote on this item.

At 11.10 pm, Council moved into closed session.

CM/9.1/18.06 CONFIDENTIAL REPORT - Waverley Cemetery - Fees and Charges 2018-19

Council resolved to deal with this matter as an item of urgent business.

The confidential report was distributed to Councillors before the meeting.

MOTION / DECISION

Mover: Cr Wakefield
Seconder: Cr Masselos

That Council:

1. Treats this report as confidential in accordance with section 11(3) of the *Local Government Act 1993*, as it relates to a matter specified in section 10A(2)(d)(ii) of the *Local Government Act 1993*. The report contains information that would, if disclosed, confer a commercial advantage on a competitor of Council.
2. Adopts the fees and charges for cemetery services for the period 1 July 2018 to 30 June 2019 attached to this report.

Cr Burrill was not present for the consideration and vote on this item.

**CM/9.2/18.06 CONFIDENTIAL REPORT - Commercial Waste - Fees and Charges 2018-19
(A02/0162)**

Council resolved to deal with this matter as an item of urgent business.

The confidential report was distributed to Councillors before the meeting.

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield
Seconder: Cr Masselos

That Council:

1. Treats this report as confidential in accordance with section 11(3) of the *Local Government Act 1993*, as it relates to a matter specified in section 10A(2)(d)(ii) of the *Local Government Act 1993*. The report contains information that would, if disclosed, confer a commercial advantage on a competitor of Council.
2. Adopts the fees and charges for commercial waste services for the period 1 July 2018 to 30 June 2019, as set out in the table in this report.

Cr Burrill was not present for the consideration and vote on this item.

**CM/10.1/18.06 CONFIDENTIAL REPORT - Tender Evaluation - Processing and Disposal Services for
General Solid Waste (Non-putrescible) (A17/0666)****MOTION / UNANIMOUS DECISION**

Mover: Cr Wakefield
Seconder: Cr Masselos

That Council:

1. Treats this report as confidential in accordance with section 11(3) of the *Local Government Act 1993*, as it relates to a matter specified in section 10A(2)(d)(i) of the *Local Government Act 1993*. The report contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
2. Declines to accept any of the tenders for the supply of processing and disposal services for general solid waste (non-putrescible), in accordance with clause 178(1)(b) of the *Local Government (General) Regulation 2005*.
3. Declines to invite fresh tenders or applications as referred to in clause 178(3) (b)–(d) of the *Local Government (General) Regulation 2005*, due to the unsuccessful outcome of the request for tender process, the subsequent legal risks presented in the two submissions received during the RFT process, and to enable Council to bring forward its intended commencement as a participating Council in the Southern Sydney Region of Councils (SSROC) tender for supply and delivery of services to process municipal clean-up waste.
4. In accordance with clause 178(3)(e) of the *Local Government (General) Regulation 2005*, authorises the General Manager to enter into negotiations with the existing service provider for a 12-month contract for the supply of processing and disposal services for general solid waste (non-putrescible), based on the specification set out in Attachment 1 to this report.
5. Participates in the forthcoming SSROC tender for the supply and delivery of services to process municipal clean-up waste.
6. Notifies unsuccessful tenderers of the decision in accordance with clause 179 of the *Local Government (General) Regulation 2005*.

Cr Burrill was not present for the consideration and vote on this item.

11. Resuming in Open Session

CM/11/18.06 Resuming in Open Session

MOTION / UNANIMOUS DECISION

Mover: Cr Wakefield
Seconder: Cr Wy Kanak

That Council resumes in open session.

Cr Burrill was not present for the consideration and vote on this item.

At 11.12 pm, Council resumed in open session.

Resolutions from closed session made public

In accordance with clause 253 of the Local Government (General) Regulation 2005, when the meeting resumed in open session the Chair announced the resolutions made by Council, including the names of the movers and seconders, while the meeting was closed to members of the public and the media.

12. Meeting Closure

THE MEETING CLOSED AT 11.16 PM.

.....
SIGNED AND CONFIRMED
MAYOR
17 JULY 2018

CONFIRMATION AND ADOPTION OF MINUTES CM/4.2/18.07



Subject: Confirmation of Minutes - Extraordinary Council Meeting -
3 July 2018

TRIM No.: SF18/215

Author: Richard Coelho, Governance and Internal Ombudsman Officer

RECOMMENDATION:

That the minutes of the Council meeting held on 3 July 2018 be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

Introduction/Background

The minutes of the Council meeting must be submitted to Council for confirmation, in accordance with section 375 of the *Local Government Act 1993*.

Attachments

1. Extraordinary Council Meeting Minutes - 3 July 2018.



**MINUTES OF THE WAVERLEY EXTRAORDINARY COUNCIL MEETING
HELD IN THE RANDWICK COUNCIL CHAMBER, 90 AVOCA STREET, RANDWICK ON
TUESDAY, 3 JULY 2018**

Present:

Councillor John Wakefield (Mayor) (Chair)	Bondi Ward
Councillor Dominic Wy Kanak (Deputy Mayor)	Bondi Ward
Councillor George Copeland	Waverley Ward
Councillor Steven Lewis	Hunter Ward
Councillor Paula Masselos	Lawson Ward
Councillor Will Nemesh	Hunter Ward
Councillor Marjorie O'Neill	Waverley Ward

Staff in attendance:

Ross McLeod	General Manager
Rachel Jenkin	Acting Director, Waverley Life
Peter Monks	Director, Waverley Futures
Emily Scott	Director, Waverley Renewal
Jane Worthy	Internal Ombudsman

At the commencement of proceedings at 6.47 PM, those present were as listed above.

PRAYER AND ACKNOWLEDGEMENT OF INDIGENOUS HERITAGE

The Mayor read the following Opening Prayer:

God, we pray for wisdom to govern with justice and equity. That we may see clearly and speak the truth and that we work together in harmony and mutual respect. May our actions demonstrate courage and leadership so that in all our works thy will be done. Amen.

The General Manager read the following acknowledgement of Indigenous Heritage:

Waverley Council respectfully acknowledges our Indigenous heritage and recognises the ongoing Aboriginal traditional custodianship of the land which forms our Local Government Area.

1. Apologies/Leaves of Absence

Apologies were received and accepted from Crs Betts, Burrill, Goltsman and Kay.

Cr Keenan was previously granted leave of absence by Council for this meeting.

2. Declarations of Pecuniary and Non-Pecuniary Interests

The Chair called for declarations of interest and none were received.

3. Addresses by Members of the Public

There were no addresses by members of the public.

4. Mayoral Minute

CM/4.1/18.07E General Manager's Delegations (SF18/215)

MOTION / DECISION

Mover: Cr Wakefield

That Council adopts the Instrument of Delegation to the General Manager attached to this Mayoral Minute.

5. Meeting Closure

THE MEETING CLOSED AT 6.53 PM.

.....
SIGNED AND CONFIRMED
MAYOR
17 JULY 2018

CONFIRMATION AND ADOPTION OF MINUTES CM/4.3/18.07



Subject: Adoption of Minutes - Waverley Traffic Committee
Meeting - 28 June 2018

TRIM No.: SF18/241

Author: Richard Coelho, Governance and Internal Ombudsman Officer

RECOMMENDATION:

That Part 1 of the minutes of the Waverley Traffic Committee meeting held on 28 June 2018 be received and noted, and that the recommendations contained therein be adopted.

Introduction/Background

The Waverley Traffic Committee (WTC) is not a committee of Council. The WTC operates under delegation from the Roads and Maritime Services (RMS), an agency of the NSW Government. It is advisory only and has no decision-making powers.

The purpose of the WTC is to make recommendations and provide advice to Council on the technical aspects of proposals to regulate traffic on local roads in Waverley. The recommendations of the WTC must be adopted by Council before they can be implemented.

Part 1 of the minutes of WTC meetings must be submitted to Council for adoption in accordance with clause 18 of the Waverley Traffic Committee Charter.

Council has the opportunity to 'save and except' any of the recommendations listed in Part 1 of the minutes for further consideration in accordance with clause 18.1 of the Charter.

Attachments

1. Waverley Traffic Committee Minutes - 28 June 2018

**MINUTES OF THE WAVERLEY TRAFFIC
COMMITTEE MEETING HELD AT WAVERLEY
COUNCIL CUSTOMER SERVICE CENTRE
MEETING ROOM, 55 SPRING STREET, BONDI
JUNCTION ON THURSDAY, 28 JUNE 2018**



Voting Members Present:

Cr J Wakefield	Waverley Council (Chair)
Sgt L Barrett	NSW Police – Eastern Suburbs Police Area Command – Traffic Services
Mr B Borger	Roads and Maritime Services – Traffic Management (South East Precinct)
Mr B Morrow	Representing Bruce Notley-Smith, MP, Member for Coogee
Ms J Zin	Representing Gabrielle Upton, MP, Member for Vaucluse

Also Present:

Cr T Kay	Waverley Council (Alternate Chair)
Mr B Gidies	Sydney Buses (Eastern Region)
Mr J Forsyth	Sydney Buses (Eastern Region)
Mr D Joannides	Waverley Council – Executive Manager, Creating Waverley
Mr G Garnsey	Waverley Council – Manager, Transport and Development
Mr C Handsaker	Waverley Council – Manager, Customer Parking
Mr K Mowad	Waverley Council – Senior Traffic Engineer
Ms Y Poon	Waverley Council – Project Manager, Strategic Transport
Mr S Samadian	Waverley Council – Traffic Engineer

At the commencement of proceedings at 10.04 am, those present were as listed above.

Apologies

There were no apologies.

Declarations of Pecuniary and Non-Pecuniary Interests

The Chair called for declarations of interest and none were received.

Adoption of Previous Minutes by Council - 24 May 2018

The recommendations contained in Part 1 – Matters Proposing that Council Exercise its Delegated Functions – of the Minutes of the Waverley Traffic Committee meeting held on 24 May 2018 were adopted by Council at its meeting on 19 June 2018 with the following change:

1. TC/L.01/18.05 – Proposed Changes to Parking Restrictions in Bondi Junction.

Council adopted the recommendation of the Traffic Committee, subject to the proposed changes to meter operating times shown in the table in the report being amended to correct identified administrative errors as follows:

1. Allens Parade – Proposed Time Restrictions changed to No change, residential.
2. Leswell Street east side (between Oxford Street and Hegarty Lane) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
3. Leswell Street east side (between Oxford Street and Hegarty Lane) – Proposed Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–6 pm.
4. Leswell Street east side (between Camp Lane and Grafton Street) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
5. Leswell Street east side (between Hegarty Lane and Grafton Street) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
6. Oxford Street (between Newland Street and Denison Street) – Duplicate entry removed.
7. Porter Avenue changed to Porter Street.
8. Porter Street (between Bronte Road and Adams Lane) – Duplicate entry removed.
9. Ruthven Street (between Oxford Street and Gowrie Lane) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
10. Ruthven Street (between Oxford Street and Gowrie Lane) – Proposed Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–6 pm.
11. Vernon Street (between Oxford Street and Rowe Lane) – Current Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–7 pm.
12. Vernon Street (between Oxford Street and Rowe Lane) – Proposed Time Restrictions changed to 1/2P ticket 8 am–12 pm 2P ticket 12 pm–6 pm.

PART 1 – MATTERS PROPOSING THAT COUNCIL EXERCISE ITS DELEGATED FUNCTIONS

NOTE: The matters listed under this part of the agenda propose that Council either does or does not exercise the traffic related functions delegated to it by the RMS. The recommendations made by the Committee under this part of the agenda will be submitted to Council for adoption.

TC/C STATE ELECTORATE OF COOGEE**TC/C.01/18.06 Arden Street, Bronte - Installation of a School Days Loading Zone (A02/0637-02)****COUNCIL OFFICER'S PROPOSAL:**

That Council installs 8 m of 'Loading Zone 8 am–4 pm School Days' on the eastern side of Arden Street, Bronte, immediately south of the existing 'No Stopping' zone at the midblock, signalised pedestrian crossing outside Clovelly Public School.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/C.02/18.06 Ruthven Lane, Bondi Junction - 'No Parking' Zone (A02/0637-02)**COUNCIL OFFICER'S PROPOSAL:**

That Council:

1. Installs a 9.5 m long 'No Parking' zone in Ruthven Lane opposite the garages serving 17 Oxford Street, Bondi Junction, as shown in Figure 5 of this report.
2. Replaces the existing 'No Parking' zone on the inside of the bend in Ruthven Lane, rear of 1 Ruthven Street, with 'No Stopping'.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

**TC/C.03/18.06 Arden Street, Bronte - Part Time 'No Right Turn' into Chesterfield Parade
(SF18/199)**

COUNCIL OFFICER'S PROPOSAL:

That Council Installs 'No Right Turn, Mon–Fri 8.00 am–9.30 am and 2.30–4.00 pm' in Arden Street, Bronte, at Chesterfield Parade.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

**TC/C.04/18.06 Denison Street, Bondi Junction - Temporary Road Closure for Crane Lift
(A02/0216)**

COUNCIL OFFICER'S PROPOSAL:

That:

1. Council approves the temporary closure of Denison Street, Bondi Junction, between Oxford Street and Spring Street from 9 am to 6 pm on Sunday, 22 July 2018 in accordance with the Traffic Control Plans 17037 and 17-037-01 prepared by Moits Traffic Services attached to this report.
2. The 'VMS' sign shown on Traffic Control Plan 17-037 attached to this report at Newland Street south of Ebley Street be relocated to Denison Street south of Ebley Street.
3. Council delegates authority to the Executive Manager, Creating Waverley, to approve any backup dates and times for Denison Street to be closed, if required.
4. Businesses and residents affected by the closures and emergency services be notified of the closure in writing by the applicant not less than seven days prior to implementation of the road closure.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted subject to being amended to read as follows:

'That:

1. Council approves the temporary closure of Denison Street, Bondi Junction, between Oxford Street and Spring Street from 7 am to 6 pm on Sunday, 22 July 2018 in accordance with the Traffic Control Plans 17037 and 17-037-01 prepared by Moits Traffic Services attached to this report, subject to:
 - (a) An additional VMS sign in Ebley Street, east of Denison Street, facing westbound traffic.
 - (b) A Road Occupancy Licence being obtained and submitted to Council.
 - (c) More detailed ingress and egress access routes being provided, including swept paths, to the satisfaction of the Executive Manager, Creating Waverley, and NSW Police.

2. The VMS sign shown on Traffic Control Plan 17-037 attached to this report at Newland Street south of Ebley Street be relocated to Denison Street south of Ebley Street.
3. Council delegates authority to the Executive Manager, Creating Waverley, and NSW Police to approve any backup dates and times for Denison Street to be closed, if required.
4. Businesses and residents affected by the closures and emergency services be notified of the closure in writing by the applicant not less than seven days prior to implementation of the road closure.
5. A Council compliance officer be present for the duration of the works at the applicant's expense, and that this be communicated to the applicant.'

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

J Horne and W Clayton-Thomas (on behalf of Moits) addressed the meeting.

TC/C.05/18.06 Stephen Street and Ocean Street, Bondi - Installation of 'No Stopping' Zones (A02/0637-02)

COUNCIL OFFICER'S PROPOSAL:

That Council installs 'No Stopping' zones at the intersection of Stephen Street and Ocean Street, Bondi, in the following locations:

1. 10 m on the southern side of Stephen Street, west of Ocean Street.
2. 10 m on the western side of Ocean Street, north of Stephen Street.
3. 10 m on the western side of Ocean Street, south of Stephen Street

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/C.06/18.06 Hegarty Lane, Leswell Street and Vernon Street, Bondi Junction - Construction Zone and Temporary Parking Restrictions (A03/2514-04)

COUNCIL OFFICER'S PROPOSAL:

That:

1. Council installs a 40 m long 'No Stopping' zone on the northern side of Hegarty Lane at the rear of 292–302 Oxford Street, Bondi Junction, for a period of 13 weeks as shown in Figure 3 of this report.
2. Council temporarily relocates the existing 11 m long Loading Zone located on the northern side of Hegarty Lane to a new location commencing 30 m from the intersection of Leswell Street and

terminating 41 m from the intersection of Leswell Street.

3. Council installs No Stopping signs on the outside of the proposed type A hoarding to be established on the southern side of Hegarty Lane at the rear of 292–302 Oxford Street.
4. Council approves:
 - (a) The installation of 23 m of 'No Parking 7 am–5 pm Monday–Friday 8 am–3pm Saturday' on a temporary basis on the western side of Leswell Street, south of Grafton Street.
 - (b) The installation of 22 m of 'No Parking 7 am–5 pm Monday–Friday 8 am–3 pm Saturday' on a temporary basis on the eastern side of Vernon Street, south of Oxford, subject to:
 - (i) A notification letter being sent out by the applicant to the residents of Leswell Street, Vernon Street, Hegarty Lane and Grafton Street, west of Newland Street, Bondi Junction, to inform them of the proposed changes to parking conditions.
 - (ii) The temporary changes to parking restrictions in Leswell Street and Vernon Street being removed and the original restrictions being reinstated as soon as possible following the completion of the excavation works at 292–302 Oxford Street.
5. Council delegates authority to the Executive Manager, Creating Waverley, to:
 - (a) Extend the duration and length of the construction zone and other zones above as necessary.
 - (b) Audit and cancel this approval, without notice or refund.
6. There be no blockage of access to or from the adjacent, private off-street car parks and to through traffic on Hegarty Lane, Leswell Street and Vernon Street other than for short periods of time when manoeuvring vehicles into and out of the building site.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/C.07/18.06 Llandaff Street, Bondi Junction - Construction Zone (A03/2514-04)

COUNCIL OFFICER'S PROPOSAL:

That:

1. Council installs a 19 m long 'No Parking 7 am–5 pm Monday–Friday; 8 am–3 pm Saturday Authorised Council Vehicles Excepted' zone across the frontage of 20–22 Llandaff Street, Bondi Junction.
2. There be no blockage to through traffic on Llandaff Street other than for short periods of time when manoeuvring vehicles into and out of the zone.
3. Council delegates authority to the Executive Manager, Creating Waverley, to extend the length and duration of, or remove the construction zone, as necessary and install a zone with similar times, if

necessary, opposite the site.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/C.08/18.06 Alfred Street, Bronte - Resident Parking Scheme (A03/2581)

COUNCIL OFFICER'S PROPOSAL:

That, based on the low response rate from the resident parking survey:

1. Council does not introduce a resident parking scheme in Alfred Street, Bronte.
2. Council officers notify the chief petitioner accordingly.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/C.09/18.06 Langlee Avenue and Seaview Street, Waverley - Resident Parking Scheme (A03/2581)

COUNCIL OFFICER'S PROPOSAL:

That, having regard to the lack of support from residents:

1. Council does not introduce a resident parking scheme in Langlee Avenue and Seaview Street, Waverley.
2. Council officers notify the chief petitioner accordingly.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That:

1. The Council Officer's Proposal not be adopted.
2. Council defers this item until the request for resident parking in Henrietta Street, Waverley, is assessed.

Voting members present for this item: Representative of the Member for Coogee, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/V STATE ELECTORATE OF VAUCLUSE**TC/V.01/18.06 City2Surf 2018 - Special Event with Temporary Road Closures (A02/0216)**

This item also concerns the State Electorate of Coogee.

COUNCIL OFFICER'S PROPOSAL:

1. Treats the attachments to this report as confidential as they contain information that would, if disclosed, prejudice the maintenance of law.
2. Approves the City2Surf 2018 event and associated road closures to be held on Sunday, 12 August 2018, in accordance with the submitted Transport Management Plan attached to this report, subject to the organisers:
 - (a) Providing public liability insurance for the event.
 - (b) Obtaining NSW Police Force approval.
 - (c) Providing Event Management and Delivery Plans for the approval of Council's Outdoor and Flagship Event team.
 - (d) Notifying the State Transit Authority, NSW Ambulance Service and NSW Fire and Rescue (Bondi, Woollahra and Randwick Fire Stations).
 - (e) Notifying local residents and businesses.
 - (f) Using RMS-accredited traffic controllers only.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Coogee, Representative of the Member for Vaucluse, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/V.02/18.06 Blake Street, Dover Heights - Replace 'Give Way' with 'Stop' Control at Victory Street and Portland Street (A03/0042-04)**COUNCIL OFFICER'S PROPOSAL:**

That Council:

1. Replaces the existing 'Give Way' sign in Blake Street at its intersection with Victory Street with a 'Stop' sign.
2. Renews the existing 'BB' lines and replaces the 'Give Way' lines with 'Stop' lines and 'Continuity' lines in Blake Street on the eastbound approach to Victory Street.
3. Installs a new 'T-Intersection' curved approach warning sign in Blake Street west of Victory Street.

4. Replaces the existing 'Give Way' signs in Portland Street on both approaches to its intersection with Blake Street.
5. Replaces the 'Give Way' lines with 'Stop' lines and 'Continuity' lines in Portland street on both approaches to its intersection with Blake Street.
6. Installs 10 m of 'BB' lines in Portland Street on both approaches to its intersection with Blake Street.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted subject to clause 6 being amended to read as follows:

'Installs statutory 10 m "No Stopping" line marking at all subject intersections.'

Voting members present for this item: Representative of the Member for Vaucluse, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/V.03/18.06 Glenayr Avenue and O'Brien Street, Bondi Beach - Bus Zone Extensions and Alterations to Existing Parking Restrictions (A02/0225-02)

COUNCIL OFFICER'S PROPOSAL:

That Council approves the following changes to 'Bus Zones' and parking restrictions:

1. Glenayr Avenue, between Warners Avenue and Glasgow Avenue: install 12 of 'Bus Zone 7 am–8.45 am Mon–Fri' on the eastern side of Glenayr Avenue directly south of the existing 'Bus Zone' and make changes to restrictions, as shown in Figure 2 of this report.
2. Glenayr Avenue, between Roscoe Street and O'Brien Street: increase the length of the 'No Stopping' zone on the eastern side of Glenayr Avenue at the Hall Street pedestrian crossing to 20 m, and adjust the loading zone and metered parking to the north, as shown in Figure 6 of this report.
3. O'Brien Street, east of Lamrock Avenue: install 7.1 m of 'Bus Zone 7 am–8.45 am Mon–Fri' on the southern side of the road directly east of the existing 'Bus Zone' and make changes to existing parking restrictions as shown in Figure 11 of this report.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Vaucluse, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/V.04/18.06 Rudolph Lane, Bondi Beach - Installation of 'No Parking' Zone (A02/0637-02)**COUNCIL OFFICER'S PROPOSAL:**

That Council extends the existing 'No Parking' zone in Rudolph Lane, north side, at the rear of 81–83 O'Brien Street, Bondi Beach, by 5 m to the west terminating at the existing 'No Stopping' zone at Simpson Street upon the completion of DA-86/2018.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted subject to being amended to read as follows:

'That Council extends the existing "No Parking" zone in Rudolph Lane, north side, at the rear of 81–83 O'Brien Street, Bondi Beach, by 5 m to the west terminating at the existing "No Stopping" zone at Simpson Street upon the issuing of the occupation certificate for DA-86/2018.'

Voting members present for this item: Representative of the Member for Vacluse, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/V.05/18.06 Barracluff Avenue, Bondi Beach - Removal of 'No Parking' Across Driveways (A02/0637-02)**COUNCIL OFFICER'S PROPOSAL:**

That Council removes the existing 10 m 'No Parking' zone on Barracluff Avenue across the driveways of 1 Rickard Avenue and 115 Francis Street, Bondi Beach.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted.

Voting members present for this item: Representative of the Member for Vacluse, NSW Police representative, RMS representative and Waverley Council representative (Chair).

TC/CV ELECTORATES OF COOGEE AND VAUCLUSE**TC/CV.01/18.06 Implementation of 15 Minute 'Drop in' Zones (SF17/2767)****COUNCIL OFFICER'S PROPOSAL:**

That Council:

1. Introduces 15 minute free 'drop in' zones at the following locations:

(a) Bondi Junction (10 spaces)

(i) Spring Street, Bondi Junction

Southern side of Spring Street adjacent to 3A Bronte Road extending 16.5 m west of

current ticket closing sign extending across the disused driveway between 3A Bronte Road and 99 Spring Street (3 spaces).

Southern side of Spring Street outside 35 Spring Street extending 11 m west from the current Loading Zone towards the adjacent driveway (2 spaces).

(ii) Bronte Road, Bondi Junction

11 m on the eastern side of Bronte Road outside 28–32 Bronte Road. Move No stopping sign 10 m north and remove meter WBRO02 (2 spaces).

(iii) Hollywood Avenue, Bondi Junction

Western Side of Hollywood Avenue adjacent to 241 Oxford Street extending 16.5 m south from the current Mail Zone (3 spaces).

(b) Charing Cross (5 spaces)

(i) Bronte Road, Charing Cross

Eastern side of Bronte Road outside 280 and 282 Bronte Road extending 11 m north of existing Motorbike Parking (2 spaces).

Western side of Bronte Road south outside 245 Bronte Road extending 16.5 m south from the adjacent driveway (3 spaces).

(c) Bondi Beach (10 spaces)

(i) Curlewis Street, Bondi Beach

Southern side of Curlewis Street outside 155 Curlewis Street extending 11 m west from the current No Stopping (2 spaces).

(ii) Hall Street, Bondi Beach

Northern side of Hall Street outside 51–53 Hall Street between existing driveways (3 spaces).

Southern side of Hall Street outside 80 Hall Street extending 11 m east of current No Stopping (2 spaces).

(iii) Campbell Parade, Bondi Beach

Western side of Campbell Parade outside 140–144 extending 16.5 m south of the current ticket parking closing sign (3 spaces).

2. Converts the free 'P 10 minute' parking spaces on Hall Street and Jaques Avenue, Bondi Beach into 15 minute free 'drop in' spaces.

WTC RECOMMENDATION (UNANIMOUS SUPPORT):

That the Council Officer's Proposal be adopted subject to being amended to read as follows:

‘That:

1. Council introduces free “P 15 minute” parking zones at the following locations:

(a) Bondi Junction (8 spaces)

(i) Spring Street, Bondi Junction

Southern side of Spring Street adjacent to 3A Bronte Road extending 11 m west of the existing “No Parking” (2 spaces).

Southern side of Spring Street outside 35 Spring Street extending 11 m west from the current Loading Zone towards the adjacent driveway (2 spaces).

(ii) Bronte Road, Bondi Junction

6 m on the eastern side of Bronte Road outside 28–32 Bronte Road. Remove meter WBRO02 (1 space).

(iii) Hollywood Avenue, Bondi Junction

Western side of Hollywood Avenue adjacent to 241 Oxford Street extending 16.5 m south from the current Mail Zone (3 spaces).

(b) Charing Cross (4 spaces)

(i) Bronte Road, Charing Cross

Eastern side of Bronte Road outside 280 and 282 Bronte Road extending 11 m north of existing Motorbike Parking (2 spaces).

Western side of Bronte Road south outside 245 Bronte Road extending 11.5 m south from the adjacent driveway (2 spaces).

(c) Bondi Beach (9 spaces)

(i) Curlewis Street, Bondi Beach

Northern side of Curlewis Street extending 11 m west from the current “No Stopping” (2 spaces).

(ii) Hall Street, Bondi Beach

Northern side of Hall Street outside 51–53 Hall Street between existing driveways (3 spaces).

Southern side of Hall Street outside 80 Hall Street extending 11 m east of current “No Stopping” (2 spaces).

(iii) Campbell Parade, Bondi Beach

Western side of Campbell Parade outside 140–144 extending 11.5 m south of the current spaces (2 spaces).

2. Council converts the free “P 10 minute” parking spaces on Hall Street and Jaques Avenue, Bondi Beach, into free “P 15 minute” parking zones.
3. A report come back to the Traffic Committee allocating:
 - (a) Two additional spaces in Bondi Junction.
 - (b) One additional space in Charing Cross. Suggested locations include outside Vinnies and the western side of the pedestrian crossing on Bronte Road at the intersection of Albion Street.
 - (c) One additional space on Campbell Parade, south of Hall Street.

Voting members present for this item: Representative of the Member for Coogee, Representative of the Member for Vaucluse, NSW Police representative, RMS representative and Waverley Council representative (Chair).

THE MEETING CLOSED AT 11.30 AM.

.....
SIGNED AND CONFIRMED
MAYOR
17 JULY 2018

MAYORAL MINUTES CM/5/18.07

Subject: Mayoral Minutes

Author: Mayor of Waverley, Cr John Wakefield



Mayoral minutes are permissible at Waverley Council meetings under the provisions of the *Local Government (General) Regulation 2005* and Council's Code of Meeting Practice. Clause 243 of the Regulation and clause 9.1 of the Code state:

If the mayor is the chairperson at a meeting of Council, the chairperson is, by minute signed by the chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of Council or of which Council has official knowledge.

Such a minute, when put to the meeting, takes precedence over all business on Council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of the minute without the motion being seconded.

A recommendation made in a minute of the chairperson (being the mayor) or in a report made by a Council employee is, so far as adopted by Council, a resolution of Council.

As noted in Council's Code of Meeting Practice, mayoral minutes should not be used to introduce, without notice, matters that are routine, not urgent, or need research or a lot of consideration by councillors before coming to a decision. These types of matters would be better placed on the agenda, with the usual period of notice given to the councillors.

OBITUARIES

CM/6/18.07

Subject: Obituaries

Author: Ross McLeod, General Manager



Liz Jackson

The Mayor will ask Councillors for any obituaries.

Council will rise for a minute's silence for the souls of people generally who have died in our Local Government Area.

**REPORT
CM/7.1/18.07**

Subject: Request for Leave of Absence - Cr Burrill

TRIM No: A03/0029

Author: Al Johnston, Governance and Internal Ombudsman Officer

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council grants Cr Burrill leave of absence from Council for the period 7 August 2018 to 5 September 2018.

1. Executive Summary

Cr Burrill has requested a leave of absence from Council for the period 7 August 2018 to 5 September 2018.

2. Attachments

Nil.

**REPORT
CM/7.2/18.07**

Subject: Asbestos Issues at Council Chambers

TRIM No: A18/0330

Author: Peter Monks, Director, Waverley Futures
Sharon Cassidy, Executive Manager, Project Waverley

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council:

1. Notes the actions taken by the Acting General Manager and General Manager in responding to the disturbance of asbestos in the Council Chambers in May 2018 as outlined in this report.
2. Notes that the reports from Hibbs and Associates and the clearance from SafeWork NSW have confirmed that the Council Chambers is fit for occupation.
3. Approves the expenditure of \$115,000 in responding to the asbestos incident with the funds coming from the SAMP Buildings Reserve.
4. Approves funding of \$150,000 for the investigation of asbestos and other hazardous materials at other Council facilities and the updating or development of Asbestos Management Plans as necessary, with funding to be drawn from the SAMP Buildings Reserve.

1. Executive Summary

This report provides a high-level summary of the activities undertaken by the Acting General Manager and General Manager since the confirmation of the presence of asbestos at Council Chambers arising from the original incident involving damage to the edge of the millboard lining the duct heater in the Shaping Waverley office area as part of the maintenance of the heating and air condition system at Chambers.

2. Introduction/Background

This report addresses the following matters:

1. Response to the disturbance of asbestos in the Council Chambers in May 2018.
2. Future maintenance of the HVAC system at Chambers.
3. Investigation into all Council owned buildings.
4. Business Continuity Strategy and Plan.

3. Relevant Council Resolutions

Nil.

4. Discussion

Response to the initial disturbance of asbestos in the Council Chambers

On Tuesday 21 May 2018, the Acting General Manager received advice that there had been a positive test for the presence of asbestos in the millboard lining the duct heater bank in the heating and air Conditioning system on level 2 in the Shaping Waverley work area. This followed maintenance work undertaken by the HVAC contractors. Damage to the millboard that occurred as part of this maintenance work.

The Acting General Manager immediately instructed staff to vacate the building on that day and made alternative arrangements for the holding of the Extraordinary Council meeting at the Margaret Whitlam Centre that evening, rather than in the Council Chambers.

SafeWork NSW were notified of the incident and they issued two improvement notices on Wednesday 22 May 2018, one relating to the need to have an Asbestos Management Plan in place and the other related to the appropriate remediation of the damaged millboard in the Shaping Waverley Office. The Acting General Manager formed a Business Continuity Planning Working Group (BCP) comprising the Executive and representatives from the People and Culture, Risk and Safety, Facilities, Communications and IT departments to manage the process going forward. Both the USU and DEPA unions covering staff at Council Chambers were immediately informed of the incident and Council's response.

Council engaged Safe Environments and Clean Air Technologies to undertake air testing and surface sampling and to provide a methodology for remediation. On 30 May 2018, Council engaged Murphy's Group and Integrated Environmental to undertake the required remediation and certification. In parallel Hibbs and Associates (H&A) were engaged to undertake a full Hazardous Materials Survey (Hazmat Survey) of the Chambers building and develop an Asbestos Management Plan. Hibbs engagement also included a peer review of the Safe Environments recommendations. During the process of remediation on 1 June 2018 Murphy's Group and Integrated Environmental identified further damage to the millboard in the Shaping Waverley office area. In consultation with H&A, Council instructed Murphy's Group to discontinue the remediation to allow a more detailed assessment by H&A.

H&A commenced a full investigation into the HVAC system focussing on the heat bank locations and a full Hazmat Survey on 4 June 2018. The outcomes of these investigations are included in the following documents:

1. S10345-L02 – Peer review of advice provided on heater bank in level 2 Shaping Waverley Office (Attachment 1).
2. S10345 – Hazardous Building Materials Survey (Attachment 2)
3. S10345-L01 – Location of HVAC heater banks - Council Chambers (Attachment 3).

The damaged millboard in the Shaping Waverley office remediation was completed on Tuesday 18 June 2018. The results of the extensive testing throughout the building identified a further location of millboard dust and debris within the HVAC system in the Governance office area. The remediation in this area was completed on 27 June 2018.

H&A also completed an Asbestos Management Plan - S10345-AMP (Attachment 4). This operational management plan was adopted by the General Manager on 5 July 2018. All of this documentation was provided to SafeWork NSW who advised in writing on 3 July 2018 that the site has been remediated to an acceptable standard and that there is negligible asbestos related risk with re-occupation of the building.

Throughout this period the BCP group have responded (via the Executive Manager People & Culture) to staff queries raised through this process and documented the responses. Two staff information sessions were held for all staff at Chambers and a third information session was held with staff that raised concerns on various matters to do with the current incident and measures to be put in place for the future

maintenance of the building. The General Manager and appropriate staff continue to work with staff to address ongoing or outstanding concerns.

The BCP have worked through this process with due care and are confident in the work undertaken by H&A and the reports produced. The Asbestos Management Plan provides a structured way for Council to manage the building in the future.

An updated Contractor Induction Manual to reflect the Asbestos Management Plan and Hazmat Register has been commenced and is due to be considered by ELT on the 16 July 2018. The principles and processes to be contained in this document have been approved by the General Manager for immediate use pending formal finalisation of the Manual.

All staff have been invited to register their interest in being included in an ongoing health monitoring programme run by the Dust Diseases Care group. This programme is also available to Councillors and will be made available to any members of the public who feel they may have been in the building during the event or near to it.

After considering the above documents and actions, the SafeWork NSW clearance and the questions and answers from staff, the General Manager authorised the return to the building via email to all staff on Thursday 5 July 2018. Staff returned to the building over Thursday and Friday of that week.

The General Manager has also committed to carrying out monthly air monitoring in Council Chambers commencing in July 2018 as an additional measure to provide certainty to staff that the Chambers is suitable for occupation on an ongoing basis.

Future maintenance of the HVAC system at Chambers

Remediating the building and staff returning to the building was the first and important step in the process but this incident and investigation have confirmed the absolute importance of having appropriate systems in place to ensure that the ongoing management and maintenance of the building is carried out in an appropriate manner. The adoption of the Asbestos Management Plan and the completion of the Hazardous Building Materials Survey is the important first step to ensure that Council can provide its contractors with accurate up to date information about the presence of hazardous materials in the building.

These documents and the soon to be adopted Contractor Induction Manual confirm the actions that need to be taken before maintenance work is undertaken at the building. Some examples of the types of actions included in these documents include:

- All contractors must be trained in asbestos awareness procedures through their own internal training processes.
- Advising the Facilities Department in writing of any roof cavity works to be undertaken so that notice can be sent to staff.
- Ensuring that any works around identified asbestos material is not carried out unless under the supervision of an accredited specialist.
- All works to be carried out outside of hours and with the HVAC turned off.
- Special attention to be given to ensure that no dust or other debris is ever left in the office space during or following completion of work.

The General Manager has instructed that no works be carried out in the Chambers building unless these steps are followed and signed off by Waverley Facilities.

Council has set aside in the Long Term Financial Plan funds to construct a new Council Chambers. The current incident and investigation has helped to clarify areas where the building could be considered as nearing the end of its economic life. If Council was to continue to occupy the building for any extended

period into the future it would be probable that the HVAC system would need to be completely replaced. Council's Strategic Asset Management Plan 5 (SAMP 5) includes a 10 year program of capital expenditure totalling \$4,541,800 to maintain the Chambers building in a Good to Fair condition. Note this figure is unlikely to include adequate allowance for the asbestos removal that would be required on replacement of the Air Conditioning system which is programmed to be undertaken in 2020.

A report proposing the commencement of a study identifying a preferred site for a new Council Chambers is listed as a separate agenda item for the Council meeting of 17 July 2018.

Investigation into all Council owned buildings

The BCP group have initiated a programme to commence an investigation into the remainder of Council owned buildings to ensure that up to date Asbestos Management Plans are in place for the remainder of Council owned buildings. There are in the order of 40 community or amenities buildings that will be reviewed as part of this programme.

Business Continuity Strategy and Plan

A Business Continuity Management strategy was approved by ELT in early 2018 and the preparation of a Council Business Continuity Plan will start in the next few weeks. The current incident and the actions taken in responding to this incident have helped to raise awareness amongst all staff of the significance of business continuity risks and the need for a plan to cover the variety of risks associated with the delivery of Council services and operations.

5. Financial impact statement/Timeframe/Consultation

The spend to date on the relocation of staff from the Chambers building, undertaking remediation and development of the reports detailed in section 4 above is \$115,000 (excl. GST). There will be some further expenditure to cover consultants input to staff queries, etc. This has been funded to date from the SAMP Buildings Reserve.

It is estimated that funding of \$150,000 (excl. GST) will be required for the investigation of asbestos and other hazardous materials at other Council facilities and the updating or development of Asbestos Management Plans as necessary with funding to be drawn from the SAMP Buildings Reserve.

Refer to section 4 above for details on the timeline and consultation to date.

6. Conclusion

7. Attachments

1. Peer Review S10345-L02-A1 [↓](#)
2. Hazardous Building Materials Survey S10345-R01 [↓](#)
3. HVAC Register S10345-L01 [↓](#)
4. Asbestos Management Plan S10345-AMP [↓](#)

HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134
48 / 378 Parramatta Road,
Homebush NSW 2140
P.O. Box 4266,
Homebush NSW 2140
Phone: (02) 9746 3244
Fax: (02) 9746 3266
Email: info@hibbs.com.au
Web: www.hibbs.com.au

Our Reference: S10345-L02-A1

04 July 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities

Dear Mr Best,

re: PEER REVIEW OF ADVICE PROVIDED ON HEATER BANK IN LEVEL 2
SHAPING WAVERLEY OFFICE

1.0 INTRODUCTION

This document summarises the findings of a peer review conducted on documents provided to Hibbs & Associates Pty Ltd (H&A). The documents were originally prepared by Safe Environments in regards to damaged asbestos millboard lining sections of the Heating, Ventilation, and Air Conditioning (HVAC) system within the Waverley Council Chambers building (Chambers). The Chambers building is located on the corner of Paul Street and Bondi Road, Bondi Junction.

The peer review was carried out at the request of Mr Andrew Best, Manager - Waverley Facilities at Waverley Council (Council).

2.0 BACKGROUND

It is understood that on Friday 18 May 2018, during maintenance on the HVAC system within the Level 2 Shaping Waverley Office (SWO), the HVAC technician damaged the edge of the millboard lining the duct at heater bank 18 (H/B 18). The SWO is located in the north-west corner of Level 2.



Bart McGuffin from the Waverley Facilities Team was overseeing these maintenance works, and with the technician, determined that the millboard may contain asbestos. A sample of the millboard material was obtained and sent a sample to Envirolab for analysis; Envirolab is a National Association of Testing Authorities (NATA) accredited laboratory. We were informed the Envirolab laboratory certificate of analysis was sent to Council on Monday 21 May 2018, and confirmed the millboard contained asbestos.

Following confirmation the millboard contained asbestos, and being informed the material was damaged, Council instructed all staff to vacate the building on Tuesday 21 May 2018 while alternative office space was arranged. Council notified the Regulator, SafeWork NSW, who in turn issued two (2) Improvement Notice's.

The directions of Improvement Notice No. 7-330798 include:

- You (Waverley Council) must ensure that a written asbestos management plan is prepared for the workplace which identifies any asbestos or asbestos-containing material (ACM) likely to be present at the workplace.
- The asbestos management plan must include information about:
 - the identification of asbestos or ACM.
 - the decisions and reasons for the decisions about the management of asbestos at the workplace.
 - the procedures for detailing incidents or emergencies involving asbestos or ACM.
 - the workers who carry out work involving asbestos.

The directions of Improvement Notice No. 7-330841 include:

- You (Waverley Council) must ensure so far as is reasonably practicable that:
 - all work stops until proper systems in place.
 - all asbestos or asbestos containing material (ACM) at the workplace is identified by a competent person.
 - air monitoring is taken as required.
 - asbestos remedial plan is prepared by the competent person.
 - an ASA asbestos licensee is engaged to do the remedial work and is carried out as per the plan.
 - an independent Licensed Asbestos Assessor certify that the work place is OK for reoccupation

It is noted that Improvement Notice No. 7-330841, relates to the damaged millboard identified at H/B 18 in the SWO.

On 24 May 2018, Council engaged Clean Air Technologies (AUST) Pty Ltd (CAT), to provide advice on the HVAC system in the SWO. It is noted that CAT provide air filtration services and do not provide Occupational Hygiene services, therefore CAT engaged Safe Environments (SE) to provide Occupational Hygiene services relating to the asbestos millboard. SE conducted an inspection and provided recommendations as summarised in Section 6 of this document.



On 01 June 2018, Murphy's Group Services Pty Limited (who are listed on the SafeWork NSW website as holding a Class A asbestos removal licence), was engaged by Council to conduct remedial works within the SWO. These works were to be overseen by a Licenced Asbestos Assessor (LAA) from Integrated Environmental Pty Ltd (IE) who provided procedures (asbestos remedial plan) in their report 558.01.AANL. We understand the works were to include a detailed environmental clean of the ceiling space in the SWO including vacuuming of the upper surface of the ceiling, and within the duct surrounding H/B 18. These works were put on hold once the internal areas of the duct at H/B 18 was accessed and millboard debris was observed adjacent the heating elements.

H&A attended a meeting with Council on 30 May 2018 and commenced the heater bank investigation works on 04 June 2018.

3.0 SCOPE OF WORKS

The scope of works includes:

- Peer review documents and advice provided by Safe Environments (SE) and Integrated Environmental (IE)
- Identify the location of heater banks within the HVAC ducting
- Identify the presence/absence of asbestos-containing insulation within the ducting
- Assess the condition of any asbestos-containing materials associates with the HVAC system
- Conduct a hazardous building materials survey of the building and provide a hazardous building materials register (Register)
- Prepare an Asbestos Management Plan (AMP)
- Oversee contractors carrying out any remedial works required

H&A has prepared reports on the following:

- HVAC system, refer S10345-L01
- Hazardous building materials survey including Register, refer S10345-R01
- AMP, refer S10345-AMP
- Clearance inspection summarising the works conducted by licenced asbestos removal contractors in the SWO and Level 2 eastern office space (Governance Office), refer S10345-CL01-CL02.

4.0 DOCUMENTS REVIEWED

The following documents prepared by SE have been reviewed:

- Test Report No. R16413 - Laboratory certificate of analysis of bulk samples, dated 24 May 2018
- Test Report No. R16413 - Laboratory certificate of analysis of air samples, dated 24 May 2018
- R16413 - Review of investigative works following asbestos disturbance at Waverley
- Council Chambers, dated 28 May 2018



The following documents prepared by IE have been reviewed:

- 558.01.AANL Asbestos Site Inspection Report, dated 30 May 2018
(This report includes the laboratory certificate of analysis for the sample taken from the SWO desk below where H/B 18 was accessed).
- 558.02.INSP Asbestos Site Inspection Report, dated 01 June 2018
- 558.01.AMON Asbestos Air Monitoring Report, dated 01 June 2018

In addition to the SE and IE reports, the below listed reports/documents have also been reviewed:

- Envirolab certificate of analysis 192001, dated 21 May 2018
- Asbestos Management Plan 2007, prepared by Council
- Council's Asbestos Policy
- Hazardous Materials Survey, Waverley Council Chambers Bondi, prepared by Parsons Brinckerhoff Australia Pty Limited, dated February 2007
- SafeWork NSW Improvement Notice, Notice No: 7-330798
- SafeWork NSW Improvement Notice, Notice No: 7-330841

5.0 SUMMARY OF SAFE ENVIRONMENTS AND INTEGRATED ENVIRONMENTAL RESULTS

Table 1 and 2 summarise the SE results provided in the R16413 laboratory reports listed in Section 4. Table 3 and 4 summarises the results provided in the IE reports listed in Section 4.

Table 1 R16413 Summary of Bulk Sample Analysis Results	
Sample Description	Analysis Result ¹
Ceiling void, Level 2 open plan offices. Millboard internal to air duct; Sample containing millboard material (homogenous) consisting of asbestos fibres.	Chrysotile asbestos detected
Ceiling void, Level 2 open plan offices. Vermiculite sprayed coating to I-beam; Sample containing insulation material (homogenous) consisting of synthetic mineral fibres.	No asbestos detected

1. The analysis was reported to be in accordance with Australian Standard AS 4964-2004 Method for the qualitative identification of asbestos in bulk samples

Table 2 R16413 Summary of Air Sample Analysis Results	
Sample Location	Analysis Result ²
Level 2: GM's Office	<0.01 fibres/ml
Level 2: Mayor's Area	<0.01 fibres/ml
Level 2: Shaping Waverley	<0.01 fibres/ml
Level 2: HR/Payroll	<0.01 fibres/ml
Level 1: Records	<0.01 fibres/ml
Level 1: Fishbowl	<0.01 fibres/ml



Table 2 R16413 Summary of Air Sample Analysis Results	
Sample Location	Analysis Result ²
Level 1: West	<0.01 fibres/ml
Level 1: South	<0.01 fibres/ml
Ground Level: Sustainable	<0.01 fibres/ml
Ground Level: Reception	<0.01 fibres/ml
Ground Level: Finance	<0.01 fibres/ml
Ground Level: Safe Waverley	<0.01 fibres/ml
Level 2: GM's Office	<0.01 fibres/ml

2. The sample collection and analysis for airborne respirable asbestos fibres was reported to be performed in accordance with the SafeWork Australia 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC: 3003(2005)]'. This is the NATA accredited method for laboratories within Australia. 0.01 fibres/ml is the detection limit of the method. Samples were analysed by Asbestos Check (a division of SE).

Table 3 558.01.AMON Summary of Air Sample Analysis Results	
Sample Location	Analysis Result ³
Building interior, level 2, south western corner of the building, on top of the southern window sill	<0.01 fibres/ml
Building interior, level 2, south western office, north eastern corner, on top of the cupboard	<0.01 fibres/ml
Building interior, level 2, north western corner of the building, in the stairwell, attached to the hand rail	<0.01 fibres/ml

3. The sample collection and analysis for airborne respirable asbestos fibres was reported to be performed in accordance with the SafeWork Australia 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC: 3003(2005)]'. This is the NATA accredited method for laboratories within Australia. 0.01 fibres/ml is the detection limit of the method. Samples were analysed by Australian Safer Environment & Technology Pty Ltd.

Table 4 558.01.AANL Summary of Bulk Sample Analysis Results	
Sample Description	Analysis Result ⁴
Shaping Waverley office 3rd desk on right side - Swab Sample	No asbestos detected. Contains organic fibres and SMF

4. Sample analysis conducted by WSP Australia Pty Limited – Laboratory certificate No.: SYD-PS102315-0139-96433 (attached to IE 558.01.AANL report). The analysis was reported to be in accordance with Australian Standard AS 4964-2004 Method for the qualitative identification of asbestos in bulk samples



6.0 SAFE ENVIRONMENTS RECOMMENDATIONS AND HIBBS & ASSOCIATES PTY LTD PEER REVIEW COMMENTS

The recommendations provided in the *R16413 Safe Environments Analysis Report* are summarised below in italics. Below each dot point is the H&A review of the conclusion/recommendation (H&A comments are not italicised).

The following conclusions are made from the above observations (SE observations following their site visit on 24 May 2018):

- *Asbestos containing millboard was frayed when accessing the re-heat banks on level 2 of the Waverley Council Chambers Building;*

It is acknowledged that the edges of the millboard lining where the heater bank elements are inserted into the duct were frayed. Refer H&A response to recommendations provided 'in the short-term' section.

- *The millboard was not disturbed in a manner that would liberate significant dust clouds for an extended period of time.*
 - *Consequently, exposures would have been negligible and would not have likely posed a measurable risk*
 - *The risk of harm is dependent on a number of factors relating to the actual exposure to the hazard. In relation to asbestos fibres this is associated with the dose (airborne concentration), duration (time of exposure) and dimensions (respirable fibres of a certain geometry that are able to enter the lungs)*

H&A is in agreement with these comments.

- *The minor amounts of white-fibrous fragments within the ceiling void and on the worktable immediately below the re-heat bank can be considered as 'minor contamination' due to:*
 - *The size and extent of the contamination being considered small (~ 1 teaspoon)*
 - *The time required to carry out the clean-up would be expected to take ~2 hours*
 - *The material not being subject to mechanical disturbance or damage and therefore the spread to adjoining areas is minimal*
 - *The removal of the contamination is relatively straight-forward and can be conducted with a combination of wet-wiping and/or industrial vacuum cleaner fitted with a H Class HEPA filter*



H&A are in agreement that any millboard disturbed while accessing H/B 18 would be considered minor contamination. It must be noted that during the H&A inspection of the ceiling space adjacent H/B 18, there was debris considered to be from the synthetic mineral fibre (SMF) ceiling tiles sitting on the upper surface of the ceiling. These SMF ceiling tiles are fragile and often drop tile debris when the tiles are removed, inserted into the ceiling grid. As there was mention of debris sitting on the desk below where HB 18 was accessed, H&A would have sampled this material to confirm whether millboard had been transferred to the occupied area of the office i.e. the desk below.

Prior to H&A starting the HVAC investigation works, Integrated Environmental sampled the minor amount of debris on the desk below H/B 18 and sent it to WSP Australia Pty Limited (WSP), a NATA accredited laboratory. The laboratory certificate of analysis confirms this debris did not contain asbestos, refer WSP report SYD-PS102315-0139-96433.

- *Asbestos atmospheric air samples indicate that airborne fibre concentrations are not significantly above that of the background fibre concentrations*

H&A agrees with this. This statement is taken directly from Part 9 of the SafeWork Australia 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC: 3003(2005)]'.

The following recommendations are provided based on the conclusions and findings above:

In the short-term:

- *Isolate access to level 2 of the Council Chambers Building from unauthorised access, the ground floor level and level 1 can be re-occupied*

H&A are in general agreement with this, although some additional investigation works would be required to ensure re-occupation of other areas of the building was a suitable course of action. H&A conducted a thorough investigation of the HVAC system to determine which heater banks were lined with asbestos millboard, and to confirm whether millboard was damaged in other areas of the HVAC system. Refer Section 8 for further details on the H&A HVAC investigation.

- *Engage the services of a Class A Licensed Asbestos Removalist to remove the minor contamination*

H&A agree that a Class A licenced asbestos removal contractor was required to conduct the remedial works. Although, as the millboard is classified as friable, in line with Regulation 475, an independent LAA is required to conduct air monitoring during these works and issue a clearance certificate following a successful clearance inspection.

- *In consultation with an Occupational Hygienist, Class A Licensed Removalist & HVAC specialist receive advice on methods to encapsulate the frayed edge to the millboard*

H&A agree that an independent Occupational Hygienist may be suitable to provide advice on remedial works, although they are to be experienced with asbestos and be a LAA. H&A does not consider sealing the frayed edges of the millboard as necessary.



Although the edge of the millboard is frayed where the heating elements enter the duct, this does not constitute the material as 'damaged', refer Photograph 01 in Appendix 1. The air flow is not considered great enough to loosen and liberate measurable numbers respirable asbestos fibres (provided the material remains undisturbed).

- *Encapsulate the frayed edges based on advice received*

As per the above comment this is not considered necessary (although was conducted at H/B 18).

- *Label the re-heat banks within the building as asbestos containing*
 - *It is not necessary to inspect all heater banks unless evidence suggests that heater banks may be undergoing periodic disturbance*

H&A agrees with the requirement to label the heater banks. All heater banks identified to contain asbestos millboard or insulated wires, have been labelled. Following evidence of a hole saw being used near H/B 18 (refer Section 8), it was recommended to inspect all other heater banks.

- *Engage the services of an independent licensed asbestos assessor or occupational hygienist with expertise in asbestos to conduct a clearance inspection following remediation and prior to re-occupation of level 2*

As per H&A first comment in this section, a clearance inspection following friable remedial works must be undertaken by an LAA (rather than Occupational Hygienist or LAA), and air monitoring is to be conducted during the remedial works by the LAA.

- *Any concerns for re-occupation can be alleviated through air monitoring, conducted following remediation with the HVAC system back on and through the means of issuing a clearance report*

H&A is in agreement with this, although an inspection of the other heater banks will determine whether the hole saw damage to the millboard at H/B 18 is an isolated incident.

In the long-term:

- *In-line with the NSW Work Health and Safety (WHS) Regulation 2017:*
 - *So far as is reasonably practicable, all asbestos within the building is to be identified or assumed (Clause 422) and prepared and kept within a register (Clause 425);*
 - *Prepare an Asbestos Management Plan (AMP) in line with Clause 429; and*
 - *Ensure that a review of the AMP is conducted in line with Clause 430.*
 - *For the ongoing management, ideally workers would be informed for the presence of the material and prevent any accidental disturbance (achieved through an asbestos register being sighted prior to beginning work, the presence of asbestos labels at each location, workers having conducted asbestos awareness training etc).*



H&A agrees with all the above points and confirms that (i) a hazardous building materials (hazmat) survey has been conducted with hazmat register prepared, (ii) an AMP has been prepared, and (iii) the AMP outlines the review frequency and triggers for review (in line with Regulation 430) and the requirement to induct contractors onto the site.

- *Consider the appropriate removal and disposal of the millboard lining in line with relevant regulations.*

H&A considers the millboard lining is suitable to remain *in situ*. Refer comments provided in Section 8.

7.0 INTEGRATED ENVIRONMENTAL RECOMMENDATIONS AND HIBBS & ASSOCIATES PTY LTD PEER REVIEW COMMENTS

The recommendations provided in the *558.01.AANL Asbestos Site Inspection Report, dated 30 May 2018*, and *558.02.INSP Asbestos Site Inspection Report, dated 01 June 2018* are summarised below in italics. Below each dot point is the H&A review of the conclusion/recommendation (H&A comments are not italicised).

The *558.01.AANL Asbestos Site Inspection Report* recommended:

- *It is recommended that the area, within the immediate vicinity of the re-heat bank, is environmentally cleaned to remove all visible dust and debris. Following the clean up, the edges of the gasket board, visible from the outside of the re- heat bank, are to be sealed with an appropriate sealant. The re-heat bank is to be labelled as containing asbestos material and included on the asbestos register.*

H&A is in agreement with the requirement of the environmental clean, labelling and addition to the Register, although does not consider the sealing of the millboard edge as necessary, refer H&A comments in Section 8. It is noted H&A instructed the licenced asbestos removal contractor to seal the edges where the hole saw penetrated the duct and millboard, the contractor also sealed the edges where the heating elements enter the duct.

- *Though no asbestos was identified on the surface of the desk it is recommended that as precaution the area is wet wiped clean.*

H&A agrees with this, and an environmental clean was conducted throughout the SWO.

The *558.02.INSP Asbestos Site Inspection Report* recommended:

- *Due to the location of the fragments, the condition of the in-situ millboard and the narrow opening, it is not possible to remediate and 'make safe'. It is recommended to remove the entire re-heat bank and all ductwork down flow of the unit. This work would need to be undertaken with friable asbestos removal controls in place.*



H&A disagrees with this. It appears the IE inspection did not remove the heater bank fully from the duct (photographs in the IE reports show the limited visual access during their inspection). As the heating elements, in general take up the width of the duct, it is difficult to see all of the internal linings unless the heater banks are disconnected and removed fully.

H&A worked with the licenced asbestos removal contractor to disconnect wires, and fully remove the heater banks from the duct to allow for the remedial works. It is noted the disconnection of wires was done following consultation with a HVAC technician, and the re-instatement of wires completed by a HVAC technician (licenced electrician).

- *It was assessed that the awkward shape of the element and its weight would make it easy to damage the millboard during maintenance activities. It is presumed that other re-heat banks within the building (if they have undergone maintenance of the heating element), would be in a similar condition.*

H&A agrees that asbestos millboard could be easily damaged during maintenance works on the heater banks. This formed part of the reasoning to fully remove the heater banks from the duct throughout the building, to have a good view of all the asbestos millboard linings.

- *It is also recommended that the condition of the millboard within all the re-heat banks is assessed. Extreme care is to be taken not to damage the millboard during the assessment process. It is recommended to access the inside of the re-heat bank by taking off the end of the duct as opposed to taking out the heating element.*

H&A agrees with inspecting the millboard linings heater banks in the rest of the building. H&A disagree that it requires removing the end of the duct. Unless the heating elements are fully removed, all of the millboard is not visible for assessment of condition. Refer works conducted by H&A in Section 8.

- *The material is friable, damaged and within the air conditioning duct. It presents a high risk of exposure to the building occupants. Due to the location of the fragments, the condition of the in-situ millboard and the narrow opening, it is not possible to remediate and 'make safe'. It is recommended that the entire re-heat bank and all ductwork down flow of the unit is removed and disposed of as asbestos waste.*

H&A disagrees with this. The air flow is not considered great enough to loosen and liberate measurable numbers of respirable asbestos fibres (provided the material remains undisturbed). Twenty-one (21) air samples were collected within the SWO while the HVAC system was operating, and before the millboard debris was removed. None of the sample results were above the detection limit of the method, refer Section 8.



8.0 DISCUSSION

Although in general terms, H&A was mostly in agreement with the advice provided by SE, knowing the millboard was reported as damaged in the SWO, we recommended additional inspections to confirm the condition of insulating materials elsewhere along the HVAC ducting in the building. H&A considers the advice provided by IE to be lacking in results to support the view that the millboard debris poses a high risk, and all ducting requires removal.

H&A conducted a detailed investigation of the HVAC system within the Chambers building between 04 and 13 June 2018. At the time of preparing this document, Council does not have service drawings indicating where the heater banks are located within the building. H&A has marked up floor plans with approximate locations of duct heaters within S10345-L01.

The initial investigation works involved working with a HVAC technician to identify the location of heater banks within the ceiling space. Once heater bank locations were identified, H&A engaged Empire Contracting Pty Ltd (ECPL), a Class A licenced asbestos removal contractor, to assist with removing the heating elements to determine whether (i) ACM were present, and (ii) the condition of any ACM.

As part of this investigation, ECPL set up a plastic containment (or work area) around the duct heaters prior to removing the heating elements, refer Photograph 02 in Appendix 1. Asbestos fibre air monitoring was conducted in the office space surrounding the works during all the heater bank inspections. All of the results were below the detection limit of the method (<0.01 fibres/ml). Refer to H&A reports S10345-AMR02-04 and AMR09.

The H&A investigation of the heater banks confirms that the ducting downstream from H/B 18 terminates at the northern end of the SWO. The supply duct exits the central plenum (which is the also return air plenum for the AHU), travels through the mezzanine level ceiling space and into the SWO where it branches into two (2) ducts. One duct supplies the air to the southern section of level 2 and is serviced by H/B 11. The second duct supplies air to the SWO and is serviced by H/B 18 (the heater bank identified to have millboard debris within the duct).

It was identified that someone (presumed to be a HVAC technician) used a hole saw to cut through the duct and the millboard of H/B18, and the millboard debris was left sitting within the duct. This hole was covered with sheet metal to seal the penetration and seal the duct, refer Photograph 03A in Appendix 1.

Only one (1) air sample was collected by SE in the SWO. H&A conducted background air monitoring in the SWO while the HVAC system was operating, and prior to any remedial works being conducted. This was to determine whether respirable fibres were being circulated within the SWO while the millboard debris remained within the duct.

On 30 May 2018, air samples were collected in five (5) locations within the SWO with the HVAC system operating. All of the results were below the detection limit of the method (<0.01 fibres/ml). Refer to H&A report S10345-AMR01.



The HVAC technicians arranged for the HVAC system to continue operating overnight and eight (8) air samples were collected within the SWO over a ~23 hour period from Thursday 14 June 2018 through to Friday 15 June 2018; an additional eight (8) air samples were collected over and a ~7 hour period on Friday 15 June 2018. The HVAC system was operating during this monitoring. All of the results were below the detection limit of the method (<0.01 fibres/ml). Refer to H&A reports S10345-AMR05-06.

Following collection of air samples while the millboard debris remained within the duct at H/B 18, ECPL was engaged to complete the detail clean within the ceiling space of the SWO, remove all debris within the duct at H/B 18, and seal the edges of the millboard where the hole saw has penetrated the duct and where the heating elements entered the duct, refer Photograph 03B in Appendix 1. Air monitoring was conducting on the perimeter of the SWO during these works, and within the SWO as clearance monitoring following a visual clearance inspection. All results were below the detection limit of the method (<0.01 fibres/ml). Refer to H&A reports S10345-AMR07-08 and clearance certificate S10345-CL01.

The SWO clearance certificate, hazardous building materials register and AMP were sent to SafeWork NSW. H&A received an email from Vincent Castero from SafeWork NSW on Fri 22/06/2018 2:07 PM with subject line 'Re: S10345-E27 - Waverley Council Draft AMP and Hazmat Register' confirming the Improvement Notices has been complied with.

The heater banks inspected in other areas of the building were seen to be in a stable condition. Insulation debris was identified within the metal duct on the northern side of the heater bank located within the Level 2 eastern office (Governance Office 'GO'). Background monitoring was conducted in this office while the HVAC system was operating on 26 June 2018. All results were below the detection limit of the method (<0.01 fibres/ml). Refer to H&A report S10345-AMR10. ECPL removed the dust and debris within the duct on the north side of the heater bank in the GO on 27 June 2018. Air monitoring conducted during this work and all results were below the detection limit of the method (<0.01 fibres/ml). Refer to H&A report S10345-AMR11, and clearance certificate S10345-CL02.

It has been recommended to ensure any HVAC technician who works in the Chambers building has undergone asbestos awareness training, and consults the Register before conducting any works. Any work which involves opening the duct at a location known to contain asbestos millboard is to be done under controlled conditions, with a Class A licenced asbestos removal contractor and LAA.

It is noted that some heater elements were damaged and had broken off. These damaged elements were removed during the HVAC investigation works.



9.0 CONCLUSION

A licenced asbestos removal (LAA) contractor is required to conduct air monitoring and a clearance inspection during any friable remedial works. Whilst an Occupational Hygienist can be a LAA, this title does not replace the requirement to be suitably licenced for the works under the WHS Regulation, 2017.

Although the edge of the millboard is frayed where the heating elements enter the duct, this does not constitute the material as 'damaged'. The air flow is not considered great enough to loosen and liberate measurable numbers respirable asbestos fibres (provided the material remains undisturbed). Twenty-one (21) air samples were collected within the Shaping Waverly Office while the HVAC system was operating, and before the millboard debris was removed. None of the sample results were above the detection limit of the method, indicating a negligible asbestos related health risk.

As some of the heating elements were identified as damaged during the investigations, it is recommended Council prepare a long-term budget to remove the duct heaters and replace with a new non-asbestos lined system. This will be a large-scale asbestos removal project, will require oversight by a LAA and be conducted by Class A licenced asbestos removal contractor.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD

A handwritten signature in black ink, appearing to read 'S O'Callaghan', is written over a faint, stylized line graphic.

Samantha O'Callaghan
Principal Hazardous Materials Consultant
Licensed Asbestos Assessor: LAA 000 191



WAVERLEY COUNCIL
PEER REVIEW OF ADVICE PROVIDED BY SAFE
ENVIRONMENTS

APPENDIX 1: PHOTOGRAPHS

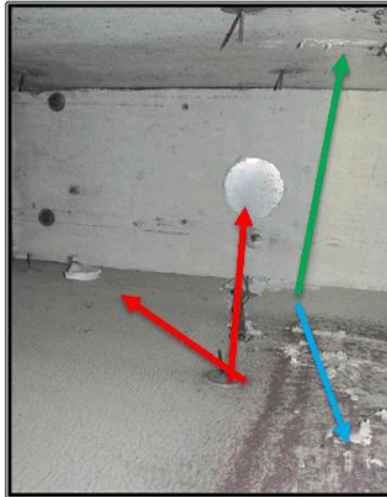
Photograph 01

The red arrows point to the millboard lining the inside of the duct. The blue arrow points to the external wires which are insulated with moulded asbestos textile.

Although the edge of the millboard can be seen as slightly frayed where the heating elements enter the duct, H&A does not consider this to be damaged, nor pose an increased asbestos related health risk to occupant within the building.

Photograph 02

The red arrow points to a containment (or work area) set up around the duct heaters. This containment was constructed prior to removing the heating elements

Photographs 03A and 03B

The red arrows point to where the hole saw entered the duct at H/B 18 and left the millboard debris behind.

The blue arrow points to millboard debris sitting on the base of the duct. It is presumed this debris was caused by the elements being removed on an angle from the duct, as the top millboard lining is showing signs of damage.



The above photo is the millboard at H/B 18 following removal of debris and sealing of the hole saw edges and base with Silka® Firerate, a sealing compound. The edge of the millboard where the elements enter the duct was also sealed.



WAVERLEY COUNCIL

PEER REVIEW OF ADVICE PROVIDED BY SAFE ENVIRONMENTS

APPENDIX 2: SUPPORTING DOCUMENTS

This appendix has a separate page numbering system.

The following reports are included in this appendix:

Safe Environment reports:

- Test Report No. R16413 - Laboratory certificate of analysis of bulk samples, dated 24 May 2018
- Test Report No. R16413 - Laboratory certificate of analysis of air samples, dated 24 May 2018
- R16413 - Review of investigative works following asbestos disturbance at Waverley Council Chambers, dated 28 May 2018

Integrated Environmental reports:

- 558.01.AANL Asbestos Site Inspection Report, dated 30 May 2018
(This report includes the laboratory certificate of analysis for the sample collected from the desk in the SWO. Sample analysis conducted by WSP Australia Pty Limited – Laboratory certificate No.: SYD-PS102315-0139-96433)
- 558.02.INSP Asbestos Site Inspection Report, dated 01 June 2018
- 558.01.AMON Asbestos Air Monitoring Report, dated 01 June 2018

All Hibbs & Associates Pty Ltd air monitoring reports and clearance certificates .



**Asbestos Identification to AS 4964
Method for the Qualitative Identification
of Asbestos in Bulk Samples**

**R16413
Waverley Council c/o Clean Air
Technologies (Aust) Pty Ltd
S/O 41333**

**Sampling location:
Waverley Council Chambers
49a Bondi Road
Bondi Junction NSW 2022**

Accredited for compliance with ISO/IEC 17025 – Testing

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards

NATA is a signatory to the ILAC Mutual Recognition Arrangement for the mutual recognition of the equivalence of testing, medical testing, calibration and inspection reports

This test report shall not be reproduced unless in full, without written approval of Safe Environments Pty Ltd

24 May 2018
Asbestos ID Onsite Template Rev_5
R16413 - Testing of Suspected ACM, Waverley Council Chambers

Page 1 of 5
info@SafeEnvironments.com.au
www.SafeEnvironments.com.au

www.AsbestosTesting.com.au

Unit 4/40 Bessemer St
Blacktown NSW 2148
Phone 02 9621 3706

info@AsbestosTesting.com.au

24 May 2018

Test Report No. R16413

AS 4964 Method for the qualitative identification of asbestos in bulk analysis

Requested by: Waverley Council c/o Clean Air Technologies (Aust) Pty Ltd
Clients Address: 6 Marigold Place,
Milperra NSW 2214

Clients Ref/Job No: S/O 41333

Sampling Location: Waverley Council Chambers
49a Bondi Road
Bondi Junction NSW 2022

Date(s) Sample(s) Received: 24 May 2018

Date(s) of Analysis: 24 May 2018

This report consists of 5 pages

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This test method for the qualitative identification of asbestos in bulk analysis polarized light microscopy (PLM) as the primary technique for identification because of its simplicity, low cost, relevance and detection limits. The determination of principal refractive indices by dispersion staining (DS) on its own is not sufficient and needs to be used in conjunction with various other optical properties using PLM.

The Standard sets out relatively simple aspects of sample preparation and PLM that enable a large proportion of commercial samples containing chrysotile, amosite and crocidolite asbestos to be identified, even though some samples will be difficult or impossible to analyse. These samples may require the use of an independent confirming technique such as infrared spectroscopy, X-ray diffraction, scanning electron microscopy or transmission electron microscopy, if PLM fails to give an unequivocal identification, or they require more complex sample preparation.

The procedure has the following known limitations:

- (a) PLM is a qualitative technique only.
- (b) It does not cover the identification of airborne and water-borne asbestos.
- (c) Most samples of tremolite, actinolite and anthophyllite asbestos show a wide range of optical properties and cannot be equivocally identified by PLM and dispersion staining. Materials identified as unknown mineral fibre may contain asbestos which requires further analysis.
- (d) For valid asbestos identification there must be sufficient sample of the unknown fibres for them to exceed the practical detection limit of the technique used. To report 'trace' levels using confirming techniques the fibres must be observed at 'trace' levels by PLM, because of the difference in detection limits between the techniques.

24 May 2018
R16413 - Testing of Suspected ACM, Waverley Council Chambers

Page 2 of 5
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Phone 02 9621 3706

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Test Report No: R16413
Client Ref: S/O 41333
Sampling Procedures: Safe Environments hazardous materials sampling procedure complying with ISO 17020

Analytical method: Polarised light microscopy including dispersion staining to AS 4964
Sample Preparation: Safe Environments in-house SOP - Asbestos Identification
Approved Identifier: Ola Radzanowska

Sample Description & Results:

Sample Number	Sample Description	Weight ¹ (g)	Analysis Result ²
AV380	Ceiling void, Level 2 open plan offices. Millboard internal to air duct; Sample containing millboard material (homogenous) consisting of asbestos fibres.	<1	Chrysotile Asbestos Detected
AV381	Ceiling void, Level 2 open plan offices. Vermiculite sprayed coating to I-beam; Sample containing insulation material (homogenous) consisting of synthetic mineral fibres.	3	No Asbestos Detected



Dennis Clemence
Approved Signatory

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¹ Approximate sample weight only-- not covered as part of the scope of accreditation

² Reporting detection limit of 0.1 g/kg by polarised light microscopy including dispersion staining



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Appendix A

Photographic Reference

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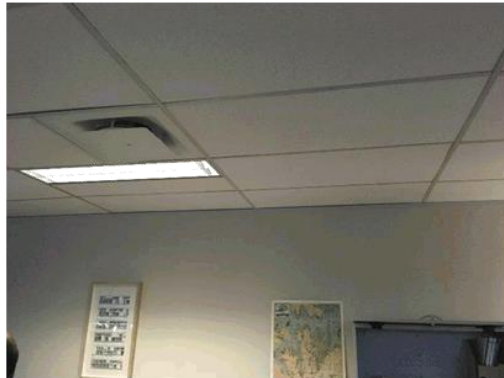
24 May 2018
R16413 - Testing of Suspected ACM, Waverley Council Chambers

Page 4 of 5
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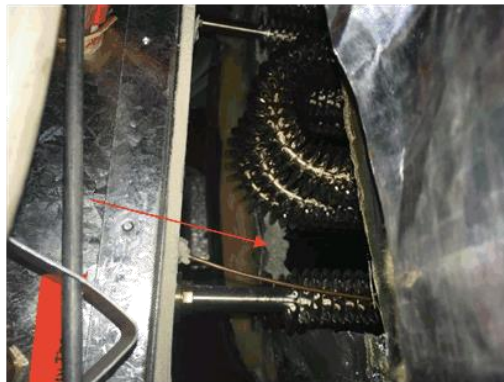
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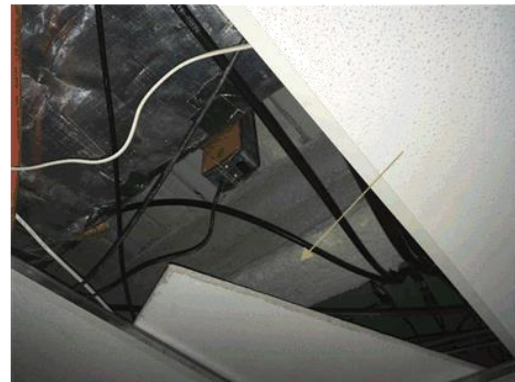
Photograph 0577: Level 2 area where air duct sample AV380 was sampled from



Photograph 0580: Opening where sample AV380 was sampled from



Photograph 0589: Sample AV380 sampled internal to air duct.



Photograph 0602: Insulation sample AV381 sampled from I-beam

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**Asbestos Air Monitoring to:
[NOHSC:3003(2005)]
National Occupational Health & Safety
Commission Guidance Note on the
Membrane Filter Method for Estimating
Airborne Asbestos Fibres 2nd Edition**

**R16413
Waverley Council c/o Clean Air
Technologies (Aust) Pty Ltd
Sampling location:
49a Bondi Road
Bondi Junction NSW 2022**

Accredited for compliance with ISO/IEC 17025 – Testing

The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards

NATA is a signatory to the ILAC Mutual Recognition Arrangement for the mutual recognition of the equivalence of testing, medical testing, calibration and inspection reports

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24 May 2018

Test Report No. R16413

[NOHSC:3003(2005)]: Guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd edition

Requested by: Waverley Council c/o Clean Air Technologies (Aust) Pty Ltd
Clients Address: 6 Marigold Place,
Milperra NSW 2214

Issued by: Safe Environments Pty Ltd
Branch: Sydney
Sampling Date: 24 May 2018
Sampling Address: 49a Bondi Road
Bondi Junction NSW 2022

Analysis Date: 24 May 2018
Analysis Address: Unit 4, 40 Bessemer Street, Blacktown NSW 2148

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Although the Membrane Filter Method (MFM) addresses only the scientific or technical considerations for Estimating Airborne Asbestos Fibres, this test report should be read in conjunction with the *Guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd edition* [NOHSC:3003(2005)], applicable Workplace Health and Safety regulations and contemporary National Model Codes of Practice: *How to Manage and Control Asbestos in the Workplace*; and *How to Safely Remove Asbestos*. These publications outline appropriate strategies and methodologies to safely manage, control and remove existing applications asbestos containing materials in various structures.

While airborne asbestos fibre concentrations from all types of asbestos in the occupational environment are generally determined by the Membrane Filter Method (MFM), experience has shown that this method does not always produce comparable results when used by different laboratories and by different workers. Differences can arise due to variations in sampling, preparation of slides, optical counting, the calculation of the results and other influencing factors.

It should be emphasised that in mixed dust situations the presence of other fibres and fibre-like particles may interfere with the interpretation of any results. The MFM does not distinguish between the different types of fibres, including organic fibres and synthetic mineral fibres (SMF).

There are analytical methods, which can be used to develop a more complete understanding of complex samples. These techniques include polarising light microscopy (PLM), scanning or transmission electron microscopy (SEM or TEM), X-ray diffractometry (XRD) and gravimetric methods. Electron microscopy can be a useful adjunct in determining the percentage of asbestos fibres to the total number of fibres estimated by the MFM, particularly when this method is used in environments containing a significant proportion of non-asbestos fibres.

24 May 2018
R16413 - Air Monitoring, Waverley Council Chambers

Page 2 of 5
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Test Report No: R16413

Sampling area (general): Internal to Waverley Council Chambers Building

Analytical Method: *Estimation of airborne asbestos fibres by the membrane filter method described in the National Health Safety Commission Guidance Note (2005) and in-house SOP - Asbestos Air Monitoring*

Sampled by: Dennis Clemence / Karla Embleton

Approved Counter: Dennis Clemence

Sample Description & Results:

Sample Number	Static / Personal	Location	Sampling Start*	Sampling Finish*	Fibres / Fields	Conc. (f/mL)
A2590	Static	Level 2; GM's Office	09:34	11:31	10/100 †	<0.01
A2591	Static	Level 2; Mayor's Area	09:35	11:30	10/100 †	<0.01
A2592	Static	Level 2; Shaping Waverley	09:35	11:27	10/100 †	<0.01
A2593	Static	Level 2; HR/Payroll	09:36	11:28	10/100 †	<0.01
A2594	Static	Level 1; Records	09:57	11:42	10/100 †	<0.01
A2595	Static	Level 1; Fishbowl	09:58	11:41	10/100 †	<0.01
A2596	Static	Level 1; West	09:54	11:40	10/100 †	<0.01
A2597	Static	Level 1; South	09:55	11:39	10/100 †	<0.01
A2598	Static	Ground Level; Sustainable	10:00	11:44	10/100 †	<0.01
A2599	Static	Ground Level; Reception	10:04	11:47	10/100 †	<0.01
A2600	Static	Field Blank	-	-	10/100 †	-
A2601	Static	Ground Level; Finance	10:03	11:46	10/100 †	<0.01
A2602	Static	Ground Level; Safe Waverley	10:02	11:45	10/100 †	<0.01

*Sampling start and finish times are in 24 hour notation

†The number of fibres counted was less than 10 fibres per 100 graticule fields. The subsequent airborne fibre concentration is calculated at 10 fibres per 100 graticule fields and is not significantly above that of the background.



Dennis Clemence
Approved Signatory

24 May 2018
R16413 - Air Monitoring, Waverley Council Chambers

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Appendix A

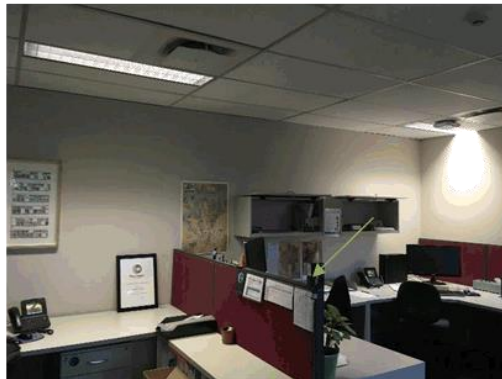
Photographic Reference

24 May 2018
R16413 - Air Monitoring, Waverley Council Chambers

Page 4 of 5
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Photograph 0592: Level 2 "Shaping Waverley" area where air duct was accessed



Photograph 0609: Level 1 "South" area



Photograph 0608: Ground Level "Reception" area

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R16413 - Air Monitoring, Waverley Council Chambers

Page 5 of 5
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28 May 2018

Waverley Council
Bondi Road & Paul Street
Bondi Junction NSW 2022

Attention: Andrew Best

RE: R16413 - Review of investigative works following asbestos disturbance at Waverley Council Chambers

Introduction:

Dennis Clemence & Karla Embleton of Safe Environments attended the Waverley Council building at 8.30am on Thursday 24th May 2018, where they were met by Paul, Bart McGuffin & Tobias Kuchta from Waverley Council and Mihaela Talcevski from Clean Air Technologies (AUST) Pty Ltd. A background surrounding the incident was provided verbally by Tobias and thereafter Paul led us to level 2 and opened the re-heat bank.

Safe Environments understands that re-heat banks within the air conditioning ductwork on level 2 within the council chambers building was being accessed when white-fibrous material was inadvertently damaged. This material was not identified within the buildings asbestos register (*conducted by Parsons Brinckerhoff in 2007*), consequently a sample was obtained and sent to *EnviroLab Services Pty Ltd* for analysis. The analysis report indicated the presence of asbestos. Following the confirmation of asbestos within the material, council evacuated the council chambers building and engaged the services of Clean Air Technologies who has subsequently engaged the services of Safe Environments to conduct air monitoring and provide nominal advice based on the condition of the material, condition of the site and the results of the air monitoring.

Observations:

The level 2 ceiling void, where the re-heat bank was accessed, was inspected and the following observations were noted:

- A white millboard material was found lining the internal of the metal ductwork;

Safe Environments Pty Ltd
Unit 4, 40 Bessemer Street, Blacktown NSW 2148
T (+61) (2) 9621 3706 F (+61) (2) 9621 8891

ABN 80 118 534 768
www.SafeEnvironments.com.au
info@safeenvironments.com.au

- The sides of the millboard were frayed from where the heating elements have brushed past the material;
- The millboard was unsealed;
- The millboard was identified as being in a friable condition;
- Minor white fibrous fragments was identified on the floating ceiling tiles in the immediate vicinity of the re-heat bank; and
- Minor amounts of fibrous fragments was identified on the work table immediately below the accessed area. This material is assumed to contain asbestos and fragments were noted to be approximately the size of a full stop.

Air Monitoring:

Airborne asbestos fibre testing measures the number of 'respirable' fibres that may be present in an atmosphere (Safe Environments Report R16413 – *Air Monitoring, Waverley Council Chambers*). Twelve (12) asbestos atmospheric air samples were collected in accordance to [NOHSC:3003(2005)] - *Guidance Note On The Membrane Filter Method For Estimating Airborne Asbestos Fibres 2nd Edition*. The results indicate that the airborne fibre concentration at each of the locations tested is below the detectable limit of the method with results at <0.01 f/mL. Therefore, any result where the total number of fibres per 100 fields is less than 10, and the final concentration is less than 0.01 f/mL, is considered satisfactory.

Asbestos Identification:

Asbestos analysis is used to identify whether a sample or material contains asbestos fibres. The testing is carried out in accordance with [AS 4964] - *Australian Standard 4964: Method for the qualitative identification of asbestos in bulk samples*. Two (2) samples were obtained from the level 2 ceiling void (Safe Environments Report R16413 – *Testing of Suspected ACM, Waverley Council Chambers*). These included samples of the millboard within the re-heat bank and a spray coating to an I-beam. Chrysotile asbestos was identified within the Millboard material, whilst the spray coating was analysed and no Asbestos was detected.

'Swab samples' or settled dust sampling does not provide an indication of risk to health. Settled dust sampling is not utilized to validate clearance inspections and thus should not be used to indicate the need for remediation. The level of remediation provided within this report is based on the nature of disturbance of the material.

Conclusion:

The following conclusions are made based on the above observations and findings:

- Asbestos containing millboard was frayed when accessing the re-heat banks on level 2 of the Waverley Council Chambers Building;

- The millboard was not disturbed in a manner that would liberate significant dust clouds for an extended period of time.
 - Consequently, exposures would have been negligible and would not have likely posed a measurable risk;
 - The risk of harm is dependent on a number of factors relating to the actual exposure to the hazard. In relation to asbestos fibres this is associated with the dose (airborne concentration), duration (time of exposure) and dimensions (respirable fibres of a certain geometry that are able to enter the lungs).
- The minor amounts of white-fibrous fragments within the ceiling void and on the worktable immediately below the re-heat bank can be considered as 'minor contamination' due to:
 - The size and extent of the contamination being considered **small (~ 1 teaspoon)**;
 - The time required to carry out the clean-up would be expected to take **~2 hours**;
 - The material not being subject to mechanical disturbance or damage and therefore the spread to adjoining areas is **minimal**;
 - The removal of the contamination is relatively straight-forward and can be conducted with a combination of **wet-wiping** and/or **industrial vacuum cleaner fitted with a H Class HEPA filter**;
- Asbestos atmospheric air samples indicate that airborne fibre concentrations are not significantly above that of the background fibre concentrations.

Recommendations:

The following recommendations are provided based on the conclusions above:

- In the short-term:
 - Isolate access to level 2 of the Council Chambers Building from unauthorised access, the ground floor level and level 1 can be re-occupied;
 - Engage the services of a Class A Licensed Asbestos Removalist to remove the minor contamination;
 - In consultation with an Occupational Hygienist, Class A Licensed Removalist & HVAC specialist receive advice on methods to encapsulate the frayed edge to the millboard;
 - Encapsulate the frayed edges based on advice received;
 - Label the re-heat banks within the building as asbestos containing;
 - It is not necessary to inspect all heater banks unless evidence suggests that heater banks may be undergoing periodic disturbance.
 - Engage the services of an independent licensed asbestos assessor or occupational hygienist with expertise in asbestos to conduct a clearance inspection following remediation and prior to re-occupation of level 2.

- Any concerns for re-occupation can be alleviated through air monitoring, conducted following remediation with the HVAC system back on and through the means of issuing a clearance report.
- In the long-term:
- In-line with the NSW Work Health and Safety (WHS) Regulation 2017:
 - So far as is reasonably practicable, all asbestos within the building is to be identified or assumed (*Clause 422*) and prepared and kept within a register (*Clause 425*);
 - Prepare an Asbestos Management Plan (AMP) in line with *Clause 429*; and
 - Ensure that a review of the AMP is conducted in line with *Clause 430*.
 - For the ongoing management, ideally workers would be informed for the presence of the material and prevent any accidental disturbance (achieved through an asbestos register being sighted prior to beginning work, the presence of asbestos labels at each location, workers having conducted asbestos awareness training etc).
 - Consider the appropriate removal and disposal of the millboard lining in line with relevant regulations.

If you have any further queries on this matter, please do not hesitate to contact me.



Dennis Clemence

Licensed Asbestos Assessor
(LAA001149)

Asbestos Site Inspection Report

REPORT DETAILS	
Report Type	Asbestos Site Inspection Report
Report Number	558.01.AANL
Report Date	30/5/18
Version number	1
CLIENT DETAILS	
Requesting officer	Dougal Faine
Position	Project Manager
Organisation	Murphy's Group Services Pty Limited
Address	60 Cope Street, Redfern, NSW 2016
SITE DETAILS	
Site address	Waverley Council 49a Bondi Road Bondi Junction NSW 2022
Site use	Council office building
Site photo	

Integrated Environmental Pty Ltd
 PO Box 108 Kellyville NSW 2155
info@integratedenvironmental.com.au
 M: 0448 298 485

Page 1

Asbestos Site Inspection Report

Report Number 558.01.AANL

Waverley Council

Version: 1

49a Bondi Road

Bondi Junction NSW 2022



SAMPLE COLLECTION DETAILS	
Scope	<p>The scope of the inspection was to assess the recently disturbed re-heat bank for asbestos contamination and prepare a 'make safe' procedure for the area.</p> <p>Note: A Safe Environments inspection (R16413) completed on the 24 May 2018, had already confirmed the presence of asbestos within the millboard of the re-heat bank.</p>
Methodology	<p>A visual inspection was conducted to assess the method required to 'make safe' the area following the disturbance of the asbestos containing millboard.</p> <p>The inspection included taking one representative sample from the surface of the desk using a 'ghost wipe'. The sample was collected and placed into a labelled zip locked plastic bag.</p> <p>The inspection and sampling was undertaken in accordance with 'How to Manage and Control Asbestos in the Workplace, Code of Practice' (Safe Work Australia, 2016).</p> <p>The sample was delivered to a National Association of Testing Authorities accredited testing laboratory under Chain of Custody protocol. The sample was tested for asbestos under Australian Standard AS 4964 - 2004 'Method for the qualitative identification of asbestos in bulk samples' using a laboratory that is NATA accredited for the testing method.</p>
Date of the sample collection	30/5/18
Samples collected by	George Saratsopoulos
SUMMARY OF THE RESULTS	
Results	<p>Potentially asbestos containing dust and debris were noted within the ceiling cavity on and adjacent to the recently disturbed re-heat bank within the 'Shaping Waverley' office on level 2.</p> <p>The surface dust located on the desk below did not contain asbestos.</p>
RECOMMENDATIONS	
Recommendations	<p>It is recommended that the area, within the immediate vicinity of the re-heat bank, is environmentally cleaned to remove all visible dust and debris.</p> <p>Following the cleanup, the edges of the gasket board, visible from the outside of the re-heat bank, are to be sealed with an appropriate sealant.</p> <p>The re-heat bank is to be labeled as containing asbestos material, and included on the asbestos register.</p>

Asbestos Site Inspection Report

Report Number 558.01.AANL

Waverley Council

Version: 1

49a Bondi Road

Bondi Junction NSW 2022




PROCEDURE	
Procedure	<ol style="list-style-type: none"> 1. Display asbestos warning signs at the entry to the 'Shaping Waverley' office room on level 2. 2. An exclusion zone from the office is to be established, barricaded and access restricted. Personnel entering the office are to wear the appropriate personal protective equipment. 3. The following personal protective equipment must be worn prior to entry to the exclusion zone. It must remain on for the entire work shift: <ol style="list-style-type: none"> A. Respiratory protection (P3 respiratory protection or higher). A half face respirator with a P3 filter may also be worn. B. Disposable coveralls (minimum 5-6 protection factor). C. Disposable gloves. 4. The licensed asbestos assessor (LAA) is to setup asbestos air monitoring within the office. 5. Lay plastic down on the carpet and over the desks where the works are to be conducted, specifically at the entry and south eastern corner of the office and up to the 4th desk row. 6. Remove and stack ceiling tiles, on 200 µm plastic, to be cleaned and wiped down. 7. Remove debris and vacuum areas directly on and around the re-heat bank (within a 2 meter radius) including so far as reasonable practicable within the air conditioning duct. The vacuum used for the works is to be a Class 'H', HEPA vacuum cleaner. 8. Use wet wipes to wipe down all hard surfaces within the ceiling cavity, including around the re-heat bank and within the duct. 9. Seal the exposed edge of millboard gasket, between the re-heat bank and the duct, with an appropriated sealant. 10. Vacuum and wet wipe all ceiling tiles and re-install. 11. Double bag (in 200 µm plastic bags) and remove all waste, including plastic drop sheets as asbestos waste. 12. Vacuum carpets and wipe down desk tops. 13. The LAA is to undertake clearance asbestos air monitoring within the ceiling cavity. 14. The LAA is to inspect and issue a clearance certificate at the completion of the works.
REPORT SIGNATORY	
Reported by	Paul Paciullo BEnvSc
License number	Licensed Asbestos Assessor - LAA000104 Licensed 'Class A' Asbestos Removalist - AD212782
Signature	

Asbestos Site Inspection Report

Report Number 558.01.AANL

Council office building

LOW RISK OF
EXPOSUREMEDIUM RISK OF
EXPOSUREHIGH RISK OF
EXPOSURE

ID	Area Location	Material Type	Sample Number	Result	Friable or Non-Friable	Approximate Area (m²)	Condition	Risk of Exposure	Recommendations	Photo
1	Level 2 The 'Shaping Waverley' office South eastern corner of the office Upper surface of desk	Surface wipe	AS - 1	No asbestos detected	N/A	8m²	Poor	None	Though no asbestos was identified on the surface of the desk it is recommended that as precaution the area is wet wiped clean.	

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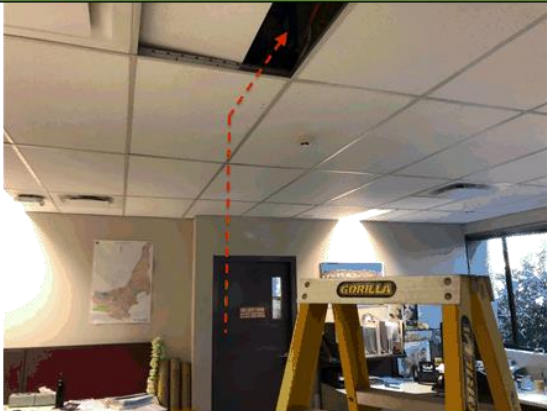

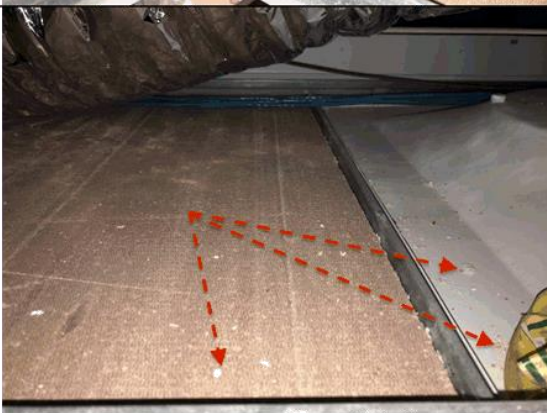
Page 4

Asbestos Site Inspection Report

Report Number 558.01.AANL

Waverley Council
 49a Bondi Road
 Bondi Junction NSW 2022



ID	Areas Inspected/observations	Photo
1	The re-heat bank is accessed via removing a ceiling tile in the level 2 office area	
2	The area where the re-heat bank was accessed Potentially asbestos containing debris were present around the area (as indicated by the red arrows)	
3	The area where the re-heat bank was accessed Potentially asbestos containing debris were present around the area (as indicated by the red arrows)	

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Page 5

Asbestos Site Inspection Report

Report Number 558.01.AANL

Waverley Council
49a Bondi Road
Bondi Junction NSW 2022



ID	Areas Inspected/observations	Photo
4	<p>The area where the re-heat bank was accessed</p> <p>Potentially asbestos containing debris were present around the area (as indicated by the red arrows)</p> <p>The edge of the millboard was visible from the outside of the duct</p>	A close-up photograph of a dark, industrial-looking area, likely a re-heat bank. Red dashed arrows are drawn on the image, pointing to various pieces of debris and millboard visible around the area.
5	<p>The level 2 office area below the disturbed re-heat bank</p>	A photograph of a modern office interior on level 2. The office features several desks with computers, ergonomic chairs, and cubicle partitions. The ceiling is a standard drop ceiling with recessed lighting.



**WSP Australia
Pty Limited**

Level 27 Ernst & Young Centre 680 George
Street
PO Box 20967 World Square
Telephone +61 2 9272 1407
Facsimile +61 2 9272 5101
Email ANZLab@pbworld.com

Certificate of Analysis

ABN 80 078 004 798

NCSI Certified Quality System ISO 9001

LOCATION: Waverley Council Chambers

CERTIFICATE NO: SYD-PS102315-0139-96433

CLIENT: Integrated Environmental

DATE(S) SAMPLED: 30/05/2018

CLIENT ADDRESS: PO Box 108, Kellyville NSW 2155

DATE RECEIVED: 30/05/2018

TELEPHONE: 0448298485

DATE ANALYSED: 30/05/2018

EMAIL: admin@integratedenvironmental.com.au

ORDER NUMBER: NA

CONTACT: Paul Paciullo

SAMPLED BY: As Received

TEST METHOD: Qualitative identification of Asbestos fibre in bulk and soil samples at WSP Corporate Laboratories, by polarised light microscopy, including dispersion staining techniques using AS4964 (2004) and supplementary in house laboratory procedure (LP3 - Identification of Asbestos Fibres). This document is issued in accordance with NATA's requirements under NATA accreditation No. 17199, accredited for compliance with ISO/IEC: 17025 - Testing. The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standard.

Lab No	Sample ID	Location	Sample Description	Sample Dimensions	Identification Type
001	AS - 1	Shapping Waverley office 3rd desk on right side	Swab Sample	1 gm	OF, SMF, NAD

LEGEND:

NAD - No Asbestos Detected
CH - Chrysotile Asbestos Detected
A - Amosite Asbestos Detected
C - Crocidolite Asbestos Detected
UMF - Unknown Mineral Fibres Detected
SMF - Synthetic Mineral Fibres Detected
OF - Organic Fibres Detected

Hand picked refers to small discrete amounts of asbestos distributed unevenly in a large body of non asbestos material.

Notes:

If no asbestos is detected in vinyl tiles, mastics, sealants, epoxy resins and ore samples then confirmation by another independent analytical technique is advised due to the nature of the samples.

The results contained within this report relate only to the sample(s) submitted for testing. WSP accepts no responsibility for the initial collection, packaging or transportation of samples submitted by external persons. NATA does not accredit the sampling process, therefore sampling is not covered by the scope of accreditation. This document may not be reproduced except in full.



ACCREDITED FOR
**TECHNICAL
COMPETENCE**

Approved Identifier

Name: Melanie Reed

Approved Signatory

Name: Clare Brockbank

AUTHORISATION DATE

Wednesday, 30 May 2018

Page 1 of 1

Asbestos Site Inspection Report

REPORT DETAILS	
Report Type	Asbestos Site Inspection Report
Report Number	558.02.INSF
Report Date	1/6/18
Version number	1
CLIENT DETAILS	
Requesting officer	Dougal Faine
Position	Project Manager
Organisation	Murphy's Group Services Pty Limited
Address	60 Cope Street, Redfern NSW 2016
SITE DETAILS	
Site address	Waverley Council 49a Bondi Road Bondi Junction NSW 2022
Site use	Council office building
Site photo	

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Page 1

Asbestos Site Inspection Report

Report Number 558.02.INSR

Waverley Council

Version: 1

49a Bondi Road

Bondi Junction NSW 2022



SITE INSPECTION DETAILS	
Background	<p>Integrated Environmental understands the following:</p> <ol style="list-style-type: none"> 1) An asbestos register was prepared for 49a Bondi Road, Bondi Junction (conducted by Parsons Brinckerhoff in 2007), however no mention of the presence of asbestos containing millboard within the re-heat banks was noted within. 2) Asbestos containing millboard was disturbed during the replacement of the re-heat element. The disturbance was not controlled and resulted in asbestos millboard being damaged and debris being left within the ceiling cavity. 3) Safe Environments attended the site on the 24/5/18 to undertake asbestos air sampling and laboratory testing of the millboard. All air monitoring results were noted as "not significantly above that of the background fibre concentrations". The millboard was confirmed as containing Chrysotile asbestos. The results of the inspection are included in Safe Environments report R16413, dated 24/5/18. 4) The Council Building was subsequently evacuated pending remedial actions. <p>Murphys Group were then engaged to undertake 'make safe' works on the disturbed re-heat bank. Based on the Safe Environments report and a limited site inspection Integrated Environmental prepared a brief procedure for the 'make safe' works (refer to Integrated Environmental report 558.01.AANL, dated 30/5/18. Part of the works involved accessing the internal of the duct and cleaning any asbestos debris present as a result of the uncontrolled disturbance.</p> <p>'Make safe' works were commenced on 31/5/18. Works involved laying plastic over the floor and office surfaces and wet wiping the ceiling tiles. Works continued on 1/6/18, which involved accessing the interior of the duct and cleaning any dust/debris that were present. Upon removal of the re-heat element it was noted that there were a significant number of fragments present within the re-heat bank and the millboard had been damaged. Works were stopped and a site meeting held between Waverley Council, Murphys Group and Integrated Environmental. It was agreed that works not recommence and the remedial methodology re-evaluated.</p>
Scope	<p>The scope of the inspection was to assess the internals of the recently disturbed re-heat bank for asbestos contamination.</p> <p>Note: A Safe Environments inspection (R16413) completed on the 24 May 2018, confirmed the presence of asbestos within the millboard of the re-heat bank.</p>
Methodology	<p>A visual inspection was undertaken within the duct to assess the method required to 'make safe' the area following the uncontrolled disturbance of the asbestos containing millboard.</p> <p>The inspection was undertaken in accordance with 'How to Manage and Control Asbestos in the Workplace, Code of Practice' (Safe Work Australia, 2016).</p>
Date of the inspection	1/6/18
Inspected by	Paul Paciullo BEnvSc Licensed Asbestos Assessor - LAA000104

Integrated Environmental Pty Ltd
PO Box 108 Kellyville NSW 2155
info@integratedenvironmental.com.au
M: 0448 298 485

Page 2

Asbestos Site Inspection Report

Report Number 558.02.INSR

Waverley Council

Version: 1

49a Bondi Road

Bondi Junction NSW 2022



SUMMARY OF THE RESULTS	
Results	Loose fragments of millboard were present within the re-heat bank. The internal surfaces of the millboard were damaged. The millboard is classified as friable asbestos. The risk of asbestos exposure to the building occupants is classified as 'high'.
RECOMMENDATIONS	
Recommendations	<p>Due to the location of the fragments, the condition of the in-situ millboard and the narrow opening, it is not possible to remediate and 'make safe'. It is recommended to remove the entire re-heat bank and all ductwork down flow of the unit. This work would need to be undertaken with friable asbestos removal controls in place.</p> <p>It was assessed that the awkward shape of the element and its weight would make it easy to damage the millboard during maintenance activities. It is presumed that other re-heat banks within the building (if they have undergone maintenance of the heating element), would be in a similar condition.</p> <p>It is also recommended that the condition of the millboard within all the re-heat banks is assessed. Extreme care is to be taken not to damage the millboard during the assessment process. It is recommended to access the inside of the re-heat bank by taking off the end of the duct as opposed to taking out the heating element.</p>
REPORT SIGNATORY	
Reported by	Paul Paciullo BEnvSc
License number	Licensed Asbestos Assessor - LAA000104 Licensed 'Class A' Asbestos Removalist - AD212782
Signature	

Integrated Environmental Pty Ltd
 PO Box 108 Kellyville NSW 2155
info@integratedenvironmental.com.au
 M: 0448 298 485

Page 3

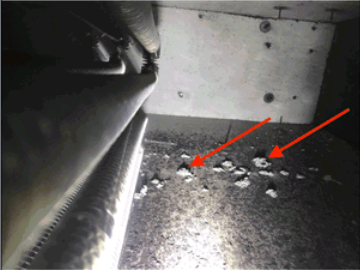
Asbestos Site Inspection Report

Waverley Council
49a Bondi Road
Bondi Junction NSW 2022

Report Number 558.02.INSPI Version number 1

LOW RISK OF EXPOSURE	MEDIUM RISK OF EXPOSURE	HIGH RISK OF EXPOSURE
----------------------	-------------------------	-----------------------



ID	Area Location	Material Type	Sample Number	Result	Friable or Non-Friable	Approximate Area (m²)	Condition	Risk of Exposure	Recommendations	Photo
1	Level 2 South western office area Ceiling cavity Interior of the re-heat bank	Millboard	AV380 Refer to Safe Environments report (R16413, dated 24/5/18) for the millboard laboratory results	Chrysotile Asbestos Detected	Friable	5m²	Poor	High	<p>The material is friable, damaged and within the air conditioning duct. It presents a high risk of exposure to the building occupants.</p> <p>Due to the location of the fragments, the condition of the in-situ millboard and the narrow opening, it was not possible to remediate and 'make safe'. It is recommended that the entire re-heat bank and all ductwork down flow of the unit is removed and disposed of as asbestos waste.</p>	

Integrated Environmental Pty Ltd
PO Box 108 Kellyville NSW 2155
info@integratedenvironmental.com.au
M: 0448 298 485

Page 4

Asbestos Air Monitoring Report

REPORT DETAILS							
Report Type	Asbestos Air Monitoring Report						
Report Number	558.01.AMON						
Report Date	1/6/18						
Version number	1						
CLIENT DETAILS							
Requesting officer	Dougal Faine						
Position	Project Manager						
Organisation	Murphy's Group Services Pty Limited						
Address	60 Cope Street, Redfern, NSW 2016						
MONITORING DETAILS							
Method	Air Monitoring was performed and filters examined in accordance with the <i>Guidance Notes on Membrane Filter Method on Estimating Airborne Asbestos Fibres</i> , Second Edition, NOHSC, 3003 (2005).						
Monitoring date	31/5/18						
Monitoring address	Waverley Council 49a Bondi Road Bondi Junction NSW 2022						
Asbestos removal work undertaken	Removal of potentially asbestos containing dust and debris from within the ceiling cavity of the 'Shaping Waverley' office on level 2.						
Asbestos removal work area	The 'Shaping Waverley' office on level 2						
Asbestos removal contractor	Murphy's Group Services Pty Limited						
Monitoring conducted by	Zeyn Ismail M.Sc. Env.Sc. Licensed Asbestos Assessor - LAA001123						
ASBESTOS AIR MONITORING RESULTS							
Sample number	Monitoring location	Sample type	Time on	Time off	Average flow rate (L/min)	Results	
						fibres/fields	fibres/mL
A435	Building interior, level 2, south western corner of the building, on top of the southern window sill	Control	8:15	15:46	1.0	9.0/100	<0.01
A354	Building interior, level 2, south western office, north eastern corner, on top of the cupboard	Control	8:16	15:47	1.0	8.0/100	<0.01
A393	Building interior, level 2, north western corner of the building, in the stairwell, attached to the hand rail	Control	8:18	15:48	1.0	7.5/100	<0.01
All air monitoring results were below the action levels listed in clause 482 of the <i>NSW Work Health and Safety Regulation 2017</i> . The area is safe to reoccupy, with respect to asbestos health and safety. Laboratory analysis results are attached.							
REPORT SIGNATORY							
Reported by	Paul Paciullo BEnvSc						
License number	Licensed Asbestos Assessor - LAA000104 Licensed Asbestos Removalist - AD212427						
Signature							

**AUSTRALIAN SAFER ENVIRONMENT & TECHNOLOGY PTY LTD**

ABN 36 088 095 112

Our ref: ASET64934 / 68114 / 1 - 3

Your ref: 558 - Bondi Junction

NATA Accreditation No: 14484.

1 June 2018

Integrated Environmental Pty Ltd

PO Box 108

Kellyville NSW 2155

Attn: Mr Paul Paciullo**Air Monitoring for Airborne Asbestos****1. Introduction:**

This report presents the results of three control air monitoring samples forwarded for analysis by Integrated Environmental Pty Ltd on 1 June 2018.

2. Methods:

In accordance with the Work-safe Australia Guidance Notes on Membrane Filter Method on estimating air borne asbestos fibres – Second Edition – NOHSC – 3003 (2005) and **Safer Environment Method 2** as supplementary work instructions.

3. Results:

<u>Location</u>	<u>Fibres/ 100 Fields</u>
<u>31/05/2018</u>	
1- ASET64934 / 68114 / 1 – A435	9.0 / 100
2- ASET64934 / 68114 / 2 – A354	8.0 / 100
3- ASET64934 / 68114 / 3 – A393	7.5 / 100

Analysed and reported by,

Nisansala Maddage. BSc(Hons)
Environmental Scientist/Approved Counter
Approved Signatory



Accredited for compliance with ISO/IEC 17025.

SUITE 710 / 90, GEORGE STREET, HORNSBY NSW 2077 – P.O. BOX 1644 HORNSBY WESTFIELD NSW 1635

PHONE: (02) 99872183 EMAIL: info@ausset.com.au WEBSITE: www.ausset.com.au

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Page 1 of 1

HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR01

30 May, 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Wednesday 30 May 2018, over the period 13:45 - 15:50 hrs as background monitoring.

The air monitoring was conducted within the Level 2 Shaping Waverley Office, while the heating, ventilation, and air conditioning (HVAC) system was operating.

The samples were collected from the following locations:

- Area 1 - Southern end of open plan office
- Area 2 - Approximate centre of open plan office
- Area 3 - Lunch room
- Area 4 - Northern end of open plan office
- Area 5 - Executive Manager's office

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	564	13:45	15:50	125	3800	0/100	<0.01
Area 2	F16	13:45	15:50	125	3800	0/100	<0.01
Area 3	F60	13:45	15:50	125	3800	1/100	<0.01
Area 4	508	13:45	15:50	125	3775	2/100	<0.01
Area 5	706	13:45	15:50	125	3800	0/100	<0.01
Blank	F83	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact me on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD

Samantha O'Callaghan
Authorised Counter and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR02

08 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Thursday 07 June 2018, over the period 09:05 - 14:30 hrs as background monitoring during the following activities:

- Level 1 - removal of electrical wiring from HVAC heater banks
- Level 1 - inspection of HVAC heater bank insulation
- Ground level - removal of electrical wiring from HVAC heater banks

The samples were collected from the following locations:

- Area 1 - Level 1, SE office, tall bookcase north-west of Transport
- Area 2 - Level 1, SE office, cylindrical pole east of Transport
- Area 3 - Level 1, SE office, mail bookcase
- Area 4 - Level 1, west office, brown lockers opposite Building Manager
- Area 5 - Level 1, west office, printer in Building Waverly
- Area 6 - Level 1, west office, hot water dispenser
- Area 7 - Ground floor, west office, black printer in GIS office
- Area 8 - Ground floor, south office, southern end of green partition in Finance
- Area 9 - Ground floor, south office, northern end of green partition in Finance
- Area 10 - Ground floor, eastern room with beach frieze, eastern white locker



The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.

Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	F70	9:05	14:05	300	2200	1½/100	<0.01
Area 2	498	9:10	14:05	295	2200	2/100	<0.01
Area 3	601	9:15	14:10	295	2200	0/100	<0.01
Area 4	502	9:20	14:15	295	2200	1½/100	<0.01
Area 5	F152	9:25	14:15	290	2200	0/100	<0.01
Area 6	437	9:25	14:20	295	2200	0/100	<0.01
Area 7	795	12:05	14:30	145	3500	0/100	<0.01
Area 8	F172	12:10	14:25	135	3500	½/100	<0.01
Area 9	F90	12:15	14:25	130	3500	0/100	<0.01
Area 10	F17	12:20	14:30	130	3475	1/100	<0.01
Blank	F21	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

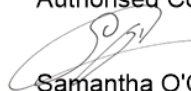
The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


David Edwards-Davis
Authorised Counter


Samantha O'Callaghan
Authorised Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR03

13 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Tuesday 12 June 2018, over the period 09:20 - 13:50 hrs as background monitoring during the following activities:

- Level 2 - removal of electrical wiring from HVAC heater banks
- Level 2 - inspection of HVAC heater bank insulation
- Level 3 - removal of electrical wiring from HVAC heater banks
- Level 3 - inspection of HVAC heater bank insulation

The samples were collected from the following locations:

- Area 1 - Level 2, Communications office, bookshelf on northern wall
- Area 2 - Level 2, Communications office, eastern mauve partition
- Area 3 - Level 2, General manager's office, southern reception counter
- Area 4 - Level 2, General manager's office, northern purple partition
- Area 5 - Level 2, General manager's office, doorway
- Area 6 - Level 2, east office, southern glass and purple partition
- Area 7 - Level 3, east veranda, SE of southern AHU cupboard
- Area 8 - Level 3, east veranda, north of southern AHU cupboard
- Area 9 - Level 3, east veranda, south of northern AHU cupboard
- Area 10 - Level 3, east veranda, north of northern AHU cupboard



The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in this table.

Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	F109	09:20	13:30	250	2200	1/100	<0.01
Area 2	F22	09:20	13:30	250	2175	1½/100	<0.01
Area 3	537	09:25	13:35	250	2200	3/100	<0.01
Area 4	723	09:25	13:35	250	2200	1/100	<0.01
Area 5	1594	09:30	13:35	245	2200	1½/100	<0.01
Area 6	F173	09:35	13:40	245	2200	0/100	<0.01
Area 7	F188	09:40	13:45	245	2200	0/100	<0.01
Area 8	F113	09:45	13:45	240	2200	0/100	<0.01
Area 9	F99	09:50	13:50	240	2200	0/100	<0.01
Area 10	F169	09:55	13:50	235	2200	0/100	<0.01
Blank	F194	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


David Edwards-Davis
Authorised Counter


Samantha O'Callaghan
Authorised Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR04

15 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Wednesday 13 June 2018, over the period 07:55 - 13:50 hrs as background monitoring during the following activities:

- Ground floor - inspection of HVAC heater bank insulation
- Levels G-3 - heater banks reinstated to ducting
- Levels G-3 - cleaning of ceiling spaces surrounding heater banks
- Levels G-3 - removal of encapsulation plastic sheeting

The samples were collected from the following locations:

- Area 1 - Ground floor, lift lobby, centrally placed lectern
- Area 2 - Ground floor, south office, centre of green partition in Finance
- Area 3 - Ground floor, south-west office, northern mauve partition in Environment
- Area 4 - Ground floor, west office, southern mauve partition in GIS
- Area 5 - Level 1, west office, eastern mauve partition in Building Waverly
- Area 6 - Level 1, south-east office, tall bookcase north-west of Transport
- Area 7 - Level 2, General Manager's office, northern purple partition
- Area 8 - Level 2, corridor between GM's office and east office, CO₂ cylinder
- Area 9 - Ground floor, eastern room with beach frieze, central mauve partition



The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in this table.

Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	709	07:55	13:40	345	2000	2½/100	<0.01
Area 2	F122	07:55	13:40	345	2000	1/100	<0.01
Area 3	F157	07:50	13:45	355	2000	0/100	<0.01
Area 4	F02	07:50	13:45	355	2000	1/100	<0.01
Area 5	F82	08:20	13:20	300	2000	1½/100	<0.01
Area 6	406	08:20	13:20	300	2000	1/100	<0.01
Area 7	608	08:25	13:15	290	2000	2/100	<0.01
Area 8	F161	08:25	13:15	290	2000	1/100	<0.01
Area 9	F152	08:30	13:50	320	2000	1½/100	<0.01
Blank	415	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


David Edwards-Davis
Authorised Counter


Samantha O'Callaghan
Authorised Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR05

15 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected from Thursday 14 June 2018 through to Friday 15 June 2018, over the period 08:45 - 07:55 hrs as background monitoring.

The samples were collected within the Level 2 Shaping Waverly office while the HVAC system was operating.

The samples were collected from the following locations:

- Area 1 - Northern end, adjacent fire exit door
- Area 2 - Manager's office, northern bookshelf
- Area 3 - East of manager's office, desk partition
- Area 4 - West of lunchroom walkway, desk partition
- Area 5 - Mezzanine printer room, bookshelf west of printer
- Area 6 - Mezzanine lunch room, northern bookshelf
- Area 7 - South of lunchroom walkway, desk partition
- Area 8 - South-west corner of office, desk partition
- Area 9 - Southern end, ladder in front of south door

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in this table.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	437	08:45	07:50	1385	1000	1/100	<0.01
Area 2	601	08:45	07:50	1385	1000	1/100	<0.01
Area 3	F164	08:45	07:50	1385	1000	0/100	<0.01
Area 4	1515	08:45	07:50	Void (2)			
Area 5	502	08:50	07:55	1385	1000	0/100	<0.01
Area 6	F1017	08:50	07:55	1385	1050	0/100	<0.01
Area 7	F190	08:45	07:50	1385	1000	1/100	<0.01
Area 8	F1618	08:45	07:50	1385	1000	0/100	<0.01
Area 9	439	08:45	07:50	1385	1000	0/100	<0.01
Blank	519	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

(2) Void due to technical difficulties


The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


David Edwards-Davis
Authorised Counter


Samantha O'Callaghan
Authorised Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR06

18 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Friday 15 June 2018, over the period 08:05 - 15:30 hrs as background monitoring.

The samples were collected within the Level 2 Shaping Waverly office while the HVAC system was operating.

The samples were collected from the following locations:

- Area 1 - Northern end, adjacent fire exit door
- Area 2 - Manager's office, northern bookshelf
- Area 3 - East of manager's office, desk partition
- Area 4 - West of lunchroom walkway, desk partition
- Area 5 - Mezzanine printer room, bookshelf west of printer
- Area 6 - Mezzanine lunch room, northern bookshelf
- Area 7 - South of lunchroom walkway, desk partition
- Area 8 - South-west corner of office, desk partition
- Area 9 - Southern end, ladder in front of south door

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	F176	08:05	15:25	Void (2)			
Area 2	487	08:05	15:25	440	1100	2/100	<0.01
Area 3	1588	08:05	15:25	440	1100	2/100	<0.01
Area 4	F15	08:05	15:25	440	1100	0/100	<0.01
Area 5	1552	08:05	15:30	445	1100	0/100	<0.01
Area 6	F17	08:05	15:30	445	1100	0/100	<0.01
Area 7	F172	08:10	15:25	435	1100	1/100	<0.01
Area 8	408	08:10	15:25	435	1100	0/100	<0.01
Area 9	814	08:10	15:25	435	1100	0/100	<0.01
Blank	F145	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

(2) Void due to technical difficulties

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD

Samantha O'Callaghan
Authorised Counter and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR07

19 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Tuesday 19 June 2018, over the period 08:00 - 15:15 hrs during the following activities within the level 2 Shaping Waverley Office:

- Remove millboard debris from within duct at heater bank 18
- Seal damaged edges of millboard
- Detail clean upper surface of ceiling tiles
- Remove plastic protecting office furniture and clean office space

The samples were collected from the following locations:

- Area 1 - Level 2, NW fire stairs
- Area 2 - Level 2, Risk and Safety Office, desk partition in NW corner
- Area 3 - Level 2, Risk and Safety Office, bookshelf in NE corner

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	1505	08:00	15:10	430	1500	2 1/2/100	<0.01
Area 2	F90	08:05	15:15	430	1500	1/100	<0.01
Area 3	F04	08:20	15:15	415	1500	0/100	<0.01
Blank	823	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Authorised Counter and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR08

19 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of clearance asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Tuesday 19 June 2018, over the period 13:00 - 15:10 hrs following remedial works conducted within the level 2 Shaping Waverly Office.

The samples were collected from the following locations within the level 2 Shaping Waverly Office:

- Area 1 - North end of office, desk partition SE of Manager's office
- Area 2 - South end of office, desk partition on SE corner
- Area 3 - Mezzanine lunch room, kitchen bench

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	F85	13:00	15:10	130	3800	1/100	<0.01
Area 2	418	13:00	15:10	130	3800	2/100	<0.01
Area 3	498	13:00	15:10	130	3800	1/100	<0.01
Blank	823	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Authorised Counter and Signatory



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**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR09

22 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Thursday 21 June 2018, over the period 8:45 - 16:55 hrs as background monitoring during reinstatement of asbestos insulated HVAC heater bank wires.

The samples were collected from the following locations surrounding where asbestos insulated wires are located on heater banks:

- Area 1 - Level 1, SE office space, bookshelf east of printer
- Area 2 - Level 1, West office space, desk adjacent printer on west wall
- Area 3 - Level 2, SE corner, corridor adjacent General Manager's office
- Area 4 - Level 2, Shaping Waverley Office, central metal filing cabinet

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	F116	8:45	16:55	490	1500	1/100	<0.01
Area 2	F131	8:45	16:55	490	1500	0/100	<0.01
Area 3	745	8:50	16:50	480	1500	1/100	<0.01
Area 4	841	8:50	16:50	480	1500	1/100	<0.01
Blank	F199	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Authorised Counter and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR10

27 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Tuesday 26 June 2018, over the period 13:10 - 15:30 hrs as background monitoring prior to the removal of debris within the HVAC duct in the Level 2 Governance Office.

The air monitoring was conducted within the Level 2 Governance Office, while the HVAC system was operating.

The samples were collected from the following locations:

- Area 1 - South end of office, south most desk partition
- Area 2 - Approximate centre, desk partition adjacent printer
- Area 3 - North end of office, book/file shelf on west wall

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	408	13:10	15:30	140	3800	0/100	<0.01
Area 2	738	13:10	15:30	140	3800	0/100	<0.01
Area 3	F89	13:10	15:30	140	3800	0/100	<0.01
Blank	740	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Authorised Counter and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-AMR11

27 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities



NATA Accredited Laboratory
Number: 14911

Accredited for compliance
with ISO/IEC 17025 - Testing

Dear Mr Best,

re: ASBESTOS FIBRE AIR MONITORING REPORT – COUNCIL CHAMBERS

This letter presents the results of asbestos fibre air monitoring carried out at the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction. The samples were collected on Wednesday 27 June 2018, over the period 08:05 - 13:50 hrs during the removal of debris within the HVAC duct in the Level 2 Governance Office.

The air monitoring was conducted within the Level 2 Governance Office.

Samples were collected from the following locations:

- Area 1 - South-West office, western book shelf above desk
- Area 2 - North end of office, eastern window sill
- Area 3 - South end of office, eastern window sill
- Area 4 - Approximate centre, western printer bench above cupboards
- Area 5 - Desk partition opposite SW office

The air monitoring in Areas 4 and 5 was conducted following removal of the 200 µm plastic containment (work area).

The sample collection and analysis for airborne respirable asbestos fibres were performed in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The samples were analysed at the field laboratory located at 33 Burrows Road, St Peters NSW 2044. The results are contained in the table on the following page.



Sample Location (1)	Filter No.	Sample Start	Sample End	Sampling Duration (Min)	Average Flow Rate (ml / Min)	Fibre Count (Fibres / Fields)	Result (Fibres / ml)
Area 1	749	08:05	13:50	345	1600	2/100	<0.01
Area 2	F129	08:05	13:50	345	1600	1/100	<0.01
Area 3	428	08:05	13:50	345	1625	0/100	<0.01
Area 4	423	10:50	13:50	180	3800	0/100	<0.01
Area 5	863	10:50	13:50	180	3800	0/100	<0.01
Blank	F105	NA	NA	NA	NA	0/100	NA

(1) Sample strategy not covered by scope of accreditation.

The results show the levels of airborne respirable fibres were all below the detection limit of the method of 0.01 fibres/ml.

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD

Samantha O'Callaghan
Authorised Counter and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134
48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: **(02) 9746 3244**
Fax: **(02) 9746 3266**
Email: info@hibbs.com.au
Web: www.hibbs.com.au

Our Reference: S10345-CL01

19 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities

Dear Mr Best,

re: ASBESTOS CLEARANCE CERTIFICATE – COUNCIL CHAMBERS

Introduction

Hibbs & Associates Pty Ltd (H&A) was requested to conduct a visual clearance inspection following asbestos remedial works conducted in the Waverley Council Chambers building, located on the corner of Paul Street and Bondi Road, Bondi Junction.

The visual inspection was conducted by Samantha O'Callaghan on 19 June 2018.

The subject area of this clearance report is the Level 2 Shaping Waverly Office. This office is located in the NW corner of the second floor.

Background

Millboard containing asbestos was identified within the HVAC duct work in the ceiling space of the Shaping Waverly Office (heater bank 18). During inspections of this heater bank, millboard debris was identified sitting on the base of the duct adjacent the heating elements.

The scope of remedial works included:

- Remove asbestos millboard debris from within duct at heater bank H/B 18
- Seal damaged edges of millboard with Silka® Firerate, a sealing compound
- Detail clean upper surface of ceiling tiles
- Remove 200 µm plastic protecting office furniture and clean office space



The above listed remedial works were conducted by Empire Contracting Pty Ltd (ECPL) on 19 June 2018. ECPL is a Class A asbestos removal company (asbestos removal licence number 204967).

Methodology

The visual inspection was carried out by means of a visual observation of the subject area. The millboard lining the duct was inspected prior to replacing the heating elements.

The upper surface of the ceiling was viewed from several locations to detect evidence of dust and debris, and the office space was inspected with a torch to identify bulk/settled dusts.

Inspection

The visual inspection was conducted across the subject area as listed above.

At the completion of the inspection, no visible or accessible suspect asbestos containing debris was observed over the subject area, and we are satisfied that the remedial works have been completed to a satisfactory standard.

Exclusions:

The visual inspection excluded inside closed cupboards, draws and files.

The mezzanine lunch and printer room were isolated from the works and were also excluded from the clearance inspection.

It is noted that asbestos-containing millboard remains within the HVAC duct work surrounding the heater banks in the ceiling space of the Shaping Waverly office. These heater banks have been labelled.

Asbestos Fibre Air Monitoring

Asbestos fibre air monitoring was conducted in adjacent locations during the remedial works, and as clearance monitoring within the subject area at the completion of the works.

The asbestos fibre air monitoring, sample collection and microscopic analysis was conducted in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The sample collection and analysis was conducted by H&A.

The results of the asbestos fibre air monitoring show the levels of airborne respirable fibres were all below the detection limit of the method of <0.01 fibres/ml, (Refer to Reports S10345/AMR07-08).



Conclusion

The subject area has been remediated to an acceptable industry standard. It is the opinion of Hibbs & Associates Pty Ltd that there is a negligible asbestos related health risk with re-occupation of the area.

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Should you have any queries regarding this report, please do not hesitate to contact me on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD

A handwritten signature in blue ink, appearing to read "S O'Callaghan".

Samantha O'Callaghan
Principal Hazardous Materials Consultant
Licenced Asbestos Assessor: 000 191

**Report Limitations & Disclaimer**

At the request of the Client, Hibbs & Associates Pty Ltd has conducted an inspection of the asbestos removal work area and relevant adjacent areas at the completion of the asbestos removal works. This is a service provided by Hibbs & Associates Pty Ltd to assist Clients with their QA/QC requirements and to ensure that the asbestos removal works are completed to an acceptable standard. Hibbs & Associates Pty Ltd provides no warranty with respect to the standard of the removal works or the cleanliness of the work area, and accepts no responsibility for asbestos materials found in the areas inspected or in other areas of the building.

Hibbs & Associates Pty Ltd has exercised reasonable care, skill and diligence in conducting the visual clearance inspection. However, except for any non-excludable statutory provision, Hibbs & Associates Pty Ltd gives no warranty in relation to its services or the Report, and is not liable for any loss, damage, injury or death suffered by any party (whether caused by negligence or otherwise) arising from or relating to the services or the use or otherwise of this Report. Where the Client has the benefit of any non-excludable condition or warranty, the liability of Hibbs & Associates Pty Ltd is, to the extent permitted by law, limited to re-performing the services or refunding the fees paid in relation to the services or sections of the Report not complying with the conditions or warranty.

HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134
48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: **(02) 9746 3244**
Fax: **(02) 9746 3266**
Email: info@hibbs.com.au
Web: www.hibbs.com.au

Our Reference: S10345-CL02

27 June 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities

Dear Mr Best,

re: ASBESTOS CLEARANCE CERTIFICATE – COUNCIL CHAMBERS

Introduction

Hibbs & Associates Pty Ltd (H&A) was requested to conduct a visual clearance inspection following asbestos remedial works conducted in the Waverley Council Chambers building (Chambers), located on the corner of Paul Street and Bondi Road, Bondi Junction.

The visual inspection was conducted by Samantha O'Callaghan on 27 June 2018.

The subject area of this clearance report is the HVAC duct located ~ 1-2 metres north of the heater bank in the Level 2 Governance Office. This office is located in the eastern side of the second floor.

Background

During an investigation of the HVAC heater banks within the Chambers building, it was identified that north of the duct heater, white debris could be seen on the base of the duct in the ceiling space of the Governance Office. The flexible ducting was removed from the duct (~1 metre north of the heater bank), and a sample of the dust/debris was collected. The sample was found to contain asbestos refer H&A report S10345-BSA02.

Empire Contracting Pty Ltd (ECPL) was engaged to conduct remedial works in the subject area on 27 June 2018. ECPL is a Class A asbestos removal company (asbestos removal licence number 204967).

Due to the limited access within the duct, the flexible ducting was removed from the spigot in two locations, ~ 1 metre and ~ 2 metres north of the heater bank. An extended vacuum hose was used to reach within the duct in both locations, followed by wet wiping.



Methodology and Inspection

The visual inspection was carried out by means of a visual observation looking through both spigots, into the duct with a torch.

The upper surface of the ceiling was also inspected with a torch to detect evidence of dust and debris in the areas where the duct had been accessed.

At the completion of the inspection, no visible or accessible suspect asbestos-containing debris was observed in the duct as accessed in both locations, or on the upper surface of the ceiling; and we are satisfied that the remedial works have been completed to a satisfactory standard.

Asbestos Fibre Air Monitoring

Asbestos fibre air monitoring was conducted in the Governance Office during the remedial works, and once the 200 µm plastic containment was removed.

The asbestos fibre air monitoring, sample collection and microscopic analysis was conducted in accordance with the National Occupational Health and Safety Commission 'Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]' April 2005 and Hibbs & Associates Pty Ltd Test Method 1. The sample collection and analysis was conducted by H&A.

The results of the asbestos fibre air monitoring show the levels of airborne respirable fibres were all below the detection limit of the method of <0.01 fibres/ml, (Refer to Reports S10345/AMR10-11).

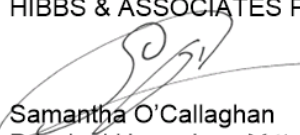
Conclusion

The subject area has been remediated to an acceptable industry standard. It is the opinion of Hibbs & Associates Pty Ltd that there is a negligible asbestos related health risk with re-occupation of the Governance Office.

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Should you have any queries regarding this report, please do not hesitate to contact me on either (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Principal Hazardous Materials Consultant
Licenced Asbestos Assessor: 000 191

**Report Limitations & Disclaimer**

At the request of the Client, Hibbs & Associates Pty Ltd has conducted an inspection of the asbestos removal work area and relevant adjacent areas at the completion of the asbestos removal works. This is a service provided by Hibbs & Associates Pty Ltd to assist Clients with their QA/QC requirements and to ensure that the asbestos removal works are completed to an acceptable standard. Hibbs & Associates Pty Ltd provides no warranty with respect to the standard of the removal works or the cleanliness of the work area, and accepts no responsibility for asbestos materials found in the areas inspected or in other areas of the building.

Hibbs & Associates Pty Ltd has exercised reasonable care, skill and diligence in conducting the visual clearance inspection. However, except for any non-excludable statutory provision, Hibbs & Associates Pty Ltd gives no warranty in relation to its services or the Report, and is not liable for any loss, damage, injury or death suffered by any party (whether caused by negligence or otherwise) arising from or relating to the services or the use or otherwise of this Report. Where the Client has the benefit of any non-excludable condition or warranty, the liability of Hibbs & Associates Pty Ltd is, to the extent permitted by law, limited to re-performing the services or refunding the fees paid in relation to the services or sections of the Report not complying with the conditions or warranty.

HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134
Unit 48 / 378 Parramatta Road,
HOMEBUSH NSW 2140

P.O. Box 4266,
HOMEBUSH NSW 2140

Phone: (02) 9746 3244
Fax: (02) 9746 3266
Email: info@hibbs.com.au
Web: www.hibbs.com.au

WAVERLEY COUNCIL HAZARDOUS BUILDING MATERIALS SURVEY



WAVERLEY COUNCIL CHAMBERS CORNER OF PAUL ST AND BONDI RD, BONDI JUNCTION NSW 2022

REFERENCE NO. S10345-R01

JULY 2018

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3. Hibbs & Associates Pty Ltd.



REPORT
for
HAZARDOUS BUILDING MATERIALS SURVEY
WAVERLEY COUNCIL CHAMBERS
CORNER OF PAUL ST AND BONDI RD
BONDI JUNCTION NSW 2022

Prepared for
WAVERLEY COUNCIL
Level 6,
55 Grafton Street,
BONDI JUNCTION NSW 2022

by
HIBBS & ASSOCIATES PTY LTD

Unit 48 / 378 Parramatta Road
P.O. Box 4266
HOMEBUSH NSW 2140

www.hibbs.com.au

Telephone: (02) 9746 3244
Facsimile: (02) 9746 3266

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Our Reference: S10345-R01

July 2018

Prepared by:

A handwritten signature in blue ink, appearing to read 'DED'.

David Edwards-Davis
Hazardous Material and
Environmental Consultant

Reviewed by:

A handwritten signature in blue ink, appearing to read 'S O'Callaghan'.

Samantha O'Callaghan
Principal Hazardous
Material Consultant

Licensed Asbestos Assessor:
LAA000191 (NSW)

Date: 04 July 2018



WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SURVEY

EXECUTIVE SUMMARY

This report presents the findings of a Hazardous Building Materials Survey and Qualitative Risk Assessment of the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction NSW 2022. The survey was authorised by Andrew Best, Manager, Waverley Facilities of Waverley Council and was conducted by Hibbs & Associates Pty Ltd. The site inspection was carried out from 5 June 2018 to 19 June 2018.

The *Hazardous Materials Survey, Waverley Council Chambers Bondi* report, prepared by Parsons Brinckerhoff Australia Pty Limited (PBAPL), dated February 2007 was available for review although not solely relied upon for this survey.

This report should be read in conjunction with the asbestos management plan (AMP), report reference S10345-AMP.

Overall Status

The overall status of each hazardous material type is outlined below.

Site Name	Asbestos (Friable)	Asbestos (Non-friable)	SMF	LBP	PCB
Waverley Council Chambers	Positive	Positive	Positive	Positive	Assumed Positive

Summary of Findings and Risk Assessment

Asbestos Materials

The asbestos containing materials identified during the survey were in the form of:

- Millboard (friable) within the HVAC system
- Wire insulation on HVAC heater banks
- asbestos cement sheeting under the rooftop hot water heater
- asbestos cement sheeting under the cleaner's room hot water heater
- dark brown vinyl tiles in the archive safe
- asbestos cement sheet soffit lining of the southern entry
- brake pads of the lift motor
- fire door to plant room
- fire door hatch into the central plenum (level 1)



The asbestos containing materials were in good and stable condition. While they are maintained in this condition and remain undisturbed, they do not pose a measurable asbestos related health risk to the users of the site.

The asbestos containing materials have been labelled in accordance with requirements of the Safe Work Australia "How to Manage and Control Asbestos in the Workplace - Code of Practice, 2016", published by SafeWork NSW.

Implementation of asbestos management procedures that minimises the potential for future damage of the asbestos materials should also be adopted. The asbestos materials should be inspected on a regular basis in accordance with the recommendations in the asbestos register in Appendix 1 of this report to ensure any deterioration or damage is detected early and that the material(s) are maintained in a good and stable condition.

An asbestos management plan, S10345-AMP, has also been prepared by Hibbs & Associates Pty Ltd.

Asbestos materials should be removed prior to the commencement of any renovation or demolition works that may cause their disturbance. It is recommended that any materials listed in this report as potentially containing asbestos that were not sampled at the time of the survey are sampled prior to any refurbishment works that require their removal or disturbance.

Synthetic Mineral Fibre Materials (SMF)

Within the ceiling space of level two are significant quantities of unbonded synthetic mineral fibre insulation sprayed on the concrete soffit and I beams. Significant quantities of bonded synthetic mineral fibre containing materials are also present throughout the building. The SMF materials witnessed are in a stable condition and do not pose a significant health risk to the occupants in the building.

Due to the friable nature of this sprayed on SMF material it is easily disturbed. A P1 respirator (minimum rating) should be worn when conducting work in this section of the ceiling space.

Lead Based Paint Systems

No deteriorating lead based paints were identified on the site.

The lead based paints identified on the site were in good condition and no remedial works are recommended.

Polychlorinated Biphenyls (PCBs)

No electrical capacitors containing the class of compounds known as PCBs were identified in the fluorescent light fittings inspected.

A fluorescent light fitting in the AHU fan room within the plant room could not be accessed due to the disintegration of the light fitting with rust. This light fitting may contain PCBs. No visual evidence of PCB oil leakage was noted.



Inaccessible Areas

Section 3.3 of the report lists the areas that could not be accessed during the site inspection. These include the lift shaft, and a number of electrical services boxes. These areas must be investigated to confirm the status of potential hazardous building materials prior to demolition of the building, or refurbishment works that may lead to their disturbance.



WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SURVEY

TABLE OF CONTENTS

	PAGE
Executive Summary	3
1.0 Introduction	7
1.1 Consultant's Brief	7
1.2 Report Structure	7
2.0 Survey Methodology	8
2.1 General Methodology	8
2.1.1 Material Sample Identification	8
2.1.2 Asbestos Samples	8
2.1.3 Lead Based Paints	9
2.1.4 Polychlorinated Biphenyl's (PCBs)	10
2.2 Statement of Building Survey Limitations	11
3.0 Brief Description of the Site	13
3.1 Site Details	13
3.2 Site Description	13
3.3 Areas Not Accessible	14
4.0 Hazardous Building Materials – Summary	15
4.1 Remedial Works	18
5.0 Qualitative Risk Assessment – Methodology	19
5.1 Introduction	19
5.2 Asbestos Materials	19
5.3 Synthetic Mineral Fibre Materials	20
5.4 Lead Based Paint	21
5.5 Polychlorinated Biphenyl Capacitors	21
6.0 Qualitative Risk Assessment – Hazard Control Strategies and Recommendations	23
6.1 Asbestos Materials	23
6.1.1 Risk Assessment	23
6.1.2 Recommended Remedial Works	23
6.1.3 Hazard Control Strategies and Management Options	23
6.1.4 Renovations / Demolition	24
6.2 Synthetic Mineral Fibre Materials	25
6.3 Lead Based Paint Systems	25
6.3.1 Risk Assessment	25
6.4 Polychlorinated Biphenyl Capacitors	25
Appendix 1: Hazardous Building Materials Register	27
Appendix 2: Hazardous Materials Sample Analysis Register	52
Appendix 3: Photographs	59
Appendix 4: Asbestos Analysis Report	85



1.0 INTRODUCTION

This report presents the findings of a Hazardous Building Materials Survey and Qualitative Risk Assessment of the Waverley Council Chambers building located at the corner of Paul Steet and Bondi Road, Bondi Junction NSW 2022.

The survey was authorised by Andrew Best, Manager, Waverley Facilities of Waverley Council and was conducted by Hibbs & Associates Pty Ltd. The site inspection was carried out from 5 June 2018 to 19 June 2018.

The *Hazardous Materials Survey, Waverley Council Chambers Bondi* report, prepared by Parsons Brinckerhoff Australia Pty Limited (PBAPL), dated February 2007 was available for review although not solely relied upon for this survey.

This report should be read in conjunction with the asbestos management plan (AMP), report reference S10345-AMP.

1.1 Consultant's Brief

The aim of the commission was to:

1. Conduct an inspection of the premises to identify the typical locations and applications in which Hazardous Building Materials have been used.
2. Conduct a qualitative assessment of the risk that the identified Hazardous Building Materials pose to the users of the site.
3. Recommend hazard control strategies for management of the Hazardous Building Materials identified.
4. Provide recommendations where remediation works are identified.
5. Prepare a report including a Hazardous Building Materials Register and recommendations from which a Hazardous Building Materials Risk Management Programme can be implemented.

1.2 Report Structure

A summary of the findings is presented in Section 4.0. The qualitative risk assessment criteria and a risk assessment and recommendations are presented in Sections 5.0 and 6.0, respectively.

A Hazardous Material Building Register in a tabulated format detailing the location of the hazardous materials identified, the type and description of the hazardous material, priority rating and recommendations, and the timing for remedial works or re-inspection is contained in Appendix 1.

A hazardous material sample analysis register is contained in Appendix 2. Photographs are included in Appendix 3 and an asbestos sample analysis report is contained in Appendix 4.



2.0 SURVEY METHODOLOGY

2.1 General Methodology

An inspection of the building was performed to establish the typical locations and applications in which hazardous building materials have been used, for the purpose of preparing a qualitative risk assessment. For the purpose of this assessment, hazardous building materials include:

1. Asbestos containing materials.
2. Synthetic Mineral Fibre (SMF) materials.
3. Major lead based paint systems applied to the building.
4. Fluorescent light capacitor fittings containing polychlorinated biphenyls (PCB).

The scope of the survey was limited to a visual inspection of the accessible and representative construction materials, finishing materials and building services, and the collection of materials suspected of containing the hazardous materials listed above. Representative samples of suspected hazardous materials were collected where it was possible to do so without substantially damaging the decorative finishes, waterproofing membranes, equipment etc. No destructive sampling or damage to the existing finishes or services was performed to obtain samples or gain access to otherwise inaccessible areas. Equipment not associated with the building fabric and operational services was not included in the survey.

Due to the destructive nature of the sampling process, it is not possible to collect samples of all materials. Where it is not possible to collect a sample of material, the inspector has used their professional experience to make a judgement on the status of the material or the areas concerned. Where the inspector believes or suspects the material may contain asbestos, SMF or PCB this has been recorded in the survey report and these materials should be treated as a hazardous material. If work is to be performed on these materials, they should first be analysed to confirm their status.

2.1.1 Material Sample Identification

The identifying sample number within the Hazardous Building Materials Register (Appendix 1), Sample Analysis Register (Appendix 2) and Asbestos Analysis Report (Appendix 4) is the job number (S10345), laboratory report number (BSA01), followed by a sequential sample number e.g. S10345-BSA01/01.

2.1.2 Asbestos Samples

Any representative samples of materials suspected of containing asbestos collected were analysed for the presence of asbestos using Hibbs & Associates Pty Ltd Test Method No. 2. This method is based on:

- (i) Australian Standard "AS4964-2004 Method for the qualitative identification of asbestos in bulk samples"; and



- (ii) Health and Safety Executive – UK, “Asbestos: The analysts’ guide for sampling, analysis and clearance procedures, Appendix 2: Asbestos in bulk materials: Sampling and identification by polarised light microscopy (PLM), Publication No. HSG248”.

The samples were examined by stereo microscopy. Fibrous materials identified under stereo microscopy were extracted and analysed by Polarised Light Microscopy supplemented with Dispersion Staining. This analysis was performed in-house. The reporting limit of the method is 0.1g/kg.

The Hibbs & Associates Pty Ltd NATA endorsed analysis report is contained in Appendix 4.

Asbestos Types and Common Name: Chrysotile - White Asbestos
Amosite - Brown Asbestos
Crocidolite - Blue Asbestos

2.1.3 Lead Based Paints

i) Lead Paint Standard

Lead was used in paints as a filler, pigment and dryer in industrial, commercial and public applications. While non-industrial paints manufactured from the mid-1970s onwards contain less than 1% lead, it was not until 1997 that paints were produced with a lead content of 0.1% or less.

The Australian Standard AS 4361.2 2017 “*Guide to hazardous paint management Lead paint in residential, public and commercial buildings*” (AS 4361.2 2017) defines lead paint as: a paint film that contains greater than 0.1% lead by mass in the dry film.

Any works, which may disturb potential lead based paint systems, should be conducted in accordance with the requirements of Australian/New Zealand Standard AS/NZS 4361.2 2017.

ii) Lead Paint Sample Identification

The method used to assess the concentration of lead in paint for this site used a portable X-Ray Fluorescence (XRF), Olympus DS 4000, with measured concentrations given in mg/cm². A result of 1 mg/cm² on a paint thickness of 1.0 mm is equivalent to ~0.5% Lead.

The portable XRF has a linear working range between 0.01 mg/cm² to 5.00 mg/cm² with a detection limit of 0.01 mg/cm².

In accordance with AS/NZS 4361.2 2017, those paints which tested positive using the portable XRF spectrum analyser i.e. >0.1% lead or 0.2 mg/cm² have been reported as lead paint.



2.1.4 Polychlorinated Biphenyl's (PCBs)

Where accessible representative samples of each major type of fluorescent light were examined to determine which lights are fitted with PCB containing ballast capacitors. The details of the brand and model of each capacitor were recorded and checked with the ANZECC database "Identification of PCB-containing Capacitors, An Information Booklet for Electricians and Electrical Contractors, ANZECC 1997" of known PCB capacitors and PCB free capacitors.

The Australian and New Zealand Environment Conservation Council "Polychlorinated Biphenyls Management Plan, April 2003" outlines the National Strategy for the management of PCBs.

These documents are similar and, in summary, define PCB materials and wastes as follows:

- | | |
|----------------------|--|
| <2 mg/kg | - PCB free. |
| 2 mg/kg - <50 mg/kg | - Non-Scheduled PCB material or waste. |
| >50 mg/kg | - Scheduled PCB material or waste. |
| >100,000 mg/kg (10%) | - Concentrated PCB material |



2.2 Statement of Building Survey Limitations

This report was prepared for Waverley Council solely for the purposes set out herein and it is not intended that any other person use or rely on the contents of the report. The information contained in this report is based on a limited review of the site, interviews with site personnel and review of documentation provided to Hibbs & Associates Pty Ltd at the time of the review. Whilst the information contained in the report is accurate to the best of our knowledge and belief, Hibbs & Associates Pty Ltd cannot guarantee the completeness or accuracy of any of the descriptions or conclusions based on the information supplied to it or obtained during the investigations, site surveys, visits and interviews. Furthermore, conditions can change within limited periods of time, and this should be considered if the Report is to be used after any elapsed time period subsequent to its issue.

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Where the client has the benefit of any non-excludable condition or warranty, the liability of Hibbs & Associates Pty Ltd is, to the extent permitted by law, limited to re-performing the services or refunding the fees paid in relation to the services or sections of the report not complying with the conditions or warranty.

This Report lists the known specific and typical locations/applications/sources of the hazardous materials identified in the areas of the building inspected. Whilst the Report has been prepared with all due care and every reasonable attempt has been made to identify and locate all the sources of the hazardous materials listed above, as the survey involves a visual inspection and sampling process, only those materials that are physically accessible and recognisable as hazardous materials, can be located and identified. Therefore, it is possible that hazardous materials which may be concealed within inaccessible areas / voids or have been installed in non-typical applications or installed in such a manner as to conceal their nature/identity, may not be identified and located during the survey. Such concealed and / or inaccessible areas fall into a number of categories.

- (i) Inside set ceilings or wall cavities.
- (ii) Building facades or other height restricted areas.
- (iii) Those areas accessible only by dismantling equipment or performing minor local demolition work.
- (iv) Service shafts, ducts etc., concealed within the building structure or internal areas of the plant or equipment.
- (v) Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during building works.
- (vi) Hazardous materials covered or concealed (partially or otherwise) by other materials/items preventing or limiting visual access or identification/recognition.



- (vii) Hazardous materials installed in non-typical applications, covered by other materials or installed in such a manner that disguises or conceals their nature in any way that may hinder their identification or recognition as a hazardous material.

Therefore, without substantial demolition of the building, it is not possible to guarantee that every source of hazardous material has been identified / detected.

During the course of future refurbishment or demolition works, care should be exercised when entering any previously inaccessible areas and it is imperative that work cease pending further sampling if any unknown materials or suspected hazardous materials are encountered.

This Report should not be used for the purpose of tendering, preparing costing or budgets, programming of works, refurbishment works or demolition works, unless used in conjunction with a technical specification report. The Report must be read in its entirety and must not be copied, distributed or referred to in part only. The Report must not be reproduced without the written approval of Hibbs & Associates Pty Ltd.

3.0 BRIEF DESCRIPTION OF THE SITE

3.1 Site Details

The Waverley Council Chambers building is bounded by Paul Street to the west, Bondi Road to the north, and Waverley Park to the east and south within Bondi Junction NSW 2022.

3.2 Site Description

The following is a brief description of the building.

Waverley Council Chambers

We understand the building was constructed in ~1966 with a major refurbishment in 1977 including the addition of level 3.

The building is a multi level stand alone structure with a concrete roof, profile concrete external walls, concrete and plasterboard internal walls, SMF and plaster ceilings tiles, set plasterboard ceilings and stramit ceiling tiles with carpet covering concrete and vinyl tile floors.



The building consists of a ground floor, a mezzanine level, levels one, two and three, a flat membrane covered roof, with plant and lift levels above. The exterior is profile concrete with aluminium windows and door frames. The interior consists of office spaces, kitchenettes, meeting rooms, a commercial kitchen and the council chambers. We were informed the bathrooms have been completely gutted and renovated within the last three years.

The building has one central lift with firestairs adjacent. This firestair is referred to as the southern central firestair in this report. There is also a northern firestairs facing Bondi Road, and an external firestairs only accessible from level three which faces Paul Street. From the northern Bondi Road entrance there is a main internal staircase which services the ground floor up to level two. The sub floor can be access through a door on the ground floor below these stairs.

The building is serviced by two HVAC systems which circulates air through the building via ducts in the ceiling space. Level 3 has its own HVAC system. Intermittent heater banks are located within ducting in the ceiling spaces to ensure the supply air remains heated. Many of the heater banks from level 2 down to ground level are internally lined with asbestos containing millboard. For further details on the HVAC system, refer to report S10345-L01.

The water in the amenities is heater by individual hot water heaters throughout each level and the kitchen water is heater through a filtered tap system below each kitchen sink.



3.3 Areas Not Accessible

The following table shows the details of areas that were not able to be accessed during the site inspection.

Note: Refer Statement of Building Survey Limitations in Section 2.3.

WAVERLEY COUNCIL CHAMBERS INACCESSIBLE AREAS		
LOCATION	MATERIAL	COMMENT
Lift shaft	Potential asbestos or SMF containing materials	Lift equipment has historically contained asbestos containing products. As the shaft was inaccessible, it was not possible to determine the presence of these materials
Electrical boxes/cabinets	Potential asbestos containing materials	Electrical backing boards, fuses and electrical wiring components have historically contained asbestos containing products. Risk of electrical shock made these areas inaccessible.



4.0 HAZARDOUS BUILDING MATERIALS – SUMMARY

The following section contains a summary of the hazardous building materials identified on the site. Additional information is included in the Hazardous Building Materials Register in Appendix 1. The register is in a tabulated format detailing the location of the hazardous building materials identified, the type and description of the material, priority rating and recommendations, and the timing for remedial works or re-inspection. The register also contains details of the materials tested that did not contain hazardous materials.

WAVERLEY COUNCIL CHAMBERS		
HAZARDOUS BUILDING MATERIALS SUMMARY OF FINDINGS		
LOCATION	MATERIAL	ASSESSMENT AND RECOMMENDATIONS
ASBESTOS		
Throughout the building, ground level to level 2, HVAC heater banks	Millboard and insulated wires	Priority 4 Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)
Throughout the building, central lift and shaft	Lift Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Ground level, archive safe, dark brown vinyl tile	Vinyl floor tiles	Priority 4 Leave and maintain in good condition.
Ground level, external north entrance, backing to brown ceramic tiles	Cement sheeting (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Ground level, server room, grey electrical cabinet	Electrical Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Ground level, south entry soffit	Flat asbestos cement sheet	Priority 4 Leave and maintain in good condition.
Level 1, electrical cabinet in south office, south of the central firestairs	Electrical Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SUMMARY OF FINDINGS		
LOCATION	MATERIAL	ASSESSMENT AND RECOMMENDATIONS
Level 1, lift lobby, hatch into return air plenum	Firedoor	Priority 4 Leave and maintain in good condition.
Mezzanine level, packing material below hot water heater in cleaner's room	Flat asbestos cement sheet	Priority 4 Leave and maintain in good condition.
Mezzanine level, carpeted area	Vinyl floor tiles (may exist below carpet folloinwg refurbishment)	Priority 4 Leave and maintain in good condition.
Level 2, electrical cabinet in the south office, south of the central firestairs	Electrical Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Level 3, electrical cabinet adjacent lift	Electrical Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Roof, below hot water heater	Thick compressed asbestos cement sheet	Priority 4 Leave and maintain in good condition.
Plant room, electrical box fuses	Electrical Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Plant room, plant room firedoor	Firedoor	Priority 4 Leave and maintain in good condition.
Lift motor room, lift brake pad	Brake shoes	Priority 4 Leave and maintain in good condition.
Lift motor room, lift motor	Gasket (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition
Lift motor room, silver cabinet	Electrical Equipment (may contain asbestos)	Priority 4 Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



WAVERLEY COUNCIL CHAMBERS		
HAZARDOUS BUILDING MATERIALS SUMMARY OF FINDINGS		
LOCATION	MATERIAL	ASSESSMENT AND RECOMMENDATIONS
SYNTHETIC MINERAL FIBRE		
Throughout the building, insulation within hot water heaters and HVAC ducting	Insulation on fixed and flexible ductwork	Priority S2 Leave and maintain in good condition.
Level 2, insulation on concrete soffits and I beams within the ceiling space	Unbonded synthetic mineral fibre material	Priority S2 Although this material does not contain asbestos (contains SMF), due to the friable nature of this material it is easily disturbed. A P1 respirator (minimum rating) should be worn when conducting work in this section of the ceiling space.
Level 3, external AHU cupboards on balcony (x3), wall insulation behind perforated metal sheeting	Bonded synthetic mineral fibre material	Priority S2 Leave and maintain in good condition.
Plant room, AHU fan room, wall and ceiling insulation behind perforated metal sheeting	Bonded synthetic mineral fibre material	Priority S2 Leave and maintain in good condition.
LEAD BASED PAINT		
Mezzanine level, door frame to cleaner's room	Beige coloured lead based paint system	Priority L3 No Remedial Action Required
Mezzanine level, door frame to men's bathroom	Blue-grey coloured lead based paint system	Priority L3 No Remedial Action Required
Mezzanine level, door frame to women's bathroom	Blue-grey coloured lead based paint system	Priority L3 No Remedial Action Required
Plant room, electrical ducting from fuse box	Orange coloured lead based paint system	Priority L3 No Remedial Action Required
PCB's		
Plant room, AHU fan room ceiling	Single tube surface mounted fluorescent light fitting - unknown - may contain PCBs - rusted shut	Priority B Leave and maintain in good condition.



4.1 Remedial Works

The following table shows the details of remedial works carried out at the site.

WAVERLEY COUNCIL CHAMBERS		
REMEDIAL WORKS		
LOCATION	MATERIAL	COMMENT
Level 2, NW office space (Shaping Waverley Office), HVAC ducting in ceiling space	Millboard debris identified inside duct.	Debris removed and damaged millboard sealed with Silka® Firerate, a sealing compound. Detail clean of ceiling space. Refer clearance certificate S10345-CL01 dated 19 June 2018.
Level 2, Eastern office space (Governance Office), HVAC ducting in ceiling space	Millboard debris identified inside HVAC duct, north of heating elements.	Debris removed. No damage observed to millboard lining this heater bank (non-asbestos millboard). Detail clean of ceiling space surrounding work area and duct. Refer clearance certificate S10345-CL02 dated 27 June 2018.
Roof, below hot water heater - Thick compressed asbestos cement sheet	Weathering	This sheeting was sealed with Dulux Weathershield to protect from weathering



5.0 QUALITATIVE RISK ASSESSMENT – METHODOLOGY

5.1 Introduction

The site inspection and building survey identified and recorded the locations of the hazardous materials summarised in Section 4.0 and described in the Register in Appendix 1. The following section outlines the principal factors used for making a qualitative assessment of the risk the hazardous materials pose to all the building's occupants and the priority rating system for control of the hazardous materials. Section 6.0 outlines general comments on the condition of the hazardous material identified, remediation works that are recommended and areas where the condition of the hazardous materials has deteriorated.

The priority rating system outlined below is designed as a guide to those responsible for the development of a comprehensive hazardous materials management plan. The actual setting of priorities for the implementation of control procedures for the hazards, will be dependent not only on the allocated rating, but also on factors such as changes to work practices or the physical environment which would occur during refurbishment or demolition. Notwithstanding this, the allocated rating does provide a reasonable guide to appropriate priority setting with regard to the current condition of the materials.

5.2 Asbestos Materials

The purpose of the on-site phase of the survey is to identify the presence of asbestos materials through a combination of visual inspection and material sampling. The qualitative risk assessment of any asbestos materials identified is based upon an evaluation of factors, such as the friability, location and condition of the identified materials, whether the nature of the work carried out in the area is likely to disturb the asbestos, the likelihood of fibres released entering the occupied space and any other information considered important or relevant.

These factors have also been utilised in the process of determining appropriate recommendations for the timing of future assessment activities. As part of the risk assessment process, each asbestos hazard identified has been allocated a Priority Rating. This will assist in the development of a comprehensive hazardous materials management control and abatement programme.

The definitions contained in the NSW WHS Regulations (2017) are as follows:-

- Friable asbestos - material which is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos.
- Non-Friable asbestos – all other ACM, including material where the asbestos fibres are bound or locked into a matrix such as cement or resin.



Priority Rating for Control of Asbestos Hazards

Priority 1: Immediate Elevated Risk Level

Friable material which, due to its present condition and location, presents an immediate health risk. Immediate control measures are required and the area containing this material should be isolated from personnel. Abatement of this particular hazard is strongly recommended at the earliest practicable time.

Priority 2: Potential Elevated Risk Level

Damaged or unstable material, which if disturbed is likely to present an immediate health risk, with the likelihood that contamination may be spread to other areas. Control measures to stabilise this material should be initiated immediately, with formal abatement of the hazard being considered.

Priority 3: Low Risk

Stable material that has some minor areas of damage requiring remedial action or is likely to be subject to damage or to degrade due environmental conditions. It is recommended that maintenance work be performed to stabilise and repair damaged areas. Controls should be implemented to protect these materials from further damage or degrading factors.

Priority 4: Negligible Risk under Present Conditions

Stable material that is unlikely to present a risk to health unless damaged, tooled, cut, sanded, abraded or machined. It is recommended that these materials be maintained in good order. Reassessment of the priority rating will be required if planned works are likely to have an impact on these materials.

5.3 Synthetic Mineral Fibre Materials

The purpose of the on-site phase of the survey is to identify the presence of synthetic mineral fibre materials through a combination of visual inspection and material sampling. The qualitative risk assessment of synthetic mineral fibre materials identified is based upon an evaluation of factors, such as the friability, location and condition of the identified materials, whether the nature of the work carried out in the area is likely to disturb the synthetic mineral fibre, the likelihood of fibres released entering the occupied space and any other information considered important or relevant.

Priority Rating for Control of Synthetic Mineral Fibre Hazards

Priority S1: Elevated Risk Level

Friable synthetic mineral fibre material or damaged bonded material which due to its present condition and/or location is likely to be further damaged resulting in fibre release. It is recommended that maintenance work be performed to stabilise and repair



damaged areas. Controls must be implemented to protect these materials from further damage or degrading factors.

Priority S2: Negligible Risk under Present Conditions

Non-friable or sealed stable friable material that is unlikely to present a risk to health unless damaged, tooled, cut, sanded, abraded or machined. It is recommended that these materials be maintained in good order. Reassessment of the priority rating will be required if planned works are likely to have an impact on these materials.

5.4 Lead Based Paint

The purpose of the site inspection is to identify the presence of lead based paint materials through a combination of visual inspection, on-site testing and material sampling. The qualitative risk assessment of any lead based paints identified is based upon an evaluation of factors, such as the condition of the paint membrane (adhesion to the substrate, surface deterioration i.e. chalky or cracked etc.), an examination of the paint layers (i.e. inner layers of lead based paint covered with outer layers of lead-free paint to provide a protective coating), location of the paint (i.e. accessibility of children etc.) and any other information considered important or relevant.

Priority Rating for Control of Lead Paint Hazards

Priority L1: Immediate Elevated Risk Level

Damaged or deteriorated paint membrane, which due to its present condition and location, presents an immediate health risk. Immediate control measures are required and the area containing this material should be isolated from personnel. Abatement of this particular hazard is strongly recommended at the earliest practicable time.

Priority L2: Potential Elevated Risk Level

Paint membrane showing signs of deterioration and weathering which if left will continue to deteriorate and require abatement that is more extensive. Control measures to stabilise this material should be initiated as a priority, with formal abatement of the hazard being considered.

Priority L3: Negligible Risk under Present Conditions

Stable paint membrane that is in good condition and/or covered by a lead-free paint membrane, which is also in a good condition. Unlikely to present a risk to health unless damaged or deterioration occurs. It is recommended that these materials be maintained in good order. Reassessment of the priority rating will be required if planned works are likely to have an impact on these materials.

5.5 Polychlorinated Biphenyl Capacitors

The purpose of the site inspection is to identify the presence of PCB containing electrical components through a combination of visual inspection and comparison to the ANZECC



database. The qualitative risk assessment of any PCB containing electrical components identified is based upon an evaluation of the condition of the component item for leaking PCB oil. The site assessment examined a representative portion of the fluorescent light fittings throughout the building. However, it is possible that there will be a variation of capacitor types (or leaking capacitors) in fittings not examined.

Priority Rating for Control of PCB Hazards

Priority A: Immediate Elevated Risk Level

PCB oil leaking from the component item under consideration. Immediate control measures are required to prevent exposure of personnel and potential damage to the environment. Abatement of this particular hazard is strongly recommended at the earliest practicable time.

Priority B: Negligible Risk under Present Conditions

The component item is in good condition and no remedial works are required at this stage. Unlikely to present a risk to health unless capacitor is damaged or deteriorates.



6.0 QUALITATIVE RISK ASSESSMENT – HAZARD CONTROL STRATEGIES AND RECOMMENDATIONS

6.1 Asbestos Materials

6.1.1 Risk Assessment

Friable asbestos containing materials were identified in the Waverley Council Chambers building within the millboard surrounding some heater banks in the HVAC system throughout the ceiling spaces excluding level 3. As the heater banks are rarely accessed, the surrounding millboard is unlikely to be disturbed, so the asbestos present poses a negligible risk under present conditions. As this asbestos containing material is in a stable condition it has been allocated a Priority 4 rating provided new contractor inductions systems are put in place. Refer Section 6.1.3 iii) below.

With the exception of the asbestos materials tabulated in Section 6.1.2, the asbestos containing materials identified in the Waverley Council Chambers site are in a stable condition and have been allocated a Priority 4 rating (Negligible Risk under Present Conditions). They do not present a significant asbestos related health risk whilst they are maintained in good condition and remain undisturbed.

6.1.2 Recommended Remedial Works

The following asbestos containing material identified in the Waverley Council Chambers site is subject to deterioration by weathering. The recommendations for remedial works for these items are outlined below.

6.1.3 Hazard Control Strategies and Management Options

In situ management is recommended for asbestos containing materials in good condition as outlined in the Safe Work Australia approved code of practice "How to Manage and Control Asbestos in the Workplace, 2016", published by SafeWork NSW. This Code of Practice is an approved code of practice under section 274 of the *Work, Health and Safety Act, 2011*.

The asbestos-containing materials have been labelled in accordance with requirements of the Safe Work Australia approved Code of Practice "How to Manage and Control Asbestos in the Workplace, 2016", published by SafeWork NSW.

Implementation of asbestos management procedures that minimises the potential for future damage of the asbestos materials should also be adopted. The asbestos materials should be inspected on a regular basis in accordance with the recommendations in the asbestos register in Appendix 1 of this report to ensure any deterioration or damage is detected early and that the material(s) are maintained in a good and stable condition.



iii) HVAC System

The HVAC system is internally lined with an insulation material surrounding the heating elements at each heater bank.

At many of the heater banks, millboard has been used as the insulation material lining the duct. The millboard contains asbestos and is classified as friable.

Note: Not all heater bank insulation contains asbestos. Millboard which contains asbestos is within ducts from the ground floor up to the second floor. The insulation surrounding the heater banks on level 3 does not contain asbestos, nor do the newer heater banks on other levels.

The external wires which power the heater banks are wrapped in a woven material which contains asbestos (in some locations). These wires are classified as non-friable.

While the millboard remains inside the duct and undisturbed, it poses a low risk; although technicians are to be aware of the fragility of the millboard once exposed i.e. heating elements removed from duct. All HVAC technicians working on the system on this Site are required to have undergone asbestos awareness training.

HVAC technician SWMS are to include the Safe Work Procedures suitable for the task they are performing.

Should any maintenance works damage the millboard, or works are conducted which are considered likely to damage the millboard, a Class A licenced asbestos removal contractor must be engaged, with the work overseen by a Licenced Asbestos Assessor.

Other maintenance staff/contractors are not required to have undergone asbestos awareness training to work in the building, although an induction is required to ensure they are aware of the presence of asbestos within the ducts located throughout the ceiling space. The maintenance staff/contractors SWMS are to reflect the work noting that ACM exists in the ceiling space (or other areas of the building as per their scope of works).

6.1.4 Renovations / Demolition

Asbestos materials should be removed prior to the commencement of any renovation or demolition works that may cause their disturbance. It is recommended that any areas or materials listed in this report as potentially containing asbestos that were not sampled at the time of the survey are sampled prior to any refurbishment works that require their removal or disturbance.

As required in Regulation 448 of the *Work, Health and Safety Regulations, 2017* the person with management or control of a workplace must ensure that, before demolition or refurbishment is carried out at the workplace, the asbestos register for the workplace is reviewed; and if the register is inadequate having regard to the proposed demolition or refurbishment then it is revised.

Any removal of the asbestos materials should be done in accordance with the requirements of the Safe Work Australia Code of Practice "How to Safely Remove Asbestos 2016", published by SafeWork NSW.



6.2 Synthetic Mineral Fibre Materials

Significant quantities of unbonded synthetic mineral fibre containing materials are present in the ceiling space on level two. These SMF materials at present are in a good and stable condition. They do not pose a significant health risk to the occupants of the building and have been allocated a Priority S2 rating. There are also likely significant quantities of bonded SMF materials within the insulation for the HVAC ducting and hot water systems. Left undisturbed, they do not pose a significant health risk to the occupants of the building and have been allocated a Priority S2 rating.

The handling or removal of any SMF containing materials should be conducted in accordance with the requirements of the Synthetic Mineral Fibres National Standard (NOHSC:1004) and National Code of Practice (NOHSC:2006).

The SMF insulation sprayed on the concrete soffit and I beams in the NE section of level 2 is friable. Due to the friable nature of this material it is easily disturbed. A P1 respirator (minimum rating) should be worn when conducting work in this section of the ceiling space.

6.3 Lead Based Paint Systems

6.3.1 Risk Assessment

Small quantities of lead based paint systems were identified in the Waverley Council Chambers building. Approximately 10 m² of orange coloured paint on the ducting in the plant room, and approximately 3 m² of blue-grey coloured paint on doorframes on the mezzanine level were the only paint systems which were identified as positive for lead paint. As these paint systems are in a stable condition, they have been allocated a Priority L3 rating (Negligible Risk under Present Conditions). They do not present a significant health risk whilst they are maintained in good condition and remain undisturbed.

As outlined in the Australian/New Zealand Standard AS/NZS 4361.2 2017 "*Guide to hazardous paint management Part 2: Lead paint in residential, public and commercial buildings*" (AS/NZS 4361.2 2017), peeling and flaking lead paint may cause residues of lead to build up in accumulated dust.

Any works, which may disturb potential lead based paint systems, should be conducted in accordance with the requirements of Australian/New Zealand Standard AS/NZS 4361.2 2017.

6.4 Polychlorinated Biphenyl Capacitors

No electrical capacitors containing the class of compounds known as PCBs were identified in the fluorescent light fittings inspected.

A fluorescent light fitting in the AHU fan room within the plant room could not be accessed due to the disintegration of the light fitting with rust. This light fitting may contain PCBs. No visual evidence of PCB oil leakage was noted.



The site assessment examined a representative portion of the fluorescent light fittings throughout the buildings on this site. However, it is possible that there will be a variation of capacitor types (or leaking capacitors) in fittings not examined.

Should any metal cased capacitors be identified in other light fittings on the site, they should be assessed for PCB content. Any leaking PCB containing capacitors identified should be removed and disposed of in accordance with the requirements of the relevant states and territories prior to the commencement of any renovation or demolition works that may cause their disturbance.



WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SURVEY

APPENDIX 1: HAZARDOUS BUILDING MATERIALS REGISTER

INSTRUCTIONS TO SITE MANAGERS

ALL TRADESPERSONS must be instructed to check this register before commencing any work on the premises and to identify whether or not their work could involve contact with asbestos containing materials or other hazardous building materials. If any work requires the disturbance of asbestos or other hazardous materials (whether or not they are listed in the register), appropriate safety procedures must be employed.



Key and Explanatory Notes to Hazardous Building Material Register

Column Heading	Description
Location	A detailed description of the location of the hazardous building material relevant to this entry.
Material Type	<p>The specific hazardous building material type, e.g.</p> <p>Asbestos: flat asbestos cement sheet, corrugated asbestos cement sheet, vinyl asbestos tiles, CAF gasket, etc.</p> <p>SMF: SMF blanket on the underside of the roof, SMF batts on the ceiling, loose fill SMF on the ceiling, etc.</p> <p>Paint: Beige coloured lead-based paint system.</p> <p>PCB: Metal case capacitor 'Ducon 3.5µF Type APF 235CR'.</p>
Sample / Photograph Reference	<p>Sample Reference number allocated to the sample collected from this asbestos containing material; refer also Appendix 2 for asbestos samples.</p> <p>Photograph Reference number, refer Appendix 3.</p>
Quantity	The quantity of hazardous building material relevant to this location. Depending on the nature of the material, the quantity is given as an area (m ²), length (m), number of pieces/units, not determined (ND)
Condition	<p>Good: good and stable condition.</p> <p>Fair: early signs of deterioration or localised areas of minor mechanical damage. For PCB capacitors this would include evidence of seals deteriorating.</p> <p>Poor: the material is in poor condition and remedial action is required, e.g. capacitors are leaking, etc.</p>
Accessibility	<p>Regular: in the occupied space of the building and accessible to all personnel using/entering the building.</p> <p>Occasional: buildings or rooms that are used infrequently.</p> <p>Maintenance Only: accessible to maintenance personnel only.</p> <p>Prone to Mechanical Damage: material that is fully exposed in the occupied area of the building that will be easily damaged if disturbed.</p>
Risk Priority Rating	The allocated priority rating for this entry, refer Section 5.0.
Recommendations	Recommended remedial actions for damaged or deteriorating material.
Timing	Timing for implementing recommendations and remedial actions specified for this entry. Where a Priority Rating 4 is allocated for an asbestos containing material, this refers to the timing for re-inspection of this material.



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUAN-TITY	COND-ITION	ACCESS-IBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Asbestos								
Refer to Section 3.3 of this report for a list of inaccessible areas.								
Throughout the building, central lift and shaft	Lift Equipment (May contain asbestos)	Not Sampled	ND ¹	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023
Throughout the building, ceiling space and plant room. HVAC system	Millboard and insulated wires	Refer S10345-HVAC-L01	15 m ²	Fair	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)	June 2023
Throughout the building, window sealant	Sealant material	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Fire stairs, adhesive below stair treads	Adhesive material	S10345-BSA01/20	NA	NA	NA	No asbestos detected	NA	NA

¹ ND - Not determined. Condition presumed good.

Note: While inaccessible, any material listed as ND in this Register which may contain asbestos presents a low risk



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUAN- TITY	COND- ITION	ACCESS- IBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Ground level, ceiling space, HVAC heater banks	Millboard and insulated wires	Refer S10345-HVAC-L01 Photograph A16	5 m²	Fair (friable)	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)	June 2023
Ground level, archive safe Note: Adhesive does not contain asbestos	Vinyl floor tiles (dark brown)	S10345-BSA01/19-A Photograph A02	3 m²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Ground level, external north entrance, backing to brown ceramic tiles	Cement sheeting (may contain asbestos)	Not Sampled inaccessible area Photograph A03	5 m²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023
Ground level, server room, grey electrical cabinet	Electrical Equipment (may contain asbestos)	Not Sampled Photograph A04	1 m²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUAN- TITY	COND- ITION	ACCESS- IBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Ground level, south entry soffit	Flat asbestos cement sheet	S10345-BSA01/05 Photograph A05	2 m ²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Ground level, archive safe, dark brown vinyl tile, yellow adhesive	Adhesive material	S10345-BSA01/19-B	NA	NA	NA	No asbestos detected	NA	NA
Ground level, archive safe	Vinyl floor tiles (light brown)	S10345-BSA01/18-A	NA	NA	NA	No asbestos detected	NA	NA
Ground level, archive safe, light brown vinyl tile, yellow adhesive	Adhesive material	S10345-BSA01/18-B	NA	NA	NA	No asbestos detected	NA	NA
Ground level, eastern male bathroom, cleaner's cabinet, board below hot water heater	Fibre cement sheeting	S10345-BSA01/17	NA	NA	NA	No asbestos detected	NA	NA
Ground level, firedoor into central southern firestairs, tagged "Pyropanel 1997"	Firedoor	Visual Inspection Photograph A17	NA	NA	NA	No asbestos detected	NA	NA

**HAZARDOUS BUILDING MATERIALS REGISTER:****JUNE 2018****WAVERLEY COUNCIL CHAMBERS****CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022**

LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Ground level, firedoor to northern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Ground level, northern server room, blue vinyl floor tile, adhesive	Adhesive material	S10345-BSA01/22-B	NA	NA	NA	No asbestos detected	NA	NA
Ground level, northern server room, vinyl floor tiles below grey vinyl sheet	Vinyl floor tiles (blue)	S10345-BSA01/22-A	NA	NA	NA	No asbestos detected	NA	NA
Ground level, northern server room, grey floor sheeting	Vinyl sheeting	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Ground level, northern server room, flooring below vinyl sheeting and tiles	Fibre cement sheeting	S10345-BSA01/23	NA	NA	NA	No asbestos detected	NA	NA
Ground level, northern server room, cupboard on east wall	Electrical backing board	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Ground level, subfloor, accessed below internal stairs, packing material	Fibre cement sheeting	S10345-BSA01/21	NA	NA	NA	No asbestos detected	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 1, ceiling space, HVAC heater banks	Millboard and insulated wires	Refer S10345-HVAC-L01 Photograph A16	5 m ²	Fair (friable)	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)	June 2023
Level 1, electrical cabinet in south office space, south of the central firestairs	Electrical Equipment (may contain asbestos)	Not Sampled Photograph A06	1 m ²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023
Level 1, lift lobby, hatch into return air plenum	Firedoor	S10345-BSA01/15 Photograph A07	1 m ²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Level 1, eastern firedoor into northern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Level 1, firedoor to central southern firestairs, tagged "Pyropanel 1998"	Firedoor	Visual Inspection Photograph A18	NA	NA	NA	No asbestos detected	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 1, western firedoor to northern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Mezzanine level, packing material below hot water heater in cleaner's room	Flat asbestos cement sheet	S10345-BSA01/16 Photograph A13	1 m ²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Mezzanine level, ceiling space, HVAC heater banks	Millboard and insulated wires	Refer S10345-HVAC-L01	5 m ²	Fair (friable)	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)	June 2023
Mezzanine level, carpeted area	Vinyl floor tiles (may exist below carpet following refurbishment)	Identified in 2007 PBAPL report	ND	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Mezzanine level, firedoor to central southern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUAN-TITY	COND-ITION	ACCESS-IBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Mezzanine level, firedoor to northern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Mezzanine level, woven ceiling tiles	Stramit	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Level 2, ceiling space, HVAC heater banks	Millboard and insulated wires	Refer S10345-HVAC-L01 Photograph A16	5 m²	Fair (friable)	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)	June 2023
Level 2, electrical cabinet in the south office space, south of the central firestairs	Electrical Equipment (may contain asbestos)	Not Sampled Photograph A08	1 m²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023
Level 2, concrete soffit and I beams throughout ceiling space in NE of level Includes lift lobby and areas to the north and east	Sprayed on SMF insulation	S10345-BSA01/01 Photograph S01	NA	NA	NA	No asbestos detected	Although this material does not contain asbestos (contains SMF), due to the friable nature of this material it is easily disturbed. A P1 respirator (minimum rating) should be worn when conducting work in this section of the ceiling space	NA

WAVERLEY COUNCIL- REFERENCE NO. S10345-R01
HAZARDOUS BUILDING MATERIALS SURVEY - WAVERLEY COUNCIL CHAMBERS

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PAGE: 35 OF 88



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 2, east office ceiling space, between concrete soffit and concrete wall	Mastic/Sealant material	S10345-BSA01/12	NA	NA	NA	No asbestos detected	NA	NA
Level 2, eastern firedoor into northern fire stairwell	Firedoor	S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Level 2, firedoor into central southern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Level 2, western firedoor between the northern and southern offices	Firedoor	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Level 2, western firedoor into northern firestairs	Firedoor	Similar to S10345-BSA01/14	NA	NA	NA	No asbestos detected	NA	NA
Level 3, electrical cabinet adjacent lift	Electrical Equipment (may contain asbestos)	Not Sampled Photograph A09	1 m ²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 3, AHU cupboards on external north and east balcony, and internal ceiling space, HVAC heater banks	Heater bank insulation	Refer S10345-HVAC-L01	NA	NA	NA	No asbestos detected	NA	NA
Level 3, external eastern balcony, sheeting covering services in south-east corner (tilted angle)	Fibre cement sheeting	S10345-BSA01/11	NA	NA	NA	No asbestos detected	NA	NA
Level 3, fire door into northern fire stairwell	Fire door	Similar to S10345-BSA01/09	NA	NA	NA	No asbestos detected	NA	NA
Level 3, fire door into southern central fire stairs	Fire door	S10345-BSA01/09	NA	NA	NA	No asbestos detected	NA	NA
Level 3, fire door to external south-west fire stairs	Fire door	Similar to S10345-BSA01/09	NA	NA	NA	No asbestos detected	NA	NA
Level 3, north external balcony eave linings	Fibre cement sheeting	S10345-BSA01/10	NA	NA	NA	No asbestos detected	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 3, north-south corridor into kitchen, compliance tag "DESULL 2012"	Firedoor	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Roof, below hot water heater	Thick compressed asbestos cement sheet	S10345-BSA01/02 Photograph A01	1 m²	Fair	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Roof, below green metal sheathing on chiller pipes	Insulation	S10345-BSA01/03	NA	NA	NA	No asbestos detected	NA	NA
Roof, eaves exiting upper roof over lift motor room	Fibre cement sheeting	S10345-BSA01/04	NA	NA	NA	No asbestos detected	NA	NA
Roof, grey sealant between membrane and roof	Sealant material	S10345-BSA01/13	NA	NA	NA	No asbestos detected	NA	NA
Roof, roof ducting clear sealant	Sealant material	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Roof, roof fire door, with compliance tag "DESULL 2012"	Firedoor	Visual Inspection Photograph A19	NA	NA	NA	No asbestos detected	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Roof, membrane	Membrane	Visual Inspection	NA	NA	NA	No asbestos detected	NA A patch was removed to inspect whether an older membrane was below the newer rubber material. No other membrane material was observed, although this was seen only through a small patch	NA
Plant room, AHU, duct heater above fan	Millboard	Refer S10345-HVAC-L01 Photograph A11	5 m²	Fair (friable)	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain. HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)	June 2023
Plant room, electrical box	Electrical Equipment (may contain asbestos)	Visual Inspection Photograph A14	ND	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Plant room, plant room fire door	Fire door (Labelled)	S10345-BSA01/07 Photograph A15	2 m²	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Plant room, western wall control panel	Electrical Equipment	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Plant room, black rubber gasket on 3x blue pumps	Gasket	S10345-BSA01/08	NA	NA	NA	No asbestos detected	NA	NA
Plant room, electrical box in western cabinet	Electrical backing board	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Plant room, pipe work, insulation below silver covering and metal sheathing	Insulation	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Lift motor room, lift brake pad	Brake shoes	S10345-BSA01/06 Photograph A10	Minor	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Lift motor room, lift motor	Gaskets (may contain asbestos)	Not Sampled	ND	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUAN-TITY	COND-ITION	ACCESS-IBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Lift motor room, silver cabinet	Electrical Equipment (may contain asbestos) (Labelled)	Not Sampled Photograph A12	1	Good	Maintenance Only	Priority 4: Negligible Risk under Present Conditions	Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition	June 2023
Lift motor room, beige fuse box	Electrical backing board	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Lift motor room, lift motor room firedoor	Firedoor	Visual Inspection	NA	NA	NA	No asbestos detected	NA	NA
Synthetic Mineral Fibre								
Throughout the building, insulation within hot water heaters and HVAC ducting	Insulation on fixed and flexible ductwork	Not Sampled Photograph S04	>100 m	Good	Maintenance Only	Priority S2: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Level 2, insulation on concrete soffits and I beams throughout ceiling space in NE of level Includes lift lobby and areas to the north and east	Unbonded synthetic mineral fibre material	S10345-BSA01/01 Photograph S01	100 m²	Fair	Maintenance Only	Priority S2: Negligible Risk under Present Conditions	Due to the friable nature of this material it is easily disturbed. A P1 respirator (minimum rating) should be worn when conducting work in this section of the ceiling space	June 2023



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 3, external AHU cupboards on balcony (x3), wall insulation behind perforated metal sheeting	Bonded synthetic mineral fibre material	Not Sampled innaccessible Photograph S02	3x 12m ²	Good	Maintenance Only	Priority S2: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Plant room, AHU fan room, wall and ceiling insulation behind perforated metal sheeting	Bonded synthetic mineral fibre material	Not Sampled innaccessible Photograph S03	40 m ²	Good	Maintenance Only	Priority S2: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Lead Based Paints								
Ground level, northern fire door	Blue-grey coloured paint system	S10345/P65	NA	NA	NA	Does not contain Lead	NA	NA
Ground level, peeling paint under northern fire stairwell	White coloured paint system	S10345/P64	NA	NA	NA	Does not contain Lead	NA	NA
Ground level, server room walls	Bright Blue coloured paint system	S10345/P67	NA	NA	NA	Does not contain Lead	NA	NA
Ground level, representative walls	White coloured paint system	S10345/P66	NA	NA	NA	Does not contain Lead	NA	NA

**HAZARDOUS BUILDING MATERIALS REGISTER:****JUNE 2018****WAVERLEY COUNCIL CHAMBERS****CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022**

LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Southern central fire stairs, ceiling	White coloured paint system	S10345/P7	NA	NA	NA	Does not contain Lead	NA	NA
Southern central fire stairs, metal stair rail	Brown coloured paint system	S10345/P9	NA	NA	NA	Does not contain Lead	NA	NA
Southern central fire stairs, walls	White coloured paint system	S10345/P8	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine archive room ceiling	Beige coloured paint system	S10345/P63	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine archive room door	Aqua coloured paint system	S10345/P60	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine room doorframe	White coloured paint system	S10345/P58	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine room doorframe	Aqua coloured paint system	S10345/P59	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine archive room walls	Aqua coloured paint system	S10345/P61	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine archive room walls	Yellow coloured paint system	S10345/P62	NA	NA	NA	Does not contain Lead	NA	NA
Internal stairwell, mezzanine stairway skirting boards	Blue-grey coloured paint system	S10345/P57	NA	NA	NA	Does not contain Lead	NA	NA

WAVERLEY COUNCIL- REFERENCE NO. S10345-R01
HAZARDOUS BUILDING MATERIALS SURVEY - WAVERLEY COUNCIL CHAMBERS

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PAGE: 43 OF 88



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 1, central storage box room	Light Aqua coloured paint system	S10345/P55	NA	NA	NA	Does not contain Lead	NA	NA
Level 1, northern fire door	Blue-grey coloured paint system	S10345/P52	NA	NA	NA	Does not contain Lead	NA	NA
Level 1, southern central fire door	Blue-grey coloured paint system	S10345/P53	NA	NA	NA	Does not contain Lead	NA	NA
Level 1, representative walls	White coloured paint system	S10345/P54	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, door frame to cleaner's room	Beige coloured lead based paint system	S10345/P41	1 m ²	Good	Maintenance Only	Priority L3: Negligible Risk under Present Conditions	No Remedial Action Required	June 2023
Mezzanine level, door frame to men's bathroom	Blue-grey coloured lead based paint system	S10345/P50	1 m ²	Good	Maintenance Only	Priority L3: Negligible Risk under Present Conditions	No Remedial Action Required	June 2023



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Mezzanine level, door frame to women's bathroom	Blue-grey coloured lead based paint system	S10345/P48	1 m ²	Good	Maintenance Only	Priority L3: Negligible Risk under Present Conditions	No Remedial Action Required	June 2023
Mezzanine level, cleaner's room shelving	Beige coloured paint system	S10345/P44	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, door frame to hot water heater in cleaner's room	White coloured paint system	S10345/P45	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, door into hot water heater	Beige coloured paint system	S10345/P46	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, door to cleaner's room	Beige coloured paint system	S10345/P42	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, door to men's bathroom	Blue-grey coloured paint system	S10345/P49	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, door to women's bathroom	Blue-grey coloured paint system	S10345/P47	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, edge of door into cleaner's room	Green coloured paint system	S10345/P40	NA	NA	NA	Does not contain Lead	NA	NA

WAVERLEY COUNCIL- REFERENCE NO. S10345-R01
HAZARDOUS BUILDING MATERIALS SURVEY - WAVERLEY COUNCIL CHAMBERS

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PAGE: 45 OF 88



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Mezzanine level, northern fire door	Blue-grey coloured paint system	S10345/P51	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, peeling cleaner's room walls	Beige coloured paint system	S10345/P43	NA	NA	NA	Does not contain Lead	NA	NA
Mezzanine level, southern central fire door	Blue-grey coloured paint system	S10345/P39	NA	NA	NA	Does not contain Lead	NA	NA
Level 2, internal stairwell, walls	White coloured paint system	S10345/P37	NA	NA	NA	Does not contain Lead	NA	NA
Level 2, mayor's office walls	White coloured paint system	S10345/P38	NA	NA	NA	Does not contain Lead	NA	NA
Level 2, raised stationery/store room ceiling	White coloured paint system	S10345/P36	NA	NA	NA	Does not contain Lead	NA	NA
Level 2, raised stationery/store room walls	Beige coloured paint system	S10345/P35	NA	NA	NA	Does not contain Lead	NA	NA
Level 2, southern central fire door	Blue-grey coloured paint system	S10345/P33	NA	NA	NA	Does not contain Lead	NA	NA
Level 2, representative walls	White coloured paint system	S10345/P34	NA	NA	NA	Does not contain Lead	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Level 3, kitchen walls	White coloured paint system	S10345/P32	NA	NA	NA	Does not contain Lead	NA	NA
Level 3, lift frame and doors	Blue-grey coloured paint system	S10345/P31	NA	NA	NA	Does not contain Lead	NA	NA
Level 3, northern fire door	Blue-grey coloured paint system	S10345/P29	NA	NA	NA	Does not contain Lead	NA	NA
Level 3, southern central fire door	Blue-grey coloured paint system	S10345/P27	NA	NA	NA	Does not contain Lead	NA	NA
Level 3, southern external fire door	Blue-grey coloured paint system	S10345/P28	NA	NA	NA	Does not contain Lead	NA	NA
Level 3, representative walls	White coloured paint system	S10345/P30	NA	NA	NA	Does not contain Lead	NA	NA
Roof, air exhaust	Beige coloured paint system	S10345/P14	NA	NA	NA	Does not contain Lead	NA	NA
Roof, cooler body	Beige coloured paint system	S10345/P13	NA	NA	NA	Does not contain Lead	NA	NA
Roof, cooler pipework	Green coloured paint system	S10345/P12	NA	NA	NA	Does not contain Lead	NA	NA

WAVERLEY COUNCIL- REFERENCE NO. S10345-R01
HAZARDOUS BUILDING MATERIALS SURVEY - WAVERLEY COUNCIL CHAMBERS

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PAGE: 47 OF 88



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Roof, inside fire door	Blue-grey coloured paint system	S10345/P10	NA	NA	NA	Does not contain Lead	NA	NA
Roof, outside fire door	Beige coloured paint system	S10345/P11	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, electrical ducting from fuse box	Orange coloured lead based paint system	S10345/P17 Photograph Pb01	10 m ²	Good	Maintenance Only	Priority L3: Negligible Risk under Present Conditions	No Remedial Action Required	June 2023
Plant room, ageing AHU fan drum	Canary Yellow coloured paint system	S10345/P21	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, AHU fan	Green coloured paint system	S10345/P22	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, compressor units	Blue coloured paint system	S10345/P19	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, doors into AHU fan rooms (x3)	Beige coloured paint system	S10345/P20	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, inside door frames into AHU fan rooms	Black coloured paint system	S10345/P23	NA	NA	NA	Does not contain Lead	NA	NA

**HAZARDOUS BUILDING MATERIALS REGISTER:****JUNE 2018****WAVERLEY COUNCIL CHAMBERS****CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022**

LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Plant room, inside fire door	Beige coloured paint system	S10345/P16	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, outside door frames to AHU fan rooms	Brown coloured paint system	S10345/P24	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, outside fire door	Blue-grey coloured paint system	S10345/P15	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, plant room floor	Grey coloured paint system	S10345/P25	NA	NA	NA	Does not contain Lead	NA	NA
Plant room, steel I beam and girder to roof	Red-brown coloured paint system	S10345/P18	NA	NA	NA	Does not contain Lead	NA	NA
Lift motor room, 3300lbs joist beam	Brown coloured paint system	S10345/P26	NA	NA	NA	Does not contain Lead	NA	NA
Lift motor room, door frame	White coloured paint system	S10345/P4	NA	NA	NA	Does not contain Lead	NA	NA
Lift motor room, electrical ducting to lift motor	Black coloured paint system	S10345/P3	NA	NA	NA	Does not contain Lead	NA	NA
Lift motor room, inside fire door	Beige coloured paint system	S10345/P5	NA	NA	NA	Does not contain Lead	NA	NA



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Lift motor room, lift motor	Green coloured paint system	S10345/P1	NA	NA	NA	Does not contain Lead	NA	NA
Lift motor room, lift motor	Yellow coloured paint system	S10345/P2	NA	NA	NA	Does not contain Lead	NA	NA
Lift motor room, outside fire door	Blue-grey coloured paint system	S10345/P6	NA	NA	NA	Does not contain Lead	NA	NA
PCB's								
Ground level, archive safe	Single tube surface mounted fluorescent light fitting	Visually inspected - no capacitor	NA	NA	NA	Light fitting does not contain PCB	NA	NA
Plant room, AHU fan room ceiling	Single tube surface mounted fluorescent light fitting - unknown - may contain PCBs - rusted shut	Photograph PCB01	1	Poor	Maintenance Only	Priority B: Negligible Risk under Present Conditions	Leave and maintain in good condition.	June 2023
Plant room, eastern wall mounted representative sample	Two tube surface mounted fluorescent light fitting	Visually inspected - no capacitor	NA	NA	NA	Light fitting does not contain PCB	NA	NA

WAVERLEY COUNCIL- REFERENCE NO. S10345-R01
HAZARDOUS BUILDING MATERIALS SURVEY - WAVERLEY COUNCIL CHAMBERS

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PAGE: 50 OF 88



HAZARDOUS BUILDING MATERIALS REGISTER:								JUNE 2018
WAVERLEY COUNCIL CHAMBERS								
CORNER OF PAUL STREET AND BONDI ROAD, BONDI JUNCTION NSW 2022								
LOCATION	MATERIAL TYPE	SAMPLE / PHOTOGRAPH REFERENCE	QUANTITY	CONDITION	ACCESSIBILITY	RISK PRIORITY RATING	RECOMMENDATIONS	TIMING
Waverley Council Chambers								
Lift motor room, ceiling	Single tube surface mounted fluorescent light fitting	Visually inspected - no capacitor	NA	NA	NA	Light fitting does not contain PCB	NA	NA



WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SURVEY

APPENDIX 2: HAZARDOUS MATERIALS SAMPLE ANALYSIS REGISTER

Asbestos Analysis Results

Please see S10345-HVAC-L01 for HVAC asbestos analysis results

Sample No.	Sample Location	Analysis Result
S10345-BSA01/01	Level 2, concrete soffit and I beams throughout ceiling space: Insulation on upper surface of ceiling.	No asbestos fibres detected ¹ Contains SMF ⁶
S10345-BSA01/02	Roof, below hot water heater: Thick compressed asbestos cement sheet.	Contains Chrysotile ²
S10345-BSA01/03	Roof, below green metal sheathing on chiller pipes: Insulation.	No asbestos fibres detected ¹
S10345-BSA01/04	Roof, eaves exiting upper roof over lift motor room: Fibre cement sheeting.	No asbestos fibres detected ¹ Contains OF ⁵ Contains SMF ⁶
S10345-BSA01/05	Ground level, south entry soffit: Flat asbestos cement sheet	Contains Chrysotile ²
S10345-BSA01/06	Lift motor room, lift brake pad: Brake shoe.	Contains Chrysotile ² Contains OF ⁵
S10345-BSA01/07	Plant room, plant room fire door: Fire door.	Contains Chrysotile ² Contains Amosite ³
S10345-BSA01/08	Plant room, black rubber gasket on 3x blue pumps: Gasket.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/09	Level 3, fire door into central southern fire stairs: Fire door.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/10	Level 3, north external balcony eave linings: Fibre cement sheeting.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/11	Level 3, external eastern balcony, on slope covering services in south-east corner: Fibre cement sheeting.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/12	Level 2, east office ceiling space, between concrete soffit and wall: Sealant material.	No asbestos fibres detected ¹
S10345-BSA01/13	Roof, grey sealant between membrane and roof: Sealant material.	No asbestos fibres detected ¹
S10345-BSA01/14	Level 2, eastern fire door into northern fire stairwell: Fire door.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/15	Level 1, lift lobby, hatch into return air plenum: Fire door.	Contains Amosite ³ Contains OF ⁵



Sample No.	Sample Location	Analysis Result
S10345-BSA01/16	Mezzanine level, packing material below hot water heater in cleaner's room: Flat asbestos cement sheet.	Contains Chrysotile ²
S10345-BSA01/17	Ground level, eastern male bathroom cleaner's cabinet, board below hot water heater: Fibre cement sheeting.	No asbestos fibres detected ¹ Contains OF ⁵ Contains SMF ⁶
S10345-BSA01/18-A	Ground level, archive safe, light brown vinyl tile: Vinyl floor tiles.	No asbestos fibres detected ¹
S10345-BSA01/18-B	Ground level, archive safe, light brown vinyl tile, yellow adhesive: Sealant material.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/19-A	Ground level, archive safe, dark brown vinyl tile: Vinyl floor tiles.	Contains Chrysotile ²
S10345-BSA01/19-B	Ground level, archive safe, dark brown vinyl tile, yellow adhesive: Sealant material.	No asbestos fibres detected ¹
S10345-BSA01/20	Southern central fire stairs, adhesive below stair treads: Sealant material.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/21	Ground level, subfloor below stairs, packing material: Fibre cement sheeting.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/22-A	Ground level, northern server room, blue vinyl floor tiles below grey vinyl sheet: Vinyl floor tiles.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/22-B	Ground level, northern server room, blue vinyl floor tile, adhesive: Sealant material.	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/23	Ground level, northern server room, flooring below grey vinyl sheeting: Fibre cement sheeting.	No asbestos fibres detected ¹ Contains OF ⁵

1. No asbestos fibres detected at the Reporting Limit of 0.1g/kg.
2. Chrysotile - White Asbestos
3. Amosite – Brown Asbestos
4. Crocidolite – Blue Asbestos
5. OF – Organic fibre
6. SMF – Synthetic mineral fibre

Lead in Paint Analysis Results

Sample No.	Sample Location	Analysis Result
S10345/P1	Lift motor room, lift motor: Green coloured paint system.	Negative
S10345/P2	Lift motor room, lift motor: Yellow coloured paint system.	Negative
S10345/P3	Lift motor room, electrical ducting to lift motor: Black coloured paint system.	Negative
S10345/P4	Lift motor room, door frame: White coloured paint system.	Negative
S10345/P5	Lift motor room, inside fire door: Beige coloured paint system.	Negative
S10345/P6	Lift motor room, outside fire door: Blue-grey coloured paint system.	Negative
S10345/P7	Southern central fire stairs, ceiling: White coloured paint system.	Negative
S10345/P8	Southern central fire stairs, walls: White coloured paint system.	Negative
S10345/P9	Southern central fire stairs, metal stair rail: Brown coloured paint system.	Negative
S10345/P10	Roof, inside fire door: Blue-grey coloured paint system.	Negative
S10345/P11	Roof, outside fire door: Beige coloured paint system.	Negative
S10345/P12	Roof, cooler pipework: Green coloured paint system.	Negative
S10345/P13	Roof, cooler body: Beige coloured paint system.	Negative
S10345/P14	Roof, air exhaust: Beige coloured paint system.	Negative
S10345/P15	Plant room, outside fire door: Blue-grey coloured paint system.	Negative
S10345/P16	Plant room, inside fire door: Beige coloured paint system.	Negative
S10345/P17	Plant room, electrical ducting from fuse box: Orange coloured lead based paint system.	Positive (0.39 %)



Sample No.	Sample Location	Analysis Result
S10345/P18	Plant room, steel I beam and girder to roof: Red-brown coloured paint system.	Negative
S10345/P19	Plant room, compressor units: Blue coloured paint system.	Negative
S10345/P20	Plant room, doors into AHU fan rooms (x3): Beige coloured paint system.	Negative
S10345/P21	Plant room, ageing AHU fan drum: Canary Yellow coloured paint system.	Negative
S10345/P22	Plant room, AHU fan heater: Green coloured paint system.	Negative
S10345/P23	Plant room, inside door frames into AHU fan rooms: Black coloured paint system.	Negative
S10345/P24	Plant room, outside door frames to AHU fan rooms: Brown coloured paint system.	Negative
S10345/P25	Plant room, plant room floor: Grey coloured paint system.	Negative
S10345/P26	Lift motor room, 3300lbs joist beam: Brown coloured paint system.	Negative
S10345/P27	Level 3, southern central fire door: Blue-grey coloured paint system.	Negative
S10345/P28	Level 3, southern external fire door: Blue-grey coloured paint system.	Negative
S10345/P29	Level 3, northern fire door: Blue-grey coloured paint system.	Negative
S10345/P30	Level 3, walls: White coloured paint system.	Negative
S10345/P31	Level 3, lift frame and doors: Blue-grey coloured paint system.	Negative
S10345/P32	Level 3, kitchen walls: White coloured paint system.	Negative
S10345/P33	Level 2, southern central fire door: Blue-grey coloured paint system.	Negative
S10345/P34	Level 2, walls: White coloured paint system.	Negative
S10345/P35	Level 2, raised stationery/store room walls: Beige coloured paint system.	Negative
S10345/P36	Level 2, raised stationery/store room ceiling: White coloured paint system.	Negative
S10345/P37	Level 2, main atrium stairwell walls: White coloured paint system.	Negative

Sample No.	Sample Location	Analysis Result
S10345/P38	Level 2, mayor's office walls: White coloured paint system.	Negative
S10345/P39	Mezzanine level, southern central fire door: Blue-grey coloured paint system.	Negative
S10345/P40	Mezzanine level, edge of door into cleaner's room: Green coloured paint system.	Negative
S10345/P41	Mezzanine level, door frame to cleaner's room: Beige coloured lead based paint system.	Positive (0.29 %)
S10345/P42	mezzanine level, door to cleaner's room: Beige coloured paint system.	Negative
S10345/P43	Mezzanine level, peeling cleaner's room walls: Beige coloured paint system.	Negative
S10345/P44	Mezzanine level, cleaner's room shelving: Beige coloured paint system.	Negative
S10345/P45	Mezzanine level, door frame to hot water heater in cleaner's room: White coloured paint system.	Negative
S10345/P46	Mezzanine level, door into hot water heater: Beige coloured paint system.	Negative
S10345/P47	Mezzanine level, door to women's bathroom: Blue-grey coloured paint system.	Negative
S10345/P48	Mezzanine level, door frame to women's bathroom: Blue-grey coloured lead based paint system.	Positive (0.42 %)
S10345/P49	Mezzanine level, door to men's bathroom: Blue-grey coloured paint system.	Negative
S10345/P50	Mezzanine level, door frame to men's bathroom: Blue-grey coloured lead based paint system.	Positive (0.54 %)
S10345/P51	Mezzanine level, northern fire door: Blue-grey coloured paint system.	Negative
S10345/P52	Level 1, northern fire door: Blue-grey coloured paint system.	Negative
S10345/P53	Level 1, southern central fire door: Blue-grey coloured paint system.	Negative
S10345/P54	Level 1, walls: White coloured paint system.	Negative
S10345/P55	Level 1, central storage box room: Light Aqua coloured paint system.	Negative



Sample No.	Sample Location	Analysis Result
S10345/P56	Level 1, walls: White coloured paint system.	Negative
S10345/P57	Main atrium stairwell, stairway skirting boards: Blue-grey coloured paint system.	Negative
S10345/P58	Main atrium stairwell, archive room doorframe: White coloured paint system.	Negative
S10345/P59	Main atrium stairwell, archive room doorframe: Aqua coloured paint system.	Negative
S10345/P60	Main atrium stairwell, archive room door: Aqua coloured paint system.	Negative
S10345/P61	Main atrium stairwell, archive room walls: Aqua coloured paint system.	Negative
S10345/P62	Main atrium stairwell, archive room walls: Yellow coloured paint system.	Negative
S10345/P63	Main atrium stairwell, archive room ceiling: Beige coloured paint system.	Negative
S10345/P64	Ground level, peeling paint under northern fire stairwell: White coloured paint system.	Negative
S10345/P65	Ground level, northern fire door: Blue-grey coloured paint system.	Negative
S10345/P66	Ground level, walls: White coloured paint system.	Negative
S10345/P67	Ground level, server room walls: Bright Blue coloured paint system.	Negative



WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SURVEY

APPENDIX 3: PHOTOGRAPHS

Photograph A01

Site: Waverley Council Chambers.

Location: Roof, below hot water heater.

Description: The red arrow points to thick compressed asbestos cement sheet.

Recommendation: Leave and maintain in good condition



Photograph A02

Site: Waverley Council Chambers.

Location: Ground level, archive safe, dark brown vinyl tile.

Description: The red arrow points to vinyl floor tiles.

Recommendation: Leave and maintain in good condition.



Photograph A03

Site: Waverley Council Chambers.

Location: Ground level, external north entrance, backing to brown ceramic tiles.

Description: The red arrow points to where cement sheeting (which may contain asbestos), may be present.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph A04

Site: Waverley Council Chambers.

Location: Ground level, server room, grey electrical cabinet.

Description: The red arrow points to electrical equipment.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph A05

Site: Waverley Council Chambers.

Location: Ground level, south entry soffit.

Description: The red arrow points to ceiling lining.

Recommendation: Leave and maintain in good condition.



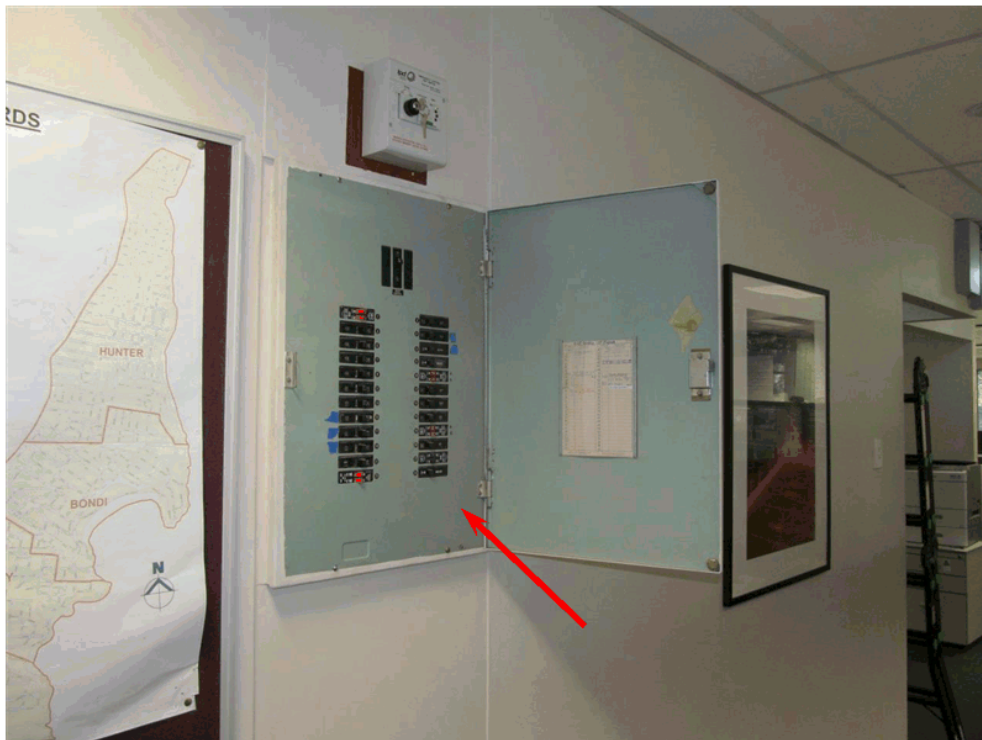
Photograph A06

Site: Waverley Council Chambers.

Location: Level 1, electrical cabinet in south office, south of the central firestairs.

Description: The red arrow points to electrical equipment.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph A07

Site: Waverley Council Chambers.
Location: Level 1, lift lobby, hatch into return air plenum.
Description: The red arrow points to a fire door.
Recommendation: Leave and maintain in good condition.



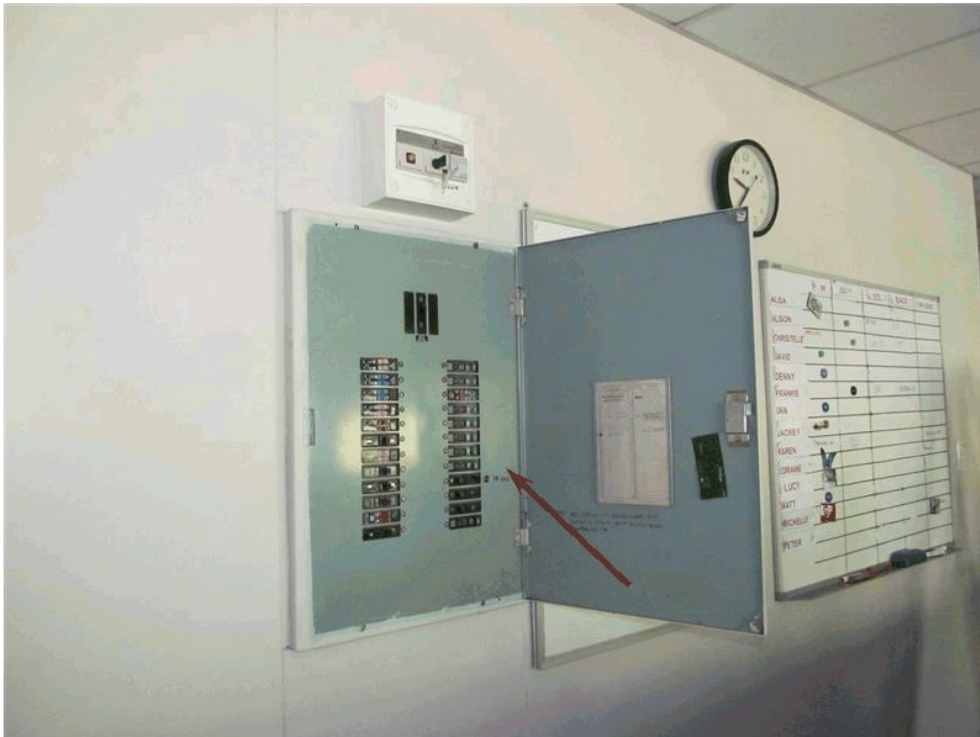
Photograph A08

Site: Waverley Council Chambers.

Location: Level 2, electrical cabinet in the south office, south of the central firestairs.

Description: The red arrow points to electrical equipment.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph A09

Site: Waverley Council Chambers.

Location: Level 3, electrical cabinet adjacent lift.

Description: The red arrow points to electrical equipment.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph A10

Site: Waverley Council Chambers.
Location: Lift motor room, lift brake pad.
Description: The red arrow points to brake shoe.
Recommendation: Leave and maintain in good condition.



Photograph A11

Site: Waverley Council Chambers.

Location: Plant room

Description: The red arrow points to where the AHU duct heater is located.

Recommendation: Leave and maintain in good condition.

HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)



Photograph A12

Site: Waverley Council Chambers.

Location: Lift motor room, silver cabinet.

Description: The red arrow points to electrical equipment.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph A13

Site: Waverley Council Chambers.

Location: Mezzanine level, packing material below hot water heater in cleaner's room.

Description: The red arrow points to flat asbestos cement sheet.

Recommendation: Leave and maintain in good condition.



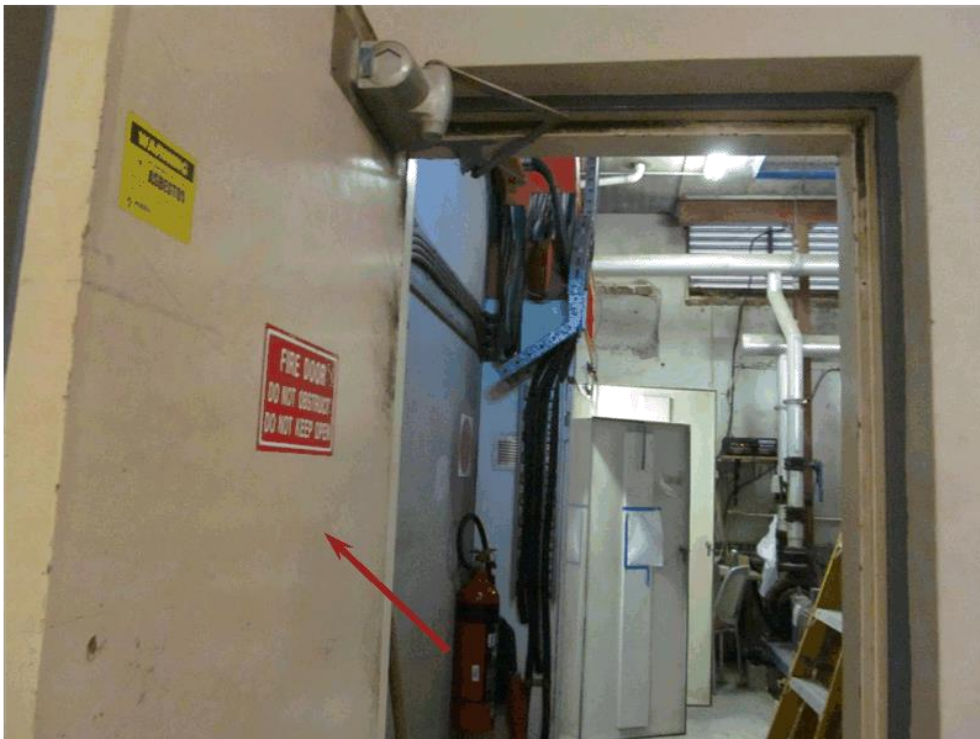
Photograph A14

Site: Waverley Council Chambers.
Location: Plant room, electrical box fuses.
Description: The red arrow points to electrical equipment.
Recommendation: Leave and maintain in good condition.



Photograph A15

Site: Waverley Council Chambers.
Location: Plant room, plant room fire door.
Description: The red arrow points to a fire door.
Recommendation: Leave and maintain in good condition.



Photograph A16

Site: Waverley Council Chambers.

Location: Representative throughout the building, ground level, level 1 and level 2, HVAC heater banks.

Description: The red arrow points to millboard. The yellow arrow points to asbestos insulated wires.

Note: Some asbestos insulated wires are white/cream (not red like this photograph)

Recommendation: Leave and maintain in good condition.

HVAC technicians must have undergone asbestos awareness training to work on this system, refer Section 6.1.3 iii)



Photograph A17

Site: Waverley Council Chambers.

Location: Ground level, firedoor into central southern firestairs, tagged "Pyropanel 1997".

Description: The yellow arrow points to a firedoor which does not contain asbestos.

Recommendation: NA



Photograph A18

Site: Waverley Council Chambers.

Location: Level 1, fire door to central southern firestairs, tagged "Pyropanel 1998".

Description: The yellow arrow points to a fire door which does not contain asbestos.

Recommendation: NA



Photograph A19

Site: Waverley Council Chambers.

Location: Roof, roof fire door, with compliance tag "DESULL 2012".

Description: The yellow arrow points to a fire door which does not contain asbestos.

Recommendation: NA



Photograph S01

Site: Waverley Council Chambers.

Location: Level 2, insulation on concrete soffits and I beams within the ceiling space.

Description: The red arrow points to unbonded synthetic mineral fibre material.

Recommendation: Leave and maintain in good condition.



Photograph S02

Site: Waverley Council Chambers.

Location: Level 3, external AHU cupboards on balcony (x3), wall insulation behind perforated metal sheeting.

Description: The red arrow points to bonded synthetic mineral fibre material.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph S03

Site: Waverley Council Chambers.

Location: Plant room, AHU fan room, wall and ceiling insulation behind perforated metal sheeting.

Description: The red arrow points to bonded synthetic mineral fibre material.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Photograph S04

Site: Waverley Council Chambers.

Location: Throughout the building, insulation within hot water heaters and HVAC ducting.

Description: The red arrow points to insulation on fixed and flexible ductwork.

Recommendation: Leave and maintain in good condition. Confirm asbestos status prior to refurbishment or demolition



Fixed duct



Flexible duct

Photograph Pb01

Site: Waverley Council Chambers.
Location: Plant room, electrical ducting from fuse box.
Description: The red arrow points to orange coloured lead based paint system.
Recommendation: No Remedial Action Required



Photograph PCB01

Site: Waverley Council Chambers.

Location: Plant room, AHU fan room ceiling.

Description: The red arrow points to single tube surface mounted fluorescent light fitting - unknown - may contain PCBs - rusted shut.

Recommendation: Leave and maintain in good condition.





WAVERLEY COUNCIL CHAMBERS HAZARDOUS BUILDING MATERIALS SURVEY

APPENDIX 4: ASBESTOS ANALYSIS REPORT

The analytical report in this appendix has a separate page numbering system.

HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134
Unit 48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244
Fax: (02) 9746 3266
Email: info@hibbs.com.au
Web: www.hibbs.com.au

Our Reference: S10345-BSA01

04 July 2018

Waverley Council
Level 6,
55 Grafton Street,
BONDI JUNCTION NSW 2022

Attention: Andrew Best
Manager, Waverley Facilities



Dear Andrew Best

RE: ASBESTOS BULK SAMPLE ANALYSIS

The following report presents the results of analysis conducted on 23 samples collected during the asbestos survey of the Waverley Council Chambers site located at the corner of Paul St and Bondi Rd, Bondi Junction NSW 2022 from on 5 June 2018 to 14 June 2018.

The samples were analysed in-house for the presence of asbestos using Hibbs & Associates Pty Ltd Test Method No. 2. This method is based on:

- (i) Australian Standard "AS4964-2004 Method for the qualitative identification of asbestos in bulk samples"; and
- (ii) Health and Safety Executive – UK, "Asbestos: The analysts' guide for sampling, analysis and clearance procedures, Appendix 2: Asbestos in bulk materials: Sampling and identification by polarised light microscopy (PLM), Publication No. HSG248".

The samples were examined by stereo microscopy. Fibrous materials identified under stereo microscopy were extracted and analysed by Polarised Light Microscopy supplemented with Dispersion Staining.

The results are contained in the following table:

Sample No.	Sample Description	Analysis Result
S10345-BSA01/01	Insulation. Sample weight - 5.2 grams	No asbestos fibres detected ¹ Contains SMF ⁶
S10345-BSA01/02	Thick compressed asbestos cement sheet. Sample weight - 0.2 grams	Contains Chrysotile ²

Sample No.	Sample Description	Analysis Result
S10345-BSA01/03	Insulation. Sample weight - 0.1 grams	No asbestos fibres detected ¹
S10345-BSA01/04	Fibre cement sheeting. Sample weight - 0.2 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/05	Asbestos cement sheet. Sample weight - 0.1 grams	Contains Chrysotile ²
S10345-BSA01/06	Brake shoe. Sample weight - 0.5 grams	Contains Chrysotile ² Contains OF ⁵
S10345-BSA01/07	Firedoor. Sample weight - 0.1 grams	Contains Chrysotile ² Contains Amosite ³
S10345-BSA01/08	Gasket. Sample weight - 0.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/09	Firedoor. Sample weight - 0.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/10	Fibre cement sheeting. Sample weight - 0.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/11	Fibre cement sheeting. Sample weight - 0.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/12	Sealant material. Sample weight - 1.5 grams	No asbestos fibres detected ¹
S10345-BSA01/13	Sealant material. Sample weight - 0.6 grams	No asbestos fibres detected ¹
S10345-BSA01/14	Firedoor. Sample weight - 0.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/15	Firedoor. Sample weight - 0.1 grams	Contains Amosite ³ Contains OF ⁵
S10345-BSA01/16	Flat asbestos cement sheet. Sample weight - 0.8 grams	Contains Chrysotile ²
S10345-BSA01/17	Fibre cement sheeting. Sample weight - 0.5 grams	No asbestos fibres detected ¹ Contains OF ⁵ Contains SMF ⁶
S10345-BSA01/18-A	Vinyl floor tiles. Sample weight - 144.7 grams	No asbestos fibres detected ¹
S10345-BSA01/18-B	Adhesive material from 18-A	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/19-A	Vinyl floor tiles. Sample weight - 234 grams	Contains Chrysotile ²



Sample No.	Sample Description	Analysis Result
S10345-BSA01/19-B	Adhesive material from 19-A	No asbestos fibres detected ¹
S10345-BSA01/20	Sealant material. Sample weight - 0.2 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/21	Fibre cement sheeting. Sample weight - 2.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/22-A	Vinyl floor tiles. Sample weight - 268.1 grams	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/22-B	Adhesive material from 22-A	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA01/23	Fibre cement sheeting. Sample weight - 1.8 grams	No asbestos fibres detected ¹ Contains OF ⁵

1. No asbestos fibres detected at the Reporting Limit of 0.1g/kg.
2. Chrysotile - White Asbestos
3. Amosite – Brown Asbestos
4. Crocidolite – Blue Asbestos
5. OF – Organic fibre
6. SMF – Synthetic mineral fibre

This document must be read in its entirety and must not be copied, distributed or referred to in part only. The document must not be reproduced without the written approval of Hibbs & Associates Pty Ltd.

Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Authorised Identifier and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244

Fax: (02) 9746 3266

Email: info@hibbs.com.au

Web: www.hibbs.com.au

Our Reference: S10345-L01

04 July 2018

Waverley Council,
Level 6,
55 Grafton Street,
Bondi Junction NSW 2022

Attention: Mr Andrew Best
Manager, Waverley Facilities

Dear Mr Best,

re: LOCATION OF HVAC HEATER BANKS - COUNCIL CHAMBERS

INTRODUCTION

This document summarises the findings of an assessment conducted on the Heating, Ventilation, and Air Conditioning (HVAC) system within the Waverley Council Chambers building, located on the corner of Paul Street and Bondi Road, Bondi Junction.

The assessment was carried out at the request of Mr Andrew Best, Manager - Waverley Facilities at Waverly Council.

BACKGROUND

On Friday 18 May 2018, a HVAC technician identified millboard lining the duct surrounding heater bank (H/B) 18 in the North-West office space (Shaping Waverly Office). This millboard was sent to a National Association of Testing Authorities (NATA) accredited laboratory, and confirmed to contain asbestos.

Hibbs & Associates Pty Ltd (H&A) was engaged to conduct an assessment of the HVAC system, to compile an register of the location and condition of any asbestos-containing materials (ACM) associated with the HVAC system.

This report complements the Council Chambers Hazardous Building Materials Register (Register). Refer to H&A report S10345-R01. It is noted that the ACM listed in this document, is included as a general entry for all floors within the above mentioned Register.



HVAC SYSTEM

The Air Handling Unit (AHU) which drives the HVAC system, draws fresh air from the louvers located on the western wall of the Plant Room. Fresh air enters the louvers located at the eastern end of the AHU where air is exchanged/mixed with return air circulating from within the building.

Located at the east end of the AHU is the Central Plenum. The Central Plenum draws the air from the building where it enters the AHU and mixes with fresh air, or is exhausted to atmosphere via louvers and a vertical duct (or a combination of both).

Air (fresh and/or return air) enters the eastern end of the AHU; passes through the filters; passes through the cooling coils (fed from the roof top chiller units); and into the fan where it is moved up into the supply duct. Above the fan is where the first duct heater is located. Air passes over the heating elements and continues through the supply duct which travels through the Central Plenum and branches off at different levels, where additional heater banks are located to re-heat the air as required.

The supply ducts from Level 2 down to Ground Level have a combination of asbestos and non-asbestos lined duct heaters. Appendix 1 lists the individual heater banks and their general location. Appendix 3 contains floor plans with approximate locations of the heater banks on all levels.

Due to some damaged asbestos millboard identified in the North-West office space (Shaping Waverly Office), dust samples were collected from targeted locations to determine whether asbestos was present in settled dust located in the path of the return air (air which exits vents and is circulated back through the building to the Plant Room AHU). None of the dust samples taken from the return air pathways contained asbestos. Refer H&A Register in Appendix 1 and certificate of analysis in Appendix 4.

The HVAC system on Level 3 services only Level 3 and no ACM were identified in the duct heaters or AHU on this level. It is noted the roof top chiller units service the Level 3 system also.

HEATER BANKS

The heater banks lined with asbestos millboard were all seen to be in a good and stable condition. Although some millboard is frayed where the heating elements enter the duct, this does not constitute the material as 'damaged'. The air flow is not considered great enough to loosen and liberate measurable numbers respirable asbestos fibres (provided the material remains undisturbed). Asbestos fibre air monitoring conducted in the building with the HVAC system operating support this. Refer H&A reports S10345-AMR01, 05 & 06.

It has been recommended to Council to ensure any HVAC technician who works in the Chambers building have undergone asbestos awareness training, and consults the Register before conducting any works. Any work which involves opening the duct at a location known to contain asbestos millboard is to be done under controlled conditions, with a Class A licenced asbestos removal contractor and Licenced Asbestos Assessor (LAA).



Yours sincerely,
HIBBS & ASSOCIATES PTY LTD

A handwritten signature in black ink, appearing to read "S O'Callaghan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Samantha O'Callaghan
Principal Hazardous Materials Consultant
Licensed Asbestos Assessor: LAA 000 191



WAVERLEY COUNCIL CHAMBERS HVAC SYSTEM

APPENDIX 1: HVAC ASBESTOS REGISTER



HVAC Asbestos Register				
Sample Reference	Floor Level	Approximate location of HVAC Duct Heater Within Ceiling Space	Material	Asbestos-Containing (Y/N)
S10345-BSA02/21	Ground Floor	South-East office space (Finance Office), central office located west of open office space NO ID Newer heat bank	Millboard lining duct	No
S10345-BSA02/22	Ground Floor	South-East office space (Finance Office), adjacent to central office, on west side of open office space H/B-2	Millboard lining duct and asbestos woven wiring external of duct	Yes
Not sampled. Visual inspection similar to other samples	Ground Floor	South-East office space (Finance Office), north-south corridor leading from Finance Office towards lift lobby corridor H/B-14	Millboard lining duct and asbestos woven wiring external of duct	Yes
Not sampled. Visual inspection similar to other samples	Ground Floor	East-west corridor leading from lift lobby to bathrooms (corridor with access to archive safe) NO ID Newer heat bank	Millboard board lining duct	No
Not sampled. Visual inspection similar to other samples	Ground Floor	North-West office space - GIS Office Southern wall adjacent to Environment Office H/B-4	Millboard lining duct	Yes
Not sampled. Visual inspection similar to other samples	Ground Floor	East of reception Corridor leading to north-east corner meeting room from office located east of reception NO ID	Millboard lining duct	Yes



HVAC Asbestos Register				
Sample Reference	Floor Level	Approximate location of HVAC Duct Heater Within Ceiling Space	Material	Asbestos-Containing (Y/N)
S10345-BSA02/01-02	Level 1	Eastern office space (Building Waverly) South-East of lift in office space H/B-5	Millboard lining duct and asbestos woven wiring external of duct	Yes
S10345-BSA02/04	Level 1	Eastern office space (Building Waverly) South-East of lift in office space, south of HC-5 near H/B-6	Millboard lining duct	Yes
S10345-BSA02/05	Level 1	Western office space, south end H/B-17	Millboard lining duct	Yes
S10345-BSA02/06	Level 1	Western office space, north end H/B-16	Millboard lining duct	Yes
S10345-BSA02/07	Level 1	Western office space, south end Sample taken from H/B-17, although similar internal wires on all heater banks. Refer Photograph 02 in Appendix 2	Wire insulation exiting duct (internal coloured wires behind metal cover)	No
S10345-BSA02/08	Level 1	Eastern office space (Building Waverly) South-East of lift in office space, west of HC-5 NO ID – Newer heat bank	Millboard lining duct	No
S10345-BSA02/23	Mezzanine Level	Southern Archive room NO ID	Millboard lining duct	Yes



HVAC Asbestos Register				
Sample Reference	Floor Level	Approximate location of HVAC Duct Heater Within Ceiling Space	Material	Asbestos-Containing (Y/N)
S10345-BSA02/10	Level 2	North-West office space (Shaping Waverly Office) South-east end of office space H/B-18	Millboard lining duct	Yes
S10345-BSA02/11	Level 2	North-West office space (Shaping Waverly Office) South-east end of office space H/B-18 Millboard on base-plate of new heating elements	Millboard on base-plate	No
Not sampled. Visual inspection similar to other samples	Level 2	North-West office space (Shaping Waverly Office) Above southern door H/B-11	Millboard lining duct	Yes
S10345-BSA02/12	Level 2	East office space (office area south of kitchen) NO ID – Newer heat bank	Millboard lining duct	No
S10345-BSA02/13-14	Level 2	Office east of lift lobby (Communications and Engagement Office) H/B-10	Millboard lining duct and asbestos woven wiring external of duct	Yes
S10345-BSA02/15	Level 2	Corridor running east-west of Communications and Engagement Office No heater bank , remnant lining from past duct heater, accessed via corridor outside GM's office	Millboard lining duct	Yes



HVAC Asbestos Register				
Sample Reference	Floor Level	Approximate location of HVAC Duct Heater Within Ceiling Space	Material	Asbestos-Containing (Y/N)
S10345-BSA02/16 (Millboard visual inspection)	Level 2	South-East office area (General Manager's Office) Above door to kitchen/printer H/B-8	Millboard lining duct and asbestos woven wiring external of duct	Yes
S10345-BSA02/17	Level 3	External Northern Balcony AHU cupboard NO ID Northern heater bank *Similar millboard to southern heater bank	Millboard lining duct	No
S10345-BSA02/18	Level 3	External Northern Balcony AHU cupboard NO ID Grey sealant at join between heating elements and duct *Similar sealant on other Level 3 AHU ducts	Grey sealant	No
S10345-BSA02/19	Level 3	External Northern Balcony AHU cupboard NO ID	Millboard lining vertical duct	No



HVAC Asbestos Register				
Sample Reference	Floor Level	Approximate location of HVAC Duct Heater Within Ceiling Space	Material	Asbestos-Containing (Y/N)
S10345-BSA02/20	Level 3	External Southern Balcony AHU cupboard NO ID *Similar millboard to southern heater bank	Millboard lining duct to northern heater bank	No
S10345-BSA02/26	Plant Room	Air Handling Unit (AHU) Main supply duct located above AHU fan room	Millboard lining duct	Yes
Dust Samples Collected in 2018				
S10345-BSA02/24	Plant Room	Plant Room AHU filters	Dust	No
S10345-BSA02/25	Plant Room	Central Plenum (Main Return Air Plenum) Supply duct, dust settled on horizontal flange (at Plant Room height within plenum)	Dust	No
S10345-BSA02/27	Level 1	Central Plenum (Main Return Air Plenum) Accessed via hatch adjacent lift	Dust and debris on base of plenum	No
S10345-BSA02/03	Level 1	Eastern office space (Building Waverly) South-East of lift in office space Adjacent H/B-5	Debris on upper surface of ceiling (Suspected SMF ceiling tile debris)	No
S10345-BSA02/28	Mezzanine Level	Cleaner's Vacuum Vacuum bag dust. Green Provac, Asset No. NSW799	Dust and debris	No



HVAC Asbestos Register				
Sample Reference	Floor Level	Approximate location of HVAC Duct Heater Within Ceiling Space	Material	Asbestos-Containing (Y/N)
S10345-BSA02/29	Level 1	Lift Lobby Upper surface of ceiling east of fire dampers-ceiling space entering main return air plenum	Dust	No
S10345-BSA02/30	Level 2	North-West office space (Shaping Waverly Office) Dust from flexible duct. North-east of H/B-18. Second vent from south end of office	Dust	No
S10345-BSA02/31	Level 2	North-West office space (Shaping Waverly Office) Base of metal duct, accessed west side spigot leading to third vent from south end of office	Dust	No
S10345-BSA02/09	Level 2	East office space (office area south of kitchen) Insulation debris in dust from base of duct north of new non-asbestos lining * Note: dust and debris removed on 26/06/2018 refer clearance certificate S10345-CL02	Dust and debris	Yes*

Refer approximate locations of duct heaters on drawings in Appendix 3.

Note: asbestos woven wiring external of duct is red in some locations and white/cream in others. Refer Photographs in Appendix 2



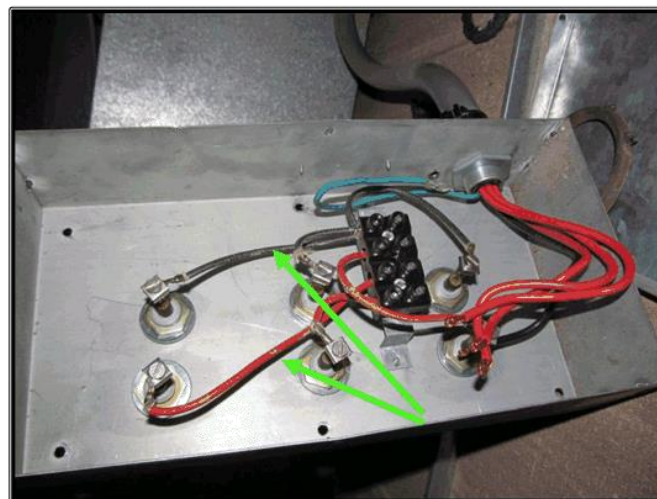
WAVERLEY COUNCIL CHAMBERS HVAC SYSTEM

APPENDIX 2: PHOTOGRAPHS

Photograph 01

The red arrows point to the millboard lining the inside of the duct. The blue arrow points to the external wires which are insulated with moulded asbestos textile.

Note: some external wires are red as shown in this photograph, and some are white/cream

Photograph 02

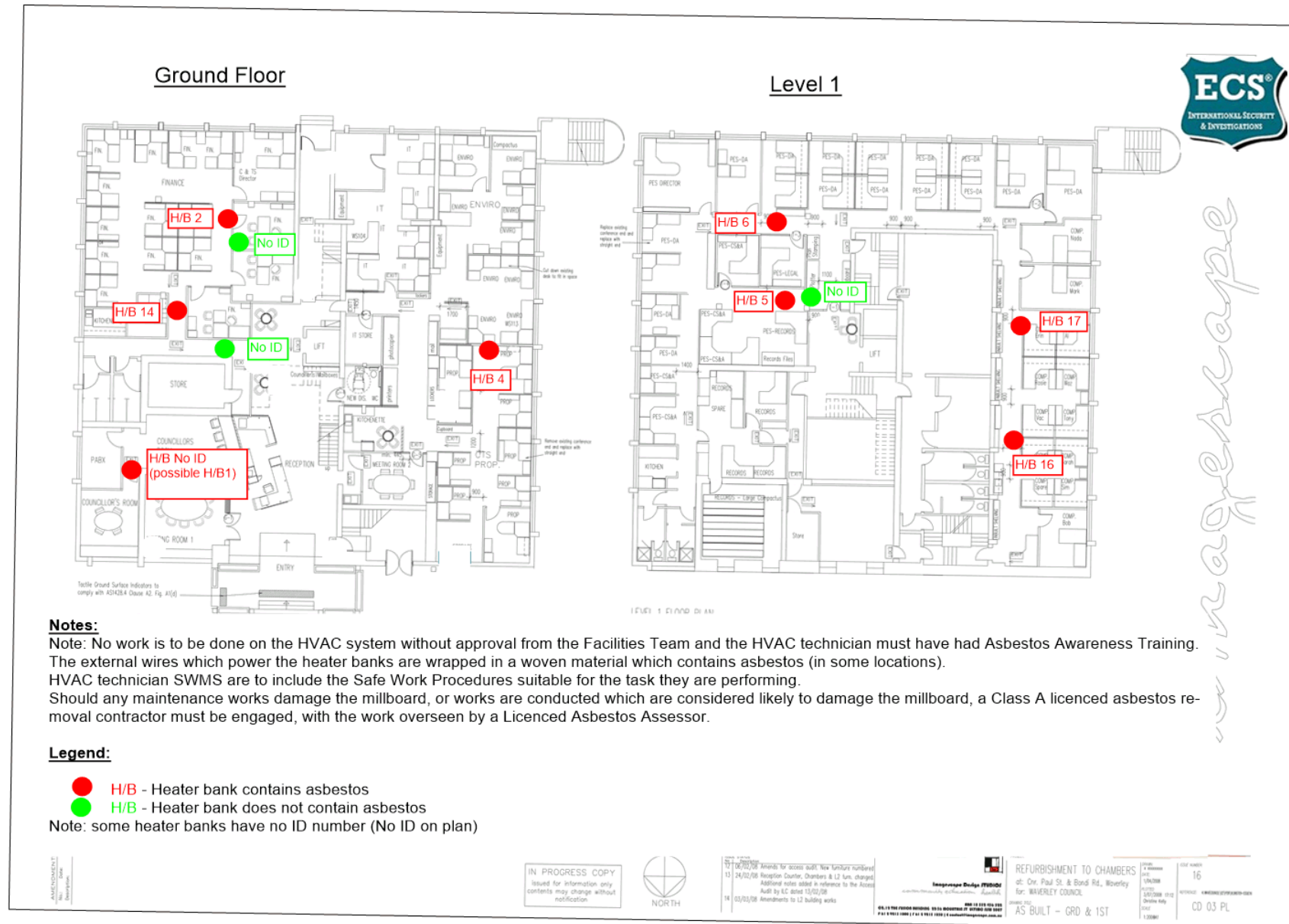
The green arrow points to wires which do not contain asbestos.

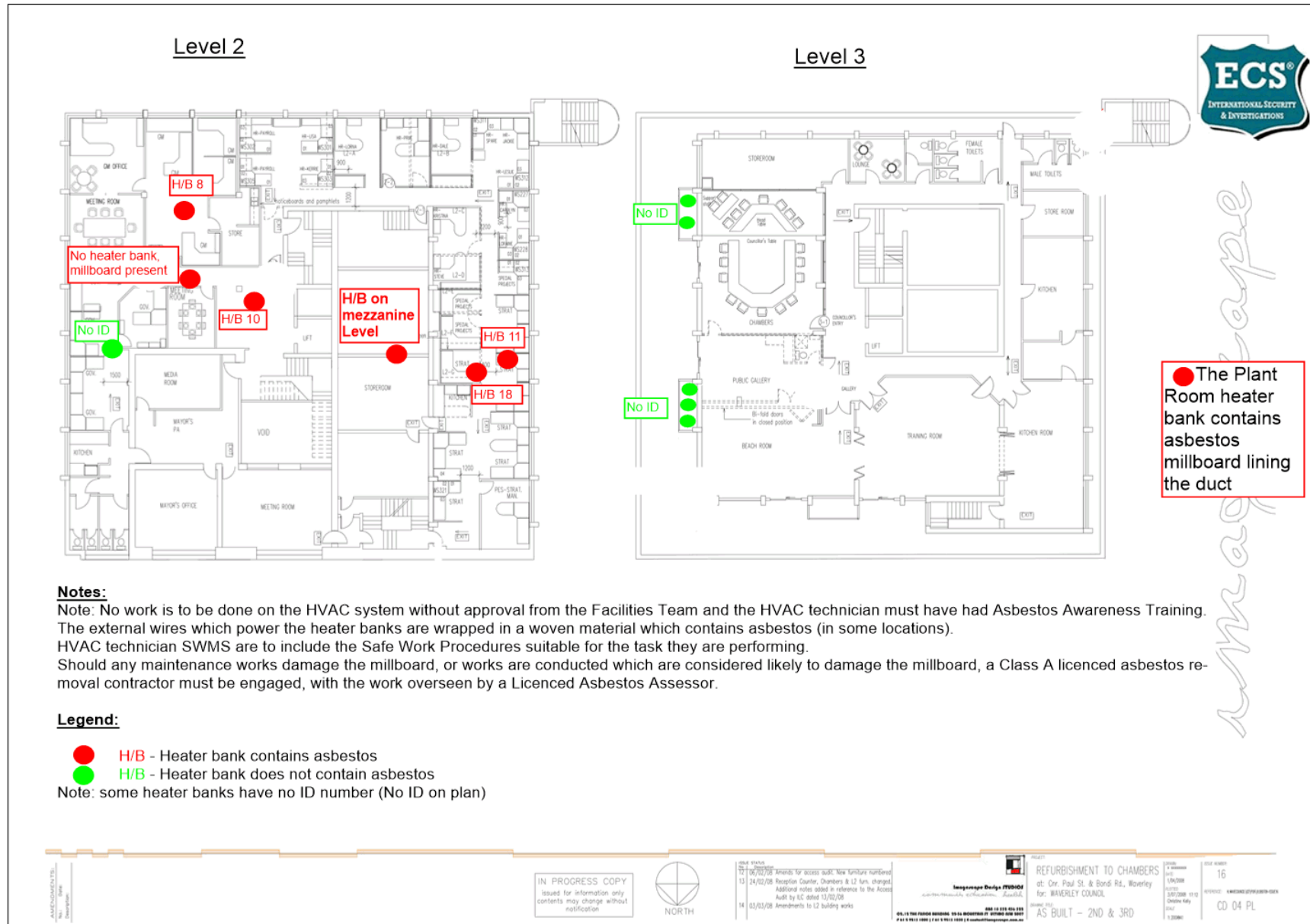


WAVERLEY COUNCIL CHAMBERS HVAC SYSTEM

APPENDIX 3: MARKED UP DRAWINGS

This appendix has a separate page numbering system.







WAVERLEY COUNCIL CHAMBERS HVAC SYSTEM

APPENDIX 4: LABORATORY CERTIFICATE OF ANALYSIS

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HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134
Unit 48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: (02) 9746 3244
Fax: (02) 9746 3266
Email: info@hibbs.com.au
Web: www.hibbs.com.au

Our Reference: S10345-BSA02

04 July 2018

Waverley Council
Level 6,
55 Grafton Street,
BONDI JUNCTION NSW 2022

Attention: Andrew Best
Manager, Waverly Facilities



Dear Andrew Best

RE: ASBESTOS BULK SAMPLE ANALYSIS

The following report presents the results of analysis conducted on 31 samples collected during a survey of the HVAC system within the Waverley Council Chambers building located at the corner of Paul Street and Bondi Road, Bondi Junction NSW 2022. The samples were collected between 04 and 13 June 2018.

The samples were analysed in-house for the presence of asbestos using Hibbs & Associates Pty Ltd Test Method No. 2. This method is based on:

- (i) Australian Standard "AS4964-2004 Method for the qualitative identification of asbestos in bulk samples"; and
- (ii) Health and Safety Executive – UK, "Asbestos: The analysts' guide for sampling, analysis and clearance procedures, Appendix 2: Asbestos in bulk materials: Sampling and identification by polarised light microscopy (PLM), Publication No. HSG248".

The samples were examined by stereo microscopy. Fibrous materials identified under stereo microscopy were extracted and analysed by Polarised Light Microscopy supplemented with Dispersion Staining.

The results are contained in the following table:

Sample No.	Sample Description	Analysis Result
S10345-BSA02/01	Millboard Sample weight 1.1 grams	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/02	Wire insulation Sample weight <1 gram	Contains Chrysotile ² and OF ⁵



Sample No.	Sample Description	Analysis Result
S10345-BSA02/03	Insulation material Sample weight <1gram	No asbestos fibres detected ¹ Contains SMF ⁶
S10345-BSA02/04	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/05	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/06	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/07	Wire insulation Sample weight <1gram	No asbestos fibres detected ¹ Contains SMF ⁶
S10345-BSA02/08	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains OF ⁵
S10345-BSA02/09	Dust and debris Sample weight <1gram	Contains Chrysotile ^{8,9} , OF ⁵ and SMF ⁶
S10345-BSA02/10	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/11	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains OF ⁵ and SMF ⁶
S10345-BSA02/12	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains SMF ⁶
S10345-BSA02/13	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/14	Wire insulation Sample weight <1gram	Contains Chrysotile ² and OF ⁵
S10345-BSA02/15	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/16	Wire insulation Sample weight <1gram	Contains Chrysotile ² and OF ⁵
S10345-BSA02/17	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains OF ⁵ and SMF ⁶
S10345-BSA02/18	Grey sealant Sample weight 5.3 grams	No asbestos fibres detected ¹
S10345-BSA02/19	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains SMF ⁶
S10345-BSA02/20	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains OF ⁵ and SMF ⁶
S10345-BSA02/21	Millboard Sample weight <1gram	No asbestos fibres detected ¹ Contains OF ⁵ and SMF ⁶

WAVERLEY COUNCIL- REFERENCE NO. S10345-BSA02
ASBESTOS SAMPLE ANALYSIS: HVAC WAVERLEY COUNCIL CHAMBERS

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PAGE 2 of 3.



Sample No.	Sample Description	Analysis Result
S10345-BSA02/22	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/23	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/24	Dust Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵ and SMF ⁶
S10345-BSA02/25	Dust Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵ and SMF ⁶
S10345-BSA02/26	Millboard Sample weight <1gram	Contains Chrysotile ² and UMF ⁷
S10345-BSA02/27	Dust and debris Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵
S10345-BSA02/28	Dust Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵
S10345-BSA02/29	Dust Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵ and SMF ⁶
S10345-BSA02/30	Dust Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵
S10345-BSA02/31	Dust Sample weight <1gram	No asbestos fibres detected ^{1,9} Contains OF ⁵

1. No asbestos fibres detected at the Reporting Limit of 0.1 g/kg.
2. Chrysotile – White Asbestos
3. Amosite – Brown Asbestos
4. Crocidolite – Blue Asbestos
5. OF – Organic fibre
6. SMF – Synthetic mineral fibre
7. UMF – Unidentified mineral fibre
8. 8 – Contains chrysotile fibre bundles within insulation debris
9. No 'respirable' asbestos fibres detected at the Reporting Limit of 0.1 g/kg by trace analysis

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Should you have any queries regarding this report, please do not hesitate to contact Samantha O'Callaghan on (02) 9746 3244 or 0448 022 216.

Yours sincerely,
HIBBS & ASSOCIATES PTY LTD


Samantha O'Callaghan
Authorised Identifier and Signatory



HIBBS & ASSOCIATES PTY.LTD.

**Occupational Health and Safety Consultants
Environmental Management Consultants**

A.B.N. 12 608 093 134

48 / 378 Parramatta Road,
Homebush NSW 2140

P.O. Box 4266,
Homebush NSW 2140

Phone: **(02) 9746 3244**

Fax: **(02) 9746 3266**

Email: info@hibbs.com.au

Web: www.hibbs.com.au

WAVERLEY COUNCIL

ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

REFERENCE NO. S10345-AMP

JULY 2018

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 3. Hibbs & Associates Pty Ltd.



ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

Prepared for
WAVERLEY COUNCIL
Level 6, 55 Grafton Street,
BONDI JUNCTION NSW 2022

by
HIBBS & ASSOCIATES PTY LTD

48 / 378 Parramatta Road,
P.O. Box 4266,
HOMEBUSH NSW 2140

www.hibbs.com.au

Telephone: (02) 9746 3244
Facsimile: (02) 9746 3266

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Our Reference: S10345-AMP

July 2018

Prepared by:

A handwritten signature in black ink, appearing to be 'S O'Callaghan', written over a horizontal line.

Samantha O'Callaghan
Principal Hazardous
Materials Consultant
Licensed Asbestos Assessor: LAA000191 (NSW)

Reviewed by:

A handwritten signature in black ink, appearing to be 'R Bittar', written over a horizontal line.

Robert Bittar
Senior Hazardous Materials
Consultant
Licensed Asbestos Assessor: LAA000186
(NSW)

Date: 04 July 2018



ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

DOCUMENT AND REVISION HISTORY

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Client	Waverley Council
Site	Council Chambers
Report reference no.	S10345-AMP

Revisions

Revision	Date	Description	Prepared by	Reviewed by
Version 1	July 2007	AMP	Matthew Lowe and Dale Parker from Waverley Council	OHS&E committee
Draft 1	June 2018	AMP Draft 1	Hibbs & Associates Pty Ltd (H&A)	
Draft 2	June 2018	<ul style="list-style-type: none"> Add Doc & revision history table Remove reference to maintenance staff from 3.1.6 Add requirement for asbestos awareness training to Sections 3.1.3 & 3.1.4 	H&A	
AMP	July 2018	Remove draft and finalise	H&A	



ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

EXECUTIVE SUMMARY

This document details the Asbestos Management Plan for the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction.

This Asbestos Management Plan outlines the hazard control strategies and the administrative and operational procedures for managing asbestos-containing materials in the Council Chambers property.

This management plan covers both friable and non-friable (bonded) asbestos-containing materials at the Site. This AMP outlines the additional management procedures required when working with/near friable asbestos materials.

The Asbestos Management Plan:

- seeks to satisfy the legislative requirements of the New South Wales Work Health and Safety Act 2011 (and supporting Regulation) by identifying, assessing and controlling the risks associated with asbestos-containing materials in the working environment
- defines the lines of authority, responsibilities and describes the administrative procedures for managing the asbestos-containing materials
- describes the operational procedures/protocols for managing the asbestos containing materials
- describes the procedures for on-going surveillance and periodical re-inspection of the asbestos-containing materials
- describes protocols for unexpected finds and emergency response procedures
- describes the requirements for any demolition/refurbishment works



ASBESTOS MANAGEMENT PLAN

COUNCIL CHAMBERS

TABLE OF CONTENTS

	PAGE
Executive Summary	4
1.0 Introduction	6
1.1 General Statement of Purpose	6
1.2 Scope and Objectives of the Plan	6
2.0 Management Plan – Outline	8
2.1 General Requirements - Waverley Council	8
2.2 Specific Requirements	8
2.3 Identify and Evaluate the Risks	8
2.4 Monitoring and Review	9
3.0 Administrative Structure	10
3.1 Administrative Responsibilities	10
4.0 Operations and Maintenance Procedures	14
4.1 General Procedures	14
4.2 Site Inductions	14
4.3 Asbestos Containing Materials - Labelling Strategy	15
4.4 Monitoring of the Condition of Asbestos Containing Materials	15
4.5 Asbestos Management Plan Review	15
4.6 Register Review	16
4.7 Record Keeping and Historical Continuity	16
4.8 General Requirements for Maintenance Works	17
4.9 Refurbishment and Demolition Works	18
4.10 Safe Work Procedures	18
4.11 General Requirements for Asbestos Related Works	18
4.12 Unexpected Finds Protocol	19
4.13 Emergency Response Procedures	20
4.14 Incident Reporting	21
5.0 Register	23
6.0 Risk Management Strategies	24
6.1 Hazard Control Strategies	24
Appendix 1: Contact Details	26
Appendix 2: Properties and Health Effects	28
Appendix 3: Waverley Council's Asbestos Policy	35



1.0 INTRODUCTION

This document details the Asbestos Management Plan (AMP) for the Waverley Council Chambers building located on the corner of Paul Street and Bondi Road, Bondi Junction (the 'Site'). This AMP should be read in conjunction with the Hazardous Building Materials Survey report, refer to Section 2.3.

This management plan covers both friable and non-friable (bonded) asbestos-containing materials at the Site. This AMP outlines the additional management procedures required when working with/near friable asbestos materials.

This S10345-AMP Asbestos Management Plan, replaces Waverley Council Asbestos Management Plan, dated 2007 was reviewed as part of this

1.1 General Statement of Purpose

Waverley Council is committed to providing a healthy working environment and a workplace free from accidents, injury, and occupational illness.

Waverley Council has an asbestos policy which is included in Appendix 3.

1.2 Scope and Objectives of the Plan

Asbestos-containing materials (ACM) have been identified at the Site. It is necessary to implement an AMP to ensure that exposure to airborne asbestos at the workplace is eliminated so far as is reasonably practicable. This AMP describes the systems for managing, monitoring, and maintaining *in situ* ACM.

The success of any AMP and hazard control strategy where ACM remain *in situ*, is contingent on the ability to ensure the materials remain undisturbed, are stable, and are maintained in good condition.

As outlined in Section 2.6 of the SafeWork NSW, *How to Manage and Control Asbestos in the Workplace - Code of Practice 2016* (hereafter 'Code of Practice – Asbestos Management'), *"If asbestos or ACM is in good condition and left undisturbed, it is unlikely that airborne asbestos will be released into the air and the risk to health is extremely low. It is usually safer to leave it [in situ] and review its condition over time"*.

The principal elements of managing the risks of ACM in workplaces are:

- identify all ACM in the workplace, as far as practicable
- assess the risks associated with the ACM
- introduce control measures to minimise, as far as practicable, disturbance of and exposure to the ACM

The purpose of this AMP is to minimise the exposure to the ACM for all building occupants including site personnel and visiting public/contractors through the development and implementation of the management systems outlined herein.



To achieve this objective, the plan specifies work practices and procedures to:

- identify the ACM and develop an Asbestos Register or Hazardous Building Materials Register (hereafter Register) containing the locations, condition and approximate quantities of ACM
- assess the risks posed by the ACM to the users of the sites
- develop and implement suitable hazard control strategies
- prioritise remedial works
- minimise the risk of inadvertent or accidental disturbance to the ACM
- maintain the ACM in a stable condition
- conduct periodical inspections of the ACM to monitor the condition and associated risk

The hazard control strategies outlined in this AMP have been developed in accordance with the New South Wales (NSW) Work Health and Safety (WHS) Act 2011 (the 'Act'), NSW WHS Regulation 2017 (the 'Regulation'), relevant Australian Standards, current industry knowledge and occupational hygiene best practice.

Appendix 2 provides:

- general information on properties of asbestos and ACM
- a brief summary of the health effects resulting from exposure to asbestos; and
- the Workplace Exposure Standards for asbestos



2.0 MANAGEMENT PLAN – OUTLINE

The following section provides an overview of the risk management process and an outline of the AMP for the Site.

2.1 General Requirements - Waverley Council

The Act and Regulation outline the responsibilities of a person conducting a business or undertaking (PCBU).

As a PCBU, Waverley Council acknowledges its legal obligation under the Act, to ensure the health and safety of workers and other persons entering sites under their control.

The AMP is a working document specifically designed to effectively manage and minimise risks of exposure to ACM for personnel working on or visiting the Site.

2.2 Specific Requirements

Chapter 8 (Regulations 419 – 529) of the Regulation outlines the requirements and prohibitions specific to asbestos, including those requirements for developing and maintaining an Asbestos Registers (Register) and accompanying AMP.

2.3 Identify and Evaluate the Risks

The hazardous building materials survey report for the Site includes a Register (in Appendix 1 of the report) which identifies the typical locations and applications where ACM have been identified and provides a qualitative assessment of the health risk posed to the users of the site. The survey report also lists hazard control strategies for the short-term (where remedial works are required) and long-term management of the ACM.

Refer Hibbs & Associates Pty Ltd (H&A) hazardous building materials survey report, reference S10345-R01 dated 22 June 2018.

The majority of the ACM inspected at the Site has been identified to be in a good and stable condition. To manage ACM identified to be in a good and stable condition, the hazard control strategy chosen is to leave and maintain the material in good condition as outlined within the Register.

For ACM identified to be damaged or deteriorating, appropriate recommendations are made in the Register. This AMP focuses on the management of *in situ* ACM. Damaged and deteriorated ACM will have the appropriate hazard control strategies applied i.e. removal, encapsulation etc. More details on hazard control strategies can be found in Section 6.1.



2.4 Monitoring and Review

On-going monitoring and review is an essential element of the AMP, to ensure that the AMP remains relevant and up to date. The review frequency and triggers are outlined within Regulation 429 and 430.

The monitoring and review regime nominated for the AMP includes:

- On-going surveillance of the *in situ* ACM by the Facilities Team and the general workforce on Site
- Review of the *in situ* ACM, update of the risk assessment, review of the hazard control strategies and update of the Register will be conducted by a competent person at least every five (5) years or as per Section 4.4
- Review the AMP at least every five (5) years (refer to Section 4.5 for the review frequency and triggers)



3.0 ADMINISTRATIVE STRUCTURE

The following section summarises the administrative structure, lines of communication and responsibilities for the development, implementation, and on-going operation of the AMP.

The administrative structure includes procedures for the implementation and on-going operation of the AMP (and the hazard control strategies), and the reporting and maintenance systems. It also defines the responsibilities of key participants and the systems for the appointment of personnel to implement, manage and run the AMP.

3.1 Administrative Responsibilities

The Work Health & Safety legislation outlines the work health and safety duties related to specific roles and standards of care associated with specific activities in a workplace. The sections below provide general guidance of roles and responsibilities for the management of the ACM and this AMP.

3.1.1 General Manager

The General Manager has overall responsibility for work health and safety at Waverley Council and is required to approve the structure of the AMP and ensuring its implementation and on-going operation.

The General Manager has delegated the management functions for the AMP to the Manager Risk and Safety, and Manager - Waverley Facilities. The General Manager will ensure that the two managers are provided with the necessary management support, resources, funding and training to implement and run the AMP.

3.1.2 Manager Risk and Safety

The Manager Risk and Safety is responsible for keeping a record of all documents relating to asbestos at the Site. This can include the AMP, asbestos/hazardous materials survey reports and Registers, clearance inspection reports (post asbestos removal works), and the results of any air monitoring conducted. All documentation is to be stored and held as described in Section 4.7.

If the Manager Risk and Safety is notified about unknown or suspect ACM being identified at the Site, they are to contact the Manager - Waverley Facilities who will arrange testing and assessment of the subject material. If the material is identified to contain asbestos, they will organise a qualitative assessment of the risk, implement the appropriate hazard control strategies, update the Register and arrange for a review of the AMP.

The Manager Risk and Safety will participate in the review and if required, revise of the AMP as a minimum, once five (5) years or in accordance with the actions listed in Section 4.5.



The Manager Risk and Safety will arrange for the ACM at the site to be inspected by a competent person in accordance with the recommended time frames in the Register (or sooner as may be required).

3.1.3 Manager - Waverley Facilities

The Manager - Waverley Facilities has a responsibility for work health and safety at any site which is under their control.

The Manager - Waverley Facilities is responsible for the planning and execution of building maintenance works at the Site and the day-to-day administration and operations/maintenance functions of the AMP.

The Manager - Waverley Facilities is responsible for providing contractors with the Register to ensure contractors are aware that ACM does exist within the building and to ensure works being conducted by the contractor will not affect ACM.

The Manager - Waverley Facilities is responsible for reviewing contractor Safe Work Method Statements (SWMS) (or ensuring the Facilities Team review SWMS), for all works planned and ensuring safe work procedures are prepared for maintenance and refurbishment tasks involving ACM or working in close proximity to ACM. Refer Section 4.10 for Safe Working Procedures.

On-going surveillance of the *in situ* ACM by all of the Facilities Team is required to ensure ACM remain in good and stable condition.

The Manager - Waverley Facilities will participate in the review and if required, revise of the AMP as a minimum, once every five (5) years or in accordance with the actions listed in Section 4.5.

If the Manager Risk and Safety is notified about unknown or suspect ACM being identified at the Site, they are to contact the Manager - Waverley Facilities who will arrange testing and assessment of the subject material. If the material is identified to contain asbestos, the Manager - Waverley Facilities will organise a qualitative assessment of the risk, implement the appropriate hazard control strategies, update the Register and arrange for a review of the AMP.

Note: Under Regulation 423, any samples collected from the site (air and bulk samples) are to be analysis by a National Association of Testing Authorities, Australia (NATA) accredited laboratory.

The Manager - Waverley Facilities is responsible for ensuring the Facilities Team has adequate training and skills to meet their responsibilities as outlined in this AMP.

The Manager - Waverley Facilities is required to attend an asbestos awareness training course. This has been undertaken in June 2018. When this management position is filled by new personnel, this person(s) is required to undergo this training.



3.1.4 Facilities Team

The Facilities Team has a responsibility for work health and safety at any site which is under their control.

The Facilities Team has responsibilities for the planning and execution of building maintenance works at the Site and the day-to-day administration and operations/maintenance functions of the AMP.

The Facilities Team is responsible for providing contractors with the Register to ensure contractors are aware that ACM does exist within the building and to ensure works being conducted by the contractor will not affect ACM.

The Facilities Team is responsible for reviewing contractor Safe Work Method Statements (SWMS) for all works planned and ensuring safe work procedures are prepared for maintenance and refurbishment tasks involving ACM or working in close proximity to ACM. Refer Section 4.10 for Safe Working Procedures.

On-going surveillance of the in situ ACM by all of the Facilities Team is required to ensure ACM remain in good and stable condition.

The Facilities Team is required to attend an asbestos awareness training course. This has been undertaken in June 2018. Any new people to join the Facilities Team are required to undergo this training.

3.1.5 General Staff

All personnel who work at the Site should familiarise themselves with the Register for the building in which they work.

Constant vigilance is required by all personnel to ensure that the ACM are not disturbed and that any damage or deterioration of these materials is reported to the Manager - Waverley Facilities (either directly or via the Facilities Team).

This is consistent with the staff responsibilities in relation to work health and safety.

3.1.6 Maintenance Contractors

Maintenance staff/contractors will liaise with the Facilities Team and are to consult the Register prior to conducting any works at the Site.

The purpose of this is to ensure the maintenance staff and maintenance contractors:

- have a clear understanding of the locations of the ACM in relation to the works that they are to perform
- understand the precautions to be implemented to avoid damaging or disturbing ACM & incorporate into SWMS
- understand the safety requirements for conducting the works



- have undergone a course in asbestos awareness if they are to conduct any work on the HVAC system (no matter how minor the work is considered).

For works that are more extensive, contractors may also incorporate an inspection of the site prior to commencing work. In the event that ACM are inadvertently/accidentally disturbed, maintenance staff/contractors are to notify the Facilities Team as soon as possible so that appropriate action can be undertaken.

3.1.7 Competent Person

A competent person is a person who has acquired, through training, qualification or experience or a combination of the knowledge and skills to carry out a task.

A competent person in relation to ACM and ACM management would include a Hazardous Materials Consultant or Occupational Hygienist.

A Hazardous Materials Consultant/Occupational Hygienist will provide independent specialist advice and such support to Waverley Council as may be required from time to time. They will conduct periodical inspections of the ACM and assist with updating the Register and AMP.



4.0 OPERATIONS AND MAINTENANCE PROCEDURES

The Operations & Maintenance Procedures outline the administrative systems for the AMP including procedures for the implementation and on-going operation of the hazard control strategies and the reporting and maintenance systems.

4.1 General Procedures

The Operations & Maintenance Procedures define the systems necessary to ensure the successful operation of the Plan and the accomplishment of its objectives.

4.1.1 Asbestos Containing Material (ACM)

The success of strategies that involve the *in-situ* management of ACM is contingent on the ability to ensure that they remain undisturbed and are maintained in a good and stable condition.

The Operations & Maintenance Procedures include:

- requirements for labelling of ACM
- provisions for periodical inspections of the ACM to update the qualitative risk assessments and procedures for implementing any work that may be recommended in subsequent inspection reports
- systems for reviewing and modifying the AMP as may be required
- systems for updating the Register when materials are removed, disturbed, sealed or enclosed, or new materials (not previously listed) are identified
- requirements for record keeping
- requirements for maintenance work
- requirements for refurbishment and demolition work
- systems for the development of Safe Work Procedures
- procedures for emergency clean-up work and general requirements for remedial works
- a protocol for managing unexpected finds of unknown materials or suspected ACM

4.2 Site Inductions

The integral element for the management of in situ ACM at the site is ensuring they remain undisturbed and are maintained in good condition. Accordingly, it is essential that all workers, external contractors and/or visitors to the site are aware of the presence of ACM, the Register and the AMP in relation to their obligations relating to ACM.



By including information on the presence of ACM on the Site, and how to access the Register, this reduces the risk of inadvertent disturbance of ACM by contractors and visitors working on the site.

As there are friable asbestos materials located within the HVAC system on Site, it is imperative that any contractor who may conduct maintenance work on the HVAC system, or work in the ceiling space adjacent fixed ducting, understand the increased risks associated with disturbing these materials.

4.3 Asbestos Containing Materials - Labelling Strategy

Regulation 424 of the Regulation, and Section 2.5 of the Code of Practice – Asbestos Management states: A person with management or control of a workplace must ensure that:

- the presence and location of asbestos or ACM identified at the workplace under Regulation 422 is clearly indicated
- if it is reasonably practicable to do so, indicate the presence and location of the asbestos or ACM by a label

ACM have been listed within the Register, refer Section 5.0 for details provided in the Register.

Additionally, the contractor sign in / induction system should be updated to include reference to ACM on the site to ensure contractors review the Register prior to conducting works.

Labels have been affixed to the accessible *in situ* ACM.

4.4 Monitoring of the Condition of Asbestos Containing Materials

The hazard control strategies for management of ACM at the Site includes *in situ* management. *In situ* management strategies for ACM require that they are maintained in a good/stable condition, remain undisturbed and are periodically inspected to identify areas of deterioration and update the risk assessment. Ongoing surveillance will be conducted by the Facilities Team. Periodical re-inspections will be conducted by a competent person, as organised through the Manager Risk and Safety.

If damaged materials are identified or reported to the Facilities Team, a competent person will be engaged to inspect the material and provide specialist advice.

4.5 Asbestos Management Plan Review

The AMP will be reviewed at least once every five (5) years by the following personnel:

- Manager Risk and Safety
- Manager - Waverley Facilities



- Competent person (as engaged by the Manager - Waverley Facilities)

Those listed above will review the AMP as a minimum, once every five (5) years or when:

- there is a review of the Register or a control measure
- asbestos is removed from, or disturbed, sealed or enclosed at, the workplace
- the AMP is no longer adequate for managing asbestos or ACM at the workplace
- a health and safety representative requests a review

4.6 Register Review

In line with the Regulation and the Code of Practice – Asbestos Management, the Register is to be reviewed if:

- the AMP is reviewed
- further asbestos or ACM is identified at the workplace
- asbestos is removed from or disturbed, sealed or enclosed at the workplace

The Regulation requires an AMP to be reviewed at least once every five (5) years in addition to the requirements listed in Section 4.5.

4.7 Record Keeping and Historical Continuity

Maintaining accurate and comprehensive records is an essential element of any AMP and is required for good corporate governance and to maintain historical continuity.

Records relating to all aspects of the AMP are to be kept, this includes, but is not limited to:

- Asbestos Survey/Asbestos Register (or Hazardous Building Materials Register)
- Revised/updated AMP
- Documents pertaining to the removal of ACM, such as:
 - SafeWork NSW Notifications for removal (as required and provided by licenced removal contractor)
 - Removal contractor details including licence number and insurance details
 - Clearance certificates and results of any air monitoring
 - National Association of Testing Authorities (NATA) Certificates of Analysis of any samples obtained (air samples and bulk samples)



All records relating to ACM will be maintained in a centralised location and shall be kept for a minimum of 30 years. Maintenance of the AMP and the filing system shall be the responsibility of the Waverley Council Manager Risk and Safety.

4.8 General Requirements for Maintenance Works

Prior to commencing any works (maintenance/alterations) on Site, the Register is to be reviewed. It is to be noted that under the Regulation a refurbishment/demolition survey is required prior to any intrusive works being undertaken; this is to ensure that any otherwise inaccessible areas are inspected prior to the proposed works being undertaken refer Section 4.9.

Where the presence of ACM is documented and it is assessed that ACM will be impacted upon by the proposed works, the ACM must be removed prior to the commencement of the works.

Where the removal of ACM is required, this shall be performed by a suitably qualified contractor, with the level of appropriate expertise and holding the relevant licenses.

If unknown materials or suspected ACM (not documented in the Register) are encountered during the works, then work must cease immediately and the procedures of the Unexpected Finds Protocol (refer Section 4.12) must be implemented.

Prior to commencing the proposed works, the site induction should specifically address the: (i) general and specific locations of ACM; (ii) potential unknowns and the requirements of the Unexpected Finds Protocol; (iii) requirements for removal of ACM; and (iv) precautions required to avoid disturbing *in situ* ACM.

4.8.1 General Requirements for Maintenance Works on HVAC System or Work Within the Ceiling Space

The HVAC system is internally lined with an insulation material surrounding the heating elements at each heater bank.

At many of the heater banks, millboard has been used as the insulation material lining the duct. The millboard contains asbestos and is classified as friable.

Note: Not all heater bank insulation contains asbestos. Millboard which contains asbestos is within ducts from the ground floor up to the second floor. The insulation surrounding the heater banks on level 3 does not contain asbestos, nor do the newer heater banks on other levels.

The external wires which power the heater banks are wrapped in a woven material which contains asbestos (in some locations). These wires are classified as non-friable.

While the millboard remains inside the duct and undisturbed, it poses a low risk; although technicians are to be aware of the fragility of the millboard once exposed i.e. heating elements removed from duct. All HVAC technicians working on the system on this Site are required to have undergone asbestos awareness training, refer Section 4.11.1.



HVAC technician SWMS are to include the Safe Work Procedures suitable for the task they are performing.

Other maintenance staff/contractors are not required to have undergone asbestos awareness training to work on the Site, although an induction is required to ensure they are aware of the presence of asbestos within the ducts located throughout the ceiling space. The maintenance staff/contractors SWMS are to reflect the work noting that ACM exists in the ceiling space (or other areas of the building as per their scope of works).

4.9 Refurbishment and Demolition Works

Prior to any refurbishment or demolition works, the Register is to be revised to ensure that the Register is fit for purpose under the scope of the proposed works, in accordance with the Regulation and Australian Standard AS 2601-2001 *The Demolition of Structures*.

4.10 Safe Work Procedures

Safe Work Procedures are to be prepared within a SWMS for maintenance and refurbishment tasks involving ACM or working in close proximity to ACM. These procedures will generally be developed by the contractor undertaking the works, in consultation with the Facilities Team. Where required, specialist technical input will be sought from a competent person.

Refer Section 4.11.1 for training requirements when working on Site.

4.11 General Requirements for Asbestos Related Works

It is outside the scope of this AMP to specify detailed requirements for remedial works, as these will be specific to each project. The specific requirements for the remedial works will be developed as required.

The removal of ACM is to be done in accordance with the requirements of the Act, Regulation and SafeWork NSW, *How to Safely Remove Asbestos - Code of Practice 2016* (hereafter 'Code of Practice – Removal').

4.11.1 Duty to train workers

Under Regulation 458, ACM can be removed by personnel without an asbestos removal licence provided the ACM is:

- (a) 10 square metres or less of non-friable asbestos or asbestos-contaminated dust or debris (ACD) associated with the removal of that amount of non-friable asbestos
- (b) ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination

Regulation 445 of the WHS Regulation outlines the requirement to provide training to workers where it is believed that the worker may be involved in asbestos removal work



or in the carrying out of asbestos-related work. This Regulation states that these workers are to be trained in the identification and safe handling of, and suitable control measures for asbestos and ACM. A record must be kept of this training.

An asbestos awareness course is considered appropriate training in line with Regulation 445.

4.11.2 Asbestos Clearance Inspection

Regulation 473 outlines the requirements for a clearance inspection following the removal of ACM. A clearance inspection is to be carried out by a competent person and a clearance certificate issued before the area can be re-occupied. The person and company undertaking the clearance inspection is to be independent of the asbestos removal company.

For any friable asbestos removal works, a licenced asbestos assessor is required to conduct air monitoring and conduct the clearance inspection.

Clearance Inspection reports are to be kept on file by the Waverley Council Manager Risk and Safety for any ACM removed and in line with Section 4.7.

Following the issue of a clearance inspection report, the Register is to be updated.

4.11.3 Disposal of Asbestos Containing Materials (ACM)

Special waste (asbestos) is to be disposed of in accordance with the requirements of the 'Protection of the Environment Operations Act 1997' and the 'Protection of the Environment Operation (Waste) Regulation 2014'. The assessment and classification of waste materials for disposal will be conducted in accordance with the Waste Classification Guidelines.

Disposal receipts/dockets are to be kept on file by the Waverley Council Manager Risk and Safety.

4.12 Unexpected Finds Protocol

The survey and visual inspection for ACM is not an absolute process and it is possible that some materials may be present that have not been identified and are not currently listed in the Register. The purpose of this section is to outline the protocols to be implemented in the event that unknown materials are encountered that are not listed in the Register.

The Unexpected Finds Protocol deals specifically with the operation of the buildings/structures and minor maintenance works. It specifically excludes refurbishment or demolition projects as these will be controlled separately to normal site operations, with a structured remediation programme and are consequently beyond the scope of this document. A protocol for managing unexpected finds should be developed separately for those projects in conjunction with a review of the Register.



4.12.1 Standard Operations

This section covers normal building operations, i.e. it does not include refurbishment or maintenance works.

Stable Materials

If unknown materials or suspected ACM that are stable and undisturbed are encountered during normal building operations or maintenance work, the Manager - Waverley Facilities is to be notified. They will arrange for the appropriate inspection and testing of the subject materials by a competent person. If the material is identified to contain asbestos, the Waverley Council Manager - Waverley Facilities will organise a qualitative assessment of the risk, implement the appropriate hazard control strategies and update the Register.

Damaged Materials

If the unknown or suspect materials are damaged, or the Facilities Team suspects that there may be an unacceptable asbestos related health risk, they will isolate the area and seek immediate assistance from a competent person, who will coordinate testing and assessment of the subject materials. No work in the area is to continue pending the results of further inspection and testing.

If the material is identified to contain asbestos, the Waverley Council Manager - Waverley Facilities will organise a qualitative assessment of the risk, implement the appropriate hazard control strategies and update the Register.

The processes and protocols for the management of the unexpected finds are outlined in the flow chart on the following page.

4.13 Emergency Response Procedures

Any situation where there has been damage / disturbance resulting in the uncontrolled release of ACM into the working or natural environments will constitute an emergency. Where such a situation has occurred:

- work shall cease in the immediate area
- the affected area is to be isolated with temporary bollards and warning tape
- doors in the adjacent area are to be closed
- the Manager - Waverley Facilities is to be notified immediately

The Waverley Council Manager - Waverley Facilities will make an assessment of the incident and institute precautions and remedial procedures commensurate with the risk. They will then arrange to seek assistance from a competent person. In some instances, such advice can be provided over the telephone from review of emailed photographs until a site visit can be arranged.



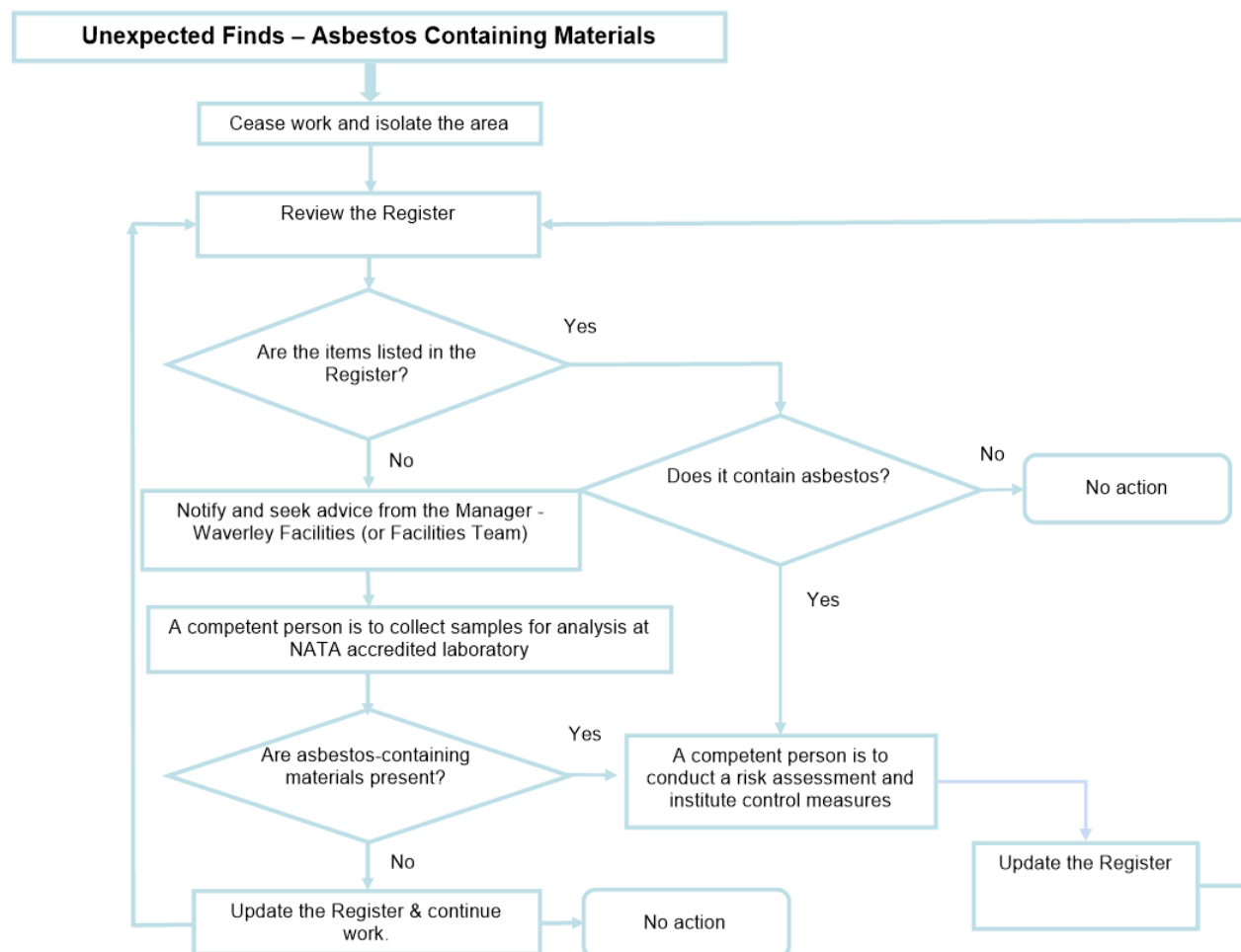
4.14 Incident Reporting

Incidents involving: (i) accidental or inadvertent disturbance of ACM; and (ii) potential exposure to ACM, shall be reported to the Waverley Council Manager Risk and Safety within 24 hours.

Any incident in relation to a workplace, that exposes a worker or any other person to a serious risk to a person's health or safety is to be reported to SafeWork NSW within 48 hours. Potential exposure to respirable asbestos fibres at the workplace would be considered a notifiable incident.

4.14.1 Health Monitoring

Health monitoring will be made available, upon application, to those employees where there is a risk of exposure to asbestos as prescribed within Part 8.5 of the Regulation. Initial requests need to be made through the Manager Risk and Safety.





5.0 REGISTER

The H&A Hazardous Building Materials Survey report, reference S10345-R01 dated 22 June 2018 identifies the locations of the ACM in the Hazardous Building Materials Register (Register). The Register is located in Appendix 1 of the survey report.

ACM have been clearly indicated with the Register, by listing the following details:

- the location of the ACM
- the type and description of the material i.e. flat asbestos cement sheet, electrical backing board etc.
- the date the materials were inspected and identified
- references to photographs and samples
- approximate quantity, condition and accessibility of the material
- risk priority rating
- recommendations for any remedial works required
- the re-audit date for remedial works or re-inspection



6.0 RISK MANAGEMENT STRATEGIES

The development and implementation of this AMP aims to ensure that exposure to *in situ* ACM is minimised in accordance with the principles of the hierarchy of controls. The AMP specifies the systems and procedures to:

- Identify the ACM
- Evaluate the risks that those materials present to the users of the Site
- Develop suitable hazard control strategies
- Manage, monitor and maintain the ACM in a good and stable condition, where *in situ* management control options are adopted
- Remove the ACM to the extent necessary to eliminate or achieve a stable material which can be managed by approved methods

The success of any AMP and hazard control strategy where ACM remain *in situ*, is contingent on the ability to ensure that they remain undisturbed and stable and are maintained in good condition.

6.1 Hazard Control Strategies

Having identified the ACM and made some assessment of risk within the Register, the next step is to determine the appropriate hazard control strategies. The control of asbestos hazards should utilise the most appropriate method applicable to the particular circumstances. This is based on the assessment of the condition of the asbestos material, physical characteristics of the material (friability and asbestos content), the possibility of further damage or deterioration, the possibility of fibre generation or liberation, the possibility of airborne fibres entering the workspace and the potential for exposure to asbestos. Based on these considerations the options for hazard control include:

- defer action (leave and maintain *in situ*)
- encapsulation
- enclosure
- removal

The hazard control strategies specified are based on the current industry knowledge and occupational hygiene best practice.

In basic terms if the material is severely damaged or deteriorated and, or prone to mechanical damage, then removal is usually the best option; this may not be feasible or appropriate when removal is extremely difficult due to physical or building operational constraints and other techniques offer a satisfactory alternative.



If the asbestos material is in good condition and not prone to damage, or fully contained behind rigid barriers, then action may be deferred.

Enclosure behind rigid dust-tight barriers may be appropriate where the materials can be completely enclosed and future disturbance of the barriers is not required or when removal is not feasible.

Encapsulation (spray application of a suitable sealant) is only appropriate to reconstitute ageing materials that are basically in good condition and not prone to mechanical damage.

The success of any option that involves leaving ACM *in situ* is contingent on the ability to ensure that they remain undisturbed and are maintained in a stable condition through the implementation of an AMP.

The above hazard control strategies are used when providing recommendations for management and control of ACM in the Register based on the risk assessment of each material.



ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

APPENDIX 1: CONTACT DETAILS



The contact telephone numbers for the personnel responsible for the implementation and management of this AMP are listed below. The contact details will be updated as required during the review of the AMP.

Position	Current Contact Details
Manager Risk and Safety	Name: Matthew Williams Mobile: 0415 684 629 Email: matt.williams@waverley.nsw.gov.au
Manager - Waverley Facilities	Name: Andrew Best Mobile: 0426 237499 Email: Andrew.best@waverley.nsw.gov.au
Hazardous Materials Consultant/Occupational Hygiene: Hibbs & Associates Pty Ltd (or as appointed by the Waverley Council)	
Operations Manager	Robert Gale Office: (02) 9746 3244 Mobile: 0419 929 038 Email: robert.gale@hibbs.com.au
Principal Hazardous Materials Consultant	Samantha O'Callaghan Office: (02) 9746 3244 Mobile: 0448 022 216 Email: samantha.ocallaghan@hibbs.com.au



ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

APPENDIX 2: PROPERTIES AND HEALTH EFFECTS

ASBESTOS – PROPERTIES AND HEALTH EFFECTS

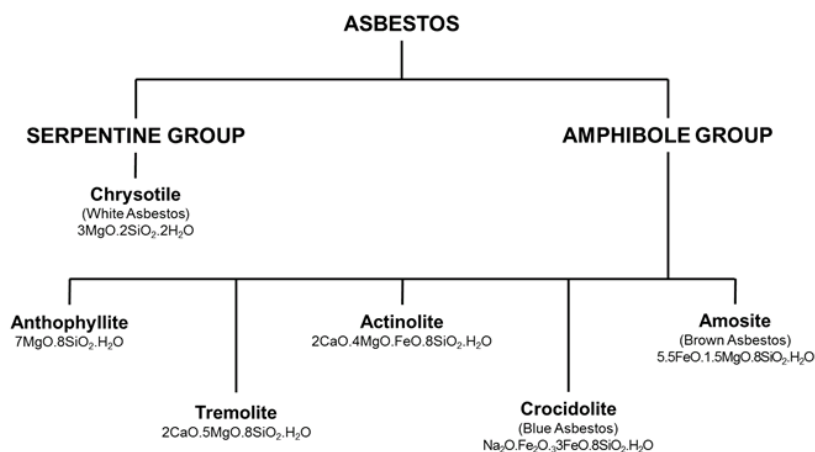
The following section provides:

- general information on properties of asbestos and asbestos-containing materials;
- a brief summary of the health effects resulting from exposure to asbestos; and
- the Workplace Exposure Standards for asbestos.

This information is provided as a background for the Risk Assessment.

Introduction

Asbestos is a generic term of no specific geological significance except that it describes the group of naturally occurring fibrous silicate minerals that are characterised by having crystallised in nature as long thin separable fibres. Asbestos is a broad term that encompasses a group of minerals from the Serpentine and Amphibole mineral classes.



These are the six most common varieties of asbestos, however only chrysotile, amosite, and crocidolite were mined in any commercial significance, and of that chrysotile constituted the majority (>90%) of total world production.

The mineral and common names are as follows:

- Chrysotile (White Asbestos)
- Amosite (Brown Asbestos)
- Crocidolite (Blue Asbestos)



Asbestos – Properties and Products

The asbestos minerals have a unique combination of chemical and physical properties, which at one time gave them great commercial value. These properties include: high electrical resistance, low thermal conductivity, high resistance to heat and flame, high resistance to acid and chemical attack, high tensile strength and its fibrous nature means that it is readily spun into yarn and is a binder/filler in composite materials.

No industry more so than the construction industry has used asbestos and asbestos containing products so extensively; to satisfy its fire protection, thermal and acoustic insulation and condensation control requirements, or as fillers/binders in other products. Thousands of products have been produced that incorporate asbestos, many of which may be encountered in everyday life.

The common uses of asbestos are in fire retardants, thermal and acoustic insulation materials, frictional products (e.g. brake and clutches), jointing materials, seals and gaskets, building products as reinforcement, for acid and alkaline resistance, filtering media (e.g. chemicals, pharmaceutical & food industries) and as binders or fillers in other products (asbestos cement materials, resins, caulking and sealants).

The asbestos containing materials (ACM) are divided into two general categories:

- Friable – ACM with a higher-risk profile as airborne respirable asbestos fibres can be liberated in significant quantities when friable ACM is disturbed. Examples of friable ACM includes pipe insulation and sprayed insulation products.
- Non-Friable (Bonded) – ACM with a low risk profile where the asbestos fibres are bonded into a robust matrix (e.g. cement or resins) and are not easily liberated in measurable numbers. Examples of non-friable ACM includes asbestos cement, vinyl floor tiles, and electrical backing boards.

Brief Summary of Health Effects

The very properties of the asbestos minerals that make them industrially useful, contribute to their potential to cause disease. The health effects from exposure to asbestos result from the inhalation of asbestos fibres in the respirable size range.

The respirable size range is defined as those fibres possessing the following geometric criteria:

- Length – greater than 5 microns;
- Width – less than 3 microns in width; and
- Aspect ratio (length: width ratio) greater than 3:1.

The respirable fibres possess the aerodynamic characteristics that allow them to travel in an air stream and penetrate deep into the small airways of the lungs, to the gas exchange regions (called the alveoli).

The properties of asbestos of greatest biological significance are its fibrous nature and durability in the lungs. Its fibrous nature and formation in bundles of separable fibrils allows the production of large numbers of respirable fibres.



The chemical composition, shape, and structure of the asbestos fibres makes them resistant to attack from biological fluids and mechanisms, and hence durable in the lungs. The durability is relevant in terms of residence time in the lungs with consequent greater potential for damage.

The diseases resulting from exposure to asbestos can be categorised as follows:

- Asbestos related pleural disease
 - Benign (not cancerous)
 - Plaques
 - Diffuse pleural thickening
 - Pleural effusion
 - Malignant (cancerous)
 - Mesothelioma
- Lung Disease
 - Benign
 - Asbestosis
 - Malignant
 - Lung cancer

Pleural plaques are indicative of exposure to asbestos, but this is not their sole cause. As pleural plaques are symptomless, have no effect on the normal respiratory travel of the lungs or life expectation, and are not known to give rise to complications they will not be discussed further.

The following is a description of the principal asbestos related diseases:

1) Asbestosis

Asbestosis is defined as a bilateral diffuse interstitial (parenchymal) fibrosis of the lungs caused by the inhalation of all forms of asbestos fibres. In layman's terms, it is a progressive scarring of the lungs (damage to the alveoli) that reduces their elasticity and function (efficiency) resulting in breathlessness. The disease is progressive and irreversible, and the result of significant exposure to asbestos.

2) Lung Cancer

Lung Cancer (bronchogenic carcinoma) is a cancer of the larger and medium sized lung airways and caused by the inhalation of all forms of asbestos fibres. It is similar to, and indistinguishable from, lung cancer caused by tobacco smoke. The combination of asbestos exposure and smoking has a synergistic effect, which greatly increases the risk of lung cancer.

3) Mesothelioma

The mesothelium is the lubricating membrane that forms the lining of several body cavities. The pleura lines the thoracic cavity; peritoneum the abdominal cavity; and



pericardium surrounds the heart. It is comprised two layers; the visceral mesothelium covers the internal organs, and the parietal mesothelium lines the body cavities.

Malignant mesothelioma is a diffuse primary cancer of the pleura (lungs) or peritoneum (abdomen), and occasionally of the pericardium (heart). The tumour involves both the visceral and parietal layers of the pleura (or peritoneum) which become fused into one homogeneous tumour mass, encasing and compressing the lung.

In the general unexposed population, this tumour is considered exceptionally rare. Crocidolite (Blue Asbestos) is very potent in inducing mesothelioma and amosite (Brown Asbestos) and the other amphibole asbestos types to a lesser extent. The situation is less clear for chrysotile (White Asbestos), but exposure to chrysotile only is not generally associated with mesothelioma. However, if chrysotile exposure does induce mesothelioma, then it is considerably less potent than the amphiboles.

The development of mesothelioma can be associated with relatively short periods of high exposure, but there is usually a long lapse between initial exposure and onset of disease (15 – 50 years), with the only treatment being palliative.

The majority of the workers diagnosed with asbestos-related disease have had relatively high exposures to asbestos over many years (10+ years) in such industries as: asbestos mining and milling industries, shipbuilding industry, manufacture of asbestos-containing materials and end-user industries. However, high exposures to amphibole asbestos (particularly crocidolite) over relatively short times frames have been linked to the induction of mesothelioma.

Relative Risks

The term 'dose' refers to lifetime or cumulative exposure. With respect to asbestos, inhalation is the only route of exposure. Dose is measured as fibre/ml.years. This is calculated from the product of the duration of exposure (measured in years) with the average airborne concentration during the period of exposure (measured as fibres/ml).

(i) Asbestosis

Epidemiological studies provide strong evidence that the threshold fibre dose (lifetime occupational exposure to asbestos) below which the fibrotic process cannot advance to the point of clinical manifestation of asbestosis is 25 fibre/ml.years (1).

(ii) Lung Cancer

It is difficult to quantify the risks from asbestos exposure and studies have shown considerable uncertainty. Determining the risk of asbestos related lung cancer is further complicated by the much higher number of lung cancers attributable to smoking of tobacco products.

¹ Report of the Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario, 1984.



The relative risk of lung cancer is estimated to increase 0.5% - 4% for each increase in dose of 1 fibre/ml.years. Using the upper boundary of this range, a dose of 25 fibre/ml.years is estimated to increase the risk of lung cancer two-fold. (2)

(iii) Mesothelioma

Although all forms of asbestos are hazardous and have been shown to cause asbestosis, lung cancer and mesothelioma (the situation is less clear for chrysotile and mesothelioma), there is accumulating evidence that the degree of hazard is intrinsically related to fibre type and fibre size distribution. (3)

The relative potency of fibre type for mesothelioma:

crocidolite : amosite : chrysotile = 500 : 100 : 1

The relative potency of fibre type for lung cancer:

crocidolite : amosite : chrysotile = 10-50 : 10-50 : 1

(iv) No Effect Threshold

To date, most recent studies have not been able to identify a level of asbestos exposure below which mesothelioma and lung cancer risks are no greater than that of persons who have not been directly exposed to asbestos.

Several studies show the wide range of estimates of possible risk and currently it is not possible to accurately express the risk in quantitative terms, particularly at low levels of exposure. Consequently, the question of whether a threshold exists may never be answered as the observed effects (of lung cancer and mesothelioma) disappear into the background rate of the unexposed population.

There is also no information on the relative risk of high exposure over relatively short times versus mathematically equivalent exposures over longer times.

All these factors reinforce the principle that whatever exposure standard is applied, it does not represent a 'zero risk' level and exposure to any form of asbestos should be reduced to as low a level as is reasonably practicable. Exposure to airborne respirable asbestos fibres (in the occupational environment) at levels below the Exposure Standard should provide a satisfactory margin of safety.

Workplace Exposure Standards

Workplace Exposure Standards (WESs) for the evaluation of atmospheric contaminants in the workplace are contained in Safe Work Australia (SWA) "Workplace Exposure Standards for Airborne Contaminants" – effective April 2013. Subsequent updates to

² Wolff H. et al; Asbestos, Asbestosis, and cancer, the Helsinki criteria for diagnosis and attribution 2014: recommendations; Scand J Environ Health 2015;41(1):5-15

³ Hodgson J.T. & Darnton A.; The quantitative risks of mesothelioma and lung cancer in relation to asbestos exposure; Ann Occup Hyg, 2000(8):565–601



the listed standards are available from the SWA Hazardous Chemical Information System (HCIS) website (<http://hcis.safeworkaustralia.gov.au/>).

WES General Definition

The following definition is quoted with some modification from the SafeWork Australia document noted above.

In brief, the WESs represent airborne concentrations of individual substances, exposure at which, according to current knowledge, should not impair the health of, nor cause undue discomfort to, nearly all workers. Additionally, the exposure standards are believed to guard against narcosis or irritation, which could precipitate industrial accidents.

The exposure standards are expressed as time-weighted average concentrations over an eight-hour working day, for a five-day working week, and reflect long-term exposure (over the employees working life time). During the eight-hour averaging period, excursions above the TWA exposure standard are permitted provided these excursions are compensated for by equivalent excursions below the standard during the day.

Exposure Standards – Asbestos

The Exposure Standards for the assessment of asbestos in the occupational environment, specified by SafeWork Australia, are:-

- Chrysotile 0.1 fibres/mL
- Amosite 0.1 fibres/mL
- Crocidolite 0.1 fibres/mL
- Any mixture or unknown type 0.1 fibres/mL

These values have been defined for respirable fibres when measured as an 8-hour time-weighted average (TWA) in accordance with the requirements of the SafeWork Australia "Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos fibres, 2nd Edition, [NOHSC: 3003(2005)]".



ASBESTOS MANAGEMENT PLAN COUNCIL CHAMBERS

APPENDIX 3: WAVERLEY COUNCIL'S ASBESTOS POLICY

This appendix has a separate page numbering system.



Asbestos Policy

AUTHOR Simone Brennan and Robert Cairns
DEPARTMENT Planning and Environmental Services
DATE CREATED
DATE REVISED N/A
DATE APPROVED BY EXECUTIVE TEAM N/A
DATE ADOPTED BY COUNCIL N/A
NEXT REVIEW DATE N/A



Council disclaimer

This policy was formulated to be consistent with council's legislative obligations and within the scope of council's powers. This policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This policy is based upon the *Model Asbestos Policy for NSW Councils* developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances and liability will not be accepted for losses incurred as a result of reliance on this policy.

ASBESTOS POLICY

2



Table of Contents

Item #	Description	Page #
1	Introduction	6
2	Definitions	7
3	Roles & Responsibilities of Council	8
3.1	Educating residents	8
3.2	Managing land	8
3.3	Managing waste	8
3.4	Regulatory responsibilities	8
3.5	Responsibilities to workers	10
4	Other stakeholders involved in managing asbestos	10
5	Naturally occurring asbestos	11
5.1	Responsibilities for naturally occurring asbestos	11
5.2	Managing naturally occurring asbestos	11
5.2.1	Management of naturally occurring asbestos by Council	11
6	Contamination of land with asbestos	12
6.1	Responsibilities for contaminated land	12
6.2	Finding out if land is contaminated	12
6.3	Duty to report contaminated land	12
6.4	Derelict buildings	13
7	Responding to emergencies and incidents	13
7.1	Responsibilities in the clean up after an emergency or incident	14
7.2	Advice to the public regarding clean up after an emergency or incident	14
8	Council's process for changing land use	14
9	Council's process for assessing development	15
9.1	Responsibilities for approving development	15
9.2	Providing advice to home owners, renovators and developers	15
9.3	Identifying asbestos	16
9.4	Removing asbestos, refurbishments and demolitions	16
9.4.1	Removing asbestos at domestic premises	16
9.4.2	Removing asbestos at workplaces	17
9.4.3	Obtaining approval for demolition	17
9.5	Exempt or complying development	17
9.5.1	Exempt development	17
9.5.2	Complying development	18
9.6	Development applications	18
9.6.1	Pre-development application advice regarding asbestos	18
9.6.2	Conditions of consent	18
9.7	Compliance and enforcement	19
9.7.1	Responsibilities for compliance and enforcement	19
9.7.2	Compliance strategies	19
10	Managing asbestos as a waste	20
10.1	Responsibilities for asbestos waste management	20
10.2	Handling asbestos waste for disposal	20
10.3	Transporting asbestos waste	20
10.4	Disposing of asbestos waste at waste facilities	20
10.4.1	Situations in which asbestos waste may be rejected from waste facilities	21
10.5	Illegal dumping of asbestos waste	21
10.6	Asbestos remaining on-site	21



11	Complaints and investigations	22
12	Rights and responsibilities of workers at the Council workplace	23
12.1	Duties of Council workers at the Council workplace	23
12.1.1	The General Manager	23
12.1.2	Workers	23
12.1.3	Prohibited work activities	23
12.2	Responsibilities of Council to Council workers	23
12.2.1	Council's general responsibilities	23
12.2.2	Education, training and information for workers	24
12.2.3	Health monitoring for workers	24
13	Identifying and recording asbestos hazards in the Council workplace	25
13.1	Identifying asbestos	25
13.1.1	Material sampling	25
13.2	Indicating the presence and location of asbestos	25
13.3	Asbestos register	25
13.4	Suspected asbestos	25
14	Managing asbestos-related risks in the Council workplace	26
14.1	Asbestos management plan	26
14.2	Asbestos management plan for naturally occurring asbestos	26
14.3	Management options for asbestos-related risks in the council workplace	26
14.4	Sites contaminated with asbestos that are council workplaces	26
14.5	Demolition or refurbishment of council buildings and assets	26
14.6	Removal of asbestos in the council workplace	27
14.6.1	Removal by contractors	27
14.6.2	Clearance inspections and certificates	27
15	Accidental disturbance of asbestos by workers	28
16	Council's role in the disposal of asbestos waste	28
16.1	Responding to illegal dumping	28
16.2	Re-excavation of landfill sites	28
17	Advice to tenants and prospective buyers of council owned property	29
18	Implementing council's asbestos policy	29
18.1	Supporting documents	29
18.2	Communicating the policy	29
18.3	Non-compliance with the policy	30
19	Variations to this policy	30
A	Appendix A – General information and guidance	31
	What is asbestos?	31
	Where is asbestos found?	31
	Naturally occurring asbestos	31
	Residential premises	32
	Commercial and industrial premises	33
	Sites contaminated with asbestos	33
	Situations where asbestos contamination may occur	33
	Significantly contaminated land	34
	Potentially hazardous activities	34
	Health hazards	35
B	Appendix B – Further information	36
	Aboriginal communities	36
	Asbestos contractors	36
	Asbestos waste	36
	Contaminated land	36



	Environmental risk assessment	36
	Health	36
	Renovation and development	37
	Practical guidance	37
	Tenants	37
	Tenants – Housing NSW tenants	37
C	Appendix C – Definitions	38
D	Appendix D – Acronyms	42
E	Appendix E – Relevant contacts	43
F	Appendix F – Waste management facilities that accept asbestos wastes	45
G	Appendix G – Asbestos-related legislation, policies and standards	46
H	Appendix H – Agencies roles and responsibilities	47
I	Appendix I – Scenarios illustrating which agencies lead a response in NSW	50
J	Appendix J – Asbestos licences	56



1. Introduction

Waverley Council acknowledges the serious health hazard of exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in Appendix A and website links to additional information are provided in Appendix B.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Waverley area (LGA)
- workers (employees and other persons) in council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer
- contaminated land management
- council land, building and asset management
- emergency response
- land use planning (including development approvals and demolition)
- management of naturally occurring asbestos
- regulation of activities (non-work sites)
- waste management and regulation.

1.1 Purpose

This policy aims to outline:

- the role of council and other organisations in managing asbestos
- council's relevant regulatory powers
- council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- council's approach to managing asbestos containing materials in council workplaces
- sources of further information.



1.2 Scope

This policy applies to all of the Waverley LGA within council's jurisdiction.

The policy provides information for council workers, the local community and wider public. Part 1 of the policy includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with council including employees, contractors, consultants, and volunteers (as defined by the *NSW Work Health and Safety Regulation 2011*). Definitions for key terms used in the policy are provided in Appendix C and acronyms are listed in Appendix D.

The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.

The policy outlines council's commitment and responsibilities in relation to safely managing asbestos and contains general advice. For specific advice, individuals are encouraged to contact council or the appropriate organisation (contact details are listed in Appendix E).

The policy does not provide detail on specific procedures. Practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by WorkCover NSW.
- *Code of practice on how to safely remove asbestos* published by WorkCover NSW (catalogue no. WC03561) published by WorkCover NSW.
- Additional guidance material listed in Appendix B.

Detailed information on council's procedures and plans may be found in other documents, which are referenced in part 2 under section 18.1.

2. Definitions

Definitions are provided in Appendix C.



3. Roles and responsibilities of council

3.1 Educating residents

Council shall assist residents to access appropriate information and advice on the:

- prohibition of the use and re-use of asbestos containing materials
- requirements in relation to development, land management and waste management
- risks of exposure to asbestos
- safe management of asbestos containing materials
- safe removal and disposal of minor quantities of asbestos containing materials.

Educational information and website links for educational materials can be found in Appendices A and B.

3.2 Managing land

Council is responsible for managing public land. This may include land with naturally occurring asbestos as described in section 5 and land contaminated with asbestos as outlined in section 6.

3.3 Managing waste

Where council is the appropriate regulatory authority, council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997*).
- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the *Protection of the Environment Operations Act 1997*).
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 149 certificates) where on-site disposal is permitted.

Waste facilities that are licensed to accept asbestos waste are listed in Appendix F.

3.4 Regulatory responsibilities

Council has regulatory responsibilities under the following legislation, policies and standards in situations where council is the appropriate regulatory authority or planning authority:

- *Australian Standard AS 2601 – 2001: The demolition of structures*
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2005*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy No. 55 – Remediation of Land.*



Additional legislation, policies and standards relating to the safe management of asbestos are listed in Appendix G.

The situations in which council has a regulatory role in the safe management of asbestos are listed in Table 1.

Table 1: Situations in which council has a regulatory role in managing asbestos

Issue	Council's role	Section of policy
Contaminated land	<ul style="list-style-type: none"> Record known asbestos site contamination on section 149 certificates where practicable and for council workplaces, record on council's asbestos register. Notify stakeholders of land use planning policy requirements relating to contamination. Manage residential asbestos contaminated land that is not declared 'significantly contaminated' under the <i>Contaminated Land Management Act 1997</i> (excluding oversight of removal or remediation work which is the role of WorkCover). 	Sections 5 and 6
Development assessment	<ul style="list-style-type: none"> Assess development applications for approval under the <i>Environmental Planning and Assessment Act 1979</i>. Set conditions of consent for renovations, alterations, additions, demolitions or other developments requiring consent and which may involve disturbance of asbestos containing materials. Ensure compliance with development conditions. Apply conditions relating to development involving friable and non-friable asbestos material under the relevant legislation and planning codes and as outlined in section 9. 	Section 9
Demolition	<ul style="list-style-type: none"> Approve demolition under the <i>Environmental Planning and Assessment Act 1979</i>. Council certifiers approve development as complying development under the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>. 	Section 9
Emergencies and incidents	<ul style="list-style-type: none"> Regulate the clean up of asbestos waste following emergencies where sites are handed over to the council or a local resident by an emergency service organisation (excluding oversight of licensed removal or remediation work which is the role of WorkCover). Council may consider the need to issue a clean up notice, prevention notice or cost compliance notice under the <i>Protection of the Environment Operations Act 1997</i>. 	Section 7
Naturally occurring asbestos	<ul style="list-style-type: none"> Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos. Prepare an asbestos management plan for council workplaces or road works which occur on land containing naturally occurring asbestos. 	Section 5
Residential premises	<ul style="list-style-type: none"> Respond to any public health risks (risks to council workers and wider public) relating to the removal of asbestos containing materials or asbestos work at residential properties that does not involve a business or undertaking. Respond to complaints about unsafe work at a residential property that is undertaken by a resident (not a worker, which is the role of WorkCover). Respond to public health risks posed by derelict properties or asbestos materials in residential settings. 	Section 9
Waste	<ul style="list-style-type: none"> Manage waste facilities in accordance with environmental protection legislation. Respond to illegal storage, illegal dumping and orphan waste. Regulate non-complying transport of asbestos containing materials. 	Section 10



3.5 Responsibilities to workers

Council is committed to fulfilling its responsibilities to workers under the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2011* and maintaining a safe work environment through council's:

- general responsibilities
- education, training and information for workers
- health monitoring for workers
- procedures for identifying and managing asbestos containing materials in council premises.

These responsibilities are outlined in part 2.

4. Other stakeholders involved in managing asbestos

Council is committed to working collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

Appendix E notes useful contacts and Appendix H notes agencies involved in managing asbestos. Various asbestos scenarios requiring stakeholders to work together are outlined in Appendix I.



5. Naturally occurring asbestos

Council is not aware of any naturally occurring asbestos in the LGA.

Naturally occurring asbestos only poses a health risk when elevated levels of fibres are released into the air, either by human activities or by natural weathering and these fibres are breathed in by people. Information on naturally occurring asbestos, work processes that have the potential to release naturally occurring asbestos fibres into the air and known locations of naturally occurring asbestos in NSW is provided in Appendix A under section 2.1. This information is indicative, and not a complete picture of all naturally occurring asbestos in NSW.

5.1 Responsibilities for naturally occurring asbestos

For naturally occurring asbestos that will remain undisturbed by any work practice, council is the lead regulator.

Where development applications propose activities that may disturb areas of naturally occurring asbestos (such as excavation), any consent or approval should contain conditions requiring: testing to determine if asbestos is present, and the development of an asbestos management plan if the testing reveals naturally occurring asbestos is present. Council will verify compliance with environmental planning and assessment legislation and together with the EPA and WorkCover will coordinate enforcement where non-compliance is suspected.

Where naturally occurring asbestos will be disturbed due to a work process, including roadwork, excavation and remediation work, WorkCover is the lead regulator. Requirements for workplaces are summarised in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by WorkCover. Where naturally occurring asbestos is part of a mineral extraction process, Department of Trade and Investment, Regional Infrastructure is the lead regulator.

5.2 Managing naturally occurring asbestos

Where naturally occurring asbestos is encountered or suspected, the risk from disturbance of the naturally occurring asbestos should be assessed by an occupational hygienist.

The management of naturally occurring asbestos that stays in its natural state is not prohibited if managed in accordance with an asbestos management plan. Requirements for risk management, asbestos management plans and provisions for workers are outlined in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by WorkCover.

5.2.1 Management of naturally occurring asbestos by council

Council will aim to prevent the exposure of workers and the public to any naturally occurring asbestos that is known or discovered in the council workplace.

If naturally occurring asbestos is discovered in the LGA, council will develop risk controls, an asbestos management plan in relation to the naturally occurring asbestos and provide guidance materials where necessary.



6. Contamination of land with asbestos

Background information on contamination of land with asbestos and potential disturbance of asbestos contaminated sites can be found in Appendix A under sections 2 and 3. The nature of asbestos contamination of land can vary significantly and there can be a number of different mechanisms available to address this contamination depending upon its source and extent.

6.1 Responsibilities for contaminated land

Responsibility for cleaning up contaminated land lies with the person responsible for contaminating the land or the relevant landowner.

Council may issue a clean up notice to the occupier of premises at or from which council reasonably suspects that a pollution incident has occurred, or is occurring, requiring asbestos waste to be removed (under part 4.2 of the *Protection of the Environment Operations Act 1997*).

Council may also issue prevention notices (under part 4.3 of the *Protection of the Environment Operations Act 1997*) to ensure good environmental practice. If a person does not comply with a prevention notice given to the person, council employees, agents or contractors may take action to cause compliance with the notice.

Any reasonable costs incurred by council in monitoring or enforcing clean up and prevention notices may be recovered through a compliance cost notice (under part 4.5 of the *Protection of the Environment Operations Act 1997*). Council shall keep records of: tasks undertaken; the hours council employees have spent undertaking those tasks; and expenses incurred.

During site redevelopment council will consider contamination with asbestos containing materials in the same way as other forms of contamination as stipulated by the *Environmental Planning and Assessment Act 1979*. That is, council will apply the general requirements of *State Environmental Planning Policy (SEPP) No. 55 – Remediation of Land* and the *Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land*.

Council provides information about land contamination on planning certificates (issued under section 149 of the *Environmental Planning and Assessment Act 1979*) as outlined in section 6.2.

For sites that are 'significantly contaminated' and require a major remediation program independent of any rezoning or development applications, the EPA and WorkCover are the lead regulatory authorities as outlined in Appendix A under section 2.4.2.

The management of council workplaces contaminated with asbestos is outlined in section 14.4.

6.2 Finding out if land is contaminated

A person may request from council a planning certificate containing advice on matters including whether council has a policy to restrict the use of land due to risks from contamination. Certificates are issued under section 149(2) of the *Environmental Planning and Assessment Act 1979*.

Factual information relating to past land use and other matters relevant to contamination may also be provided, even when land use is not restricted. When council receives a request for a certificate under section 149(2), it may also inform applicants of any further information available under section 149(5). Council may also use section 149(5) certificates to record other information, particularly anything else of a factual nature about contamination which council deems appropriate (such as details of land history, assessment, testing and remediation).

Council records can only indicate known contaminated sites. Any site may potentially be contaminated.

6.3 Duty to report contaminated land

A person whose activities have contaminated land or a landowner whose land has been contaminated is required to notify the EPA when they become aware of the contamination (under section 60 of the *Contaminated Land Management Act 1997*). Situations where this is required are explained in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.



The EPA will inform council of contaminated land matters relating to the LGA as required under section 59 of the *Contaminated Land Management Act 1997*.

6.4 Derelict buildings

Concerns regarding potential health risks from derelict properties may be directed to council. Derelict properties include abandoned buildings, fire damaged buildings and otherwise dilapidated buildings. Where derelict properties contain friable asbestos and asbestos is exposed, either from human activities or weathering, this poses a potential risk to public health.

Council may respond to derelict properties that pose a demonstrable public health risk using a range of regulatory tools according to the particular circumstances.

Council may issue a clean up notice or prevention notice and compliance cost notice as noted in section 6.1.

Council may also order a person to demolish or remove a building if the building is so dilapidated as to present harm to its occupants or to persons or property in the neighbourhood (under section 121B 2(c) of the *Environmental Planning and Assessment Act 1979*). An order may require immediate compliance with its terms in circumstances which the person who gives the order believes constitute a serious risk to health or safety or an emergency (under section 121M of the *Environmental Planning and Assessment Act 1979*). If a person fails to comply with the terms of an order, council may act under section 121ZJ of the *Environmental Planning and Assessment Act 1979* to give effect to the terms of the order, including the carrying out of any work required by the order.

If the derelict building is on a site that is a workplace then WorkCover is the lead agency responsible for ensuring that asbestos is removed by appropriately licensed removalists.

7. Responding to emergencies and incidents

Emergencies and incidents such as major collapses, cyclones, explosions, fires, storms, or vandalism can cause damage to buildings or land that contain asbestos. This can create site contamination issues and potentially expose emergency service workers and the wider public to asbestos. Emergencies or incidents can arise from natural hazards, or from accidental or deliberate human activities including criminal activity.

7.1 Responsibilities in the clean up after an emergency or incident

Council may play a role in ensuring that asbestos containing materials are cleaned up after an emergency or incident. If the emergency or incident occurs at a workplace, WorkCover is the lead agency.

Council may issue a clean up, prevention, cost compliance or penalty infringement notice as outlined in section 3.3 and section 6.1.

Alternatively, council may act under the *Environmental Planning and Assessment Act 1979* as outlined in section 6.4 of this policy.

Council will determine an appropriate response depending on the nature of the situation.

This may include to:

- Seek advice from an occupational hygienist on the likely level of risk and appropriate controls required.
- Liaise with or consult the appropriate agencies.
- Inform emergency personnel of any hazards known to council as soon as practicable.
- Follow the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by WorkCover NSW.
- Ensure that any council workers attending the site have appropriate training and are wearing appropriate personal protective equipment.
- Exclude the public from the site.
- Inform the public of the potential sources of exposure to asbestos, health risks and emergency management response.
- Minimise the risks posed by any remaining structures (see section 6.4).



- Address the risks posed by disturbed asbestos containing materials by engaging a licensed removalist (as outlined in section 14.6.2) or issuing a clean up or prevention notice (as outlined in section 6.4) to ensure asbestos containing materials are removed for disposal.
- Ensure that the site is kept damp, at all times or sprayed with PVA glue, particularly where friable asbestos is present, if considered appropriate (noting that in some instances this may not be appropriate, for example if there are live electrical conductors or if major electrical equipment could be permanently damaged or made dangerous by contact with water).
- Ensure that asbestos containing materials are disposed of at a facility licensed to accept asbestos waste and sight proof of appropriate disposal through weighbridge dockets or similar documentation.

7.2 Advice to the public regarding clean up after an emergency or incident

During a clean up after an emergency or incident, the possibility of neighbours being exposed to asbestos fibres may be very low if precautions are taken to minimise the release and inhalation of asbestos dust and fibres.

As a precautionary measure, where council is involved in a clean up, council may consider advising those in neighbouring properties to:

- avoid unnecessary outdoor activity and do not put any laundry outside during the clean up
- close all external doors and windows and stay indoors during the clean up
- consider avoiding using air conditioners that introduce air from outside into the home during the clean up
- dispose of any laundry that may have been contaminated with asbestos as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
- use a low pressure hose on a spray configuration to remove visible dust from pathways after the clean up
- wipe dusty surfaces with a damp cloth and bag and dispose of the cloth as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)

any other measures recommended by an occupational hygienist following assessment of the situation.

8. Council's process for changing land use

Council recognises the need to exercise care when changing zoning for land uses, approving development or excavating land due to the potential to uncover known or unknown asbestos material from previous land uses (for example, where a site has been previously been used as a landfill or for on-site burial of asbestos waste).

State Environmental Planning Policy No. 55 – Remediation of Land states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed.

Managing sites contaminated with asbestos material is addressed in section 6.



9. Council's process for assessing development

This section applies to development applications assessed under the *Environmental Planning and Assessment Act 1979* and complying development applications assessed under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or council's complying codes (see section 9.5.2). This includes alterations and additions to residential development, which may include internal work as well as extensions to the existing main structure, or changes to outbuildings, sheds or garages.

This section also covers renovations that do not require development consent or a complying development certificate. Development consent is not required to maintain an existing structure. For example, the replacement of windows, doors and ceilings may involve the removal of asbestos but does not constitute development under the *Environmental Planning and Assessment Act 1979*. In these instances, council has an educative role in providing owners and occupiers with advice and information about the identification and safe management of asbestos.

9.1 Responsibilities for approving development

Council is the consent authority for the majority of development applications in the LGA. The Joint Regional Planning Panel (JRPP) is also consent authority for certain local or regional development. Council may have representation on the JRPP.

Council or the JRPP may impose conditions of consent and a waste disposal policy to a development consent to ensure the safe removal of asbestos, where asbestos has been identified or may be reasonably assumed to be present.

Either council or a private certifier may assess a complying development certificate. Where a private certifier is engaged to assess a complying development certificate, the private certifier is responsible for ensuring that the proposed development activities include adequate plans for the safe removal and disposal of asbestos.

This also applies to the demolition of buildings. Certifiers are able to issue a complying development certificate under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. Further information on demolition is provided in section 9.4.

When a private certifier issues a complying development certificate and is appointed as the Principal Certifying Authority for the development it is the certifier's responsibility to follow up to ensure that works including asbestos handling, removal and disposal if present, are carried out appropriately in accordance with the *Environmental Planning and Assessment Regulation 2000* (clause 136E). Compliance is covered in section 9.7.

9.2 Providing advice to home owners, renovators and developers

Council is committed to providing information to minimise the risks from asbestos in the LGA. Information is provided below and in Appendix A. Appendix B lists additional sources of information on how to deal safely with the risks of asbestos and Appendix J lists asbestos containing products that may be found around the home.

The key points are:

- Before any renovation, maintenance or demolition work is carried out, any asbestos or asbestos containing materials should be identified (refer to section 9.3).
- Where a material cannot be identified or it is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.
- If asbestos containing materials can be maintained in good condition it is recommended that they be safely contained, left alone and periodically checked to monitor their condition, until demolition or redevelopment.
If asbestos materials cannot be safely contained, they should be removed as outlined in section 9.4.
- For demolition or redevelopment, any asbestos containing materials should be safely removed and disposed of prior to the work commencing.



Anyone who is undertaking renovations themselves without a contractor is encouraged to refer to Appendices A and B for more information and contact council where they require further advice or clarification. Anyone engaging an asbestos removal contractor may contact WorkCover with any queries as WorkCover regulates asbestos removal by workers (as explained in section 9.4). Contact details for council and WorkCover are provided in Appendix E.

9.3 Identifying asbestos

Information on common places where asbestos is likely to be found in residential, commercial and industrial premises with materials from prior to 2004 on the premises is provided in Appendix A.

A person may apply to council for a planning certificate (called a section 149 certificate) for the relevant land. Council may provide information on a planning certificate including whether council has a policy to restrict the use of land due to risks from asbestos contamination, as outlined in section 6.2.

Council aims to ensure that records are, as far as possible, accurate. In some instances, council may not have up-to-date information about asbestos for a property. Council may be able to provide general advice on the likelihood of asbestos being present on the land based on the age of the buildings or structures on the land. A general guide to the likelihood of asbestos presence based on building age is provided in Appendix A under section 2.2.

The most accurate way to find out if a building or structure contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos, such as an occupational hygienist (a competent person is defined by the *NSW Work Health and Safety Regulation 2011*). This is highly advisable before undertaking major renovations to buildings constructed, or containing materials from prior to 2004.

Property owners and agents are encouraged to inform any tenants or occupiers of the presence of asbestos and to address any potential asbestos hazards where appropriate.

Property owners who let their properties out are required to identify any asbestos within those properties before any work is carried out (this includes residential properties).

The *Work Health and Safety Regulation 2011* states that the person conducting a business or undertaking in any building constructed before 31 December 2003 must identify if there is any asbestos in the building.

All commercial properties that contain asbestos must have and maintain a current asbestos register and asbestos management plan.

9.4 Removing asbestos, refurbishments and demolitions

9.4.1 Removing asbestos at domestic premises

If development is undertaken by contractors, as is the case with a lot of home renovations, then the work is considered to be at a workplace and is regulated by WorkCover under the *NSW Work Health and Safety Regulation 2011*. This requires that a person conducting a business or undertaking who is to carry out refurbishment or demolition of residential premises must ensure that all asbestos that is likely to be disturbed by the refurbishment or demolition is identified and, so far as reasonably practicable, is removed before the refurbishment or demolition is commenced.

Depending on the nature and quantity of asbestos to be removed, a licence may be required to remove the asbestos. The requirements for licenses are outlined below and summarised in the table in Appendix K. WorkCover is responsible for issuing asbestos licences.

Friable asbestos must only be removed by a licensed removalist with a friable (Class A) asbestos removal licence. Except in the case of the removal of:

- asbestos containing dust associated with the removal of non-friable asbestos, or
- asbestos containing dust that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination (which is when the asbestos contamination is incidental and can be cleaned up in less than one hour).

The removal of more than 10 square metres of non-friable asbestos or asbestos containing material must be carried out by a licensed non-friable (Class B) or a friable (Class A) asbestos removalist.



The removal of asbestos containing dust associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing material requires a non-friable (Class B) asbestos removal licence or a friable (Class A) asbestos removal licence.

Removal of 10 square metres or less of non-friable asbestos may be undertaken without a licence. However, given the risks involved, council encourages residents to consider engaging a licensed asbestos removal contractor. The cost of asbestos removal by a licensed professional is comparable in price to most licensed tradespeople including electricians, plumbers and tilers.

All asbestos removal should be undertaken in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

If a residential premise is a workplace, the licensed asbestos removalist must inform the following persons before licensed asbestos removal work is carried out:

- the person who commissioned the work
- a person conducting a business or undertaking at the workplace
- the owner and occupier of the residential premises
- anyone occupying premises in the immediate vicinity of the workplace (as described in section 467 of the *NSW Work Health and Safety Regulation 2011*).

In certain circumstances, a premise may be used for both residential and commercial purposes and is therefore classified as a workplace.

All licensed asbestos removal must be:

- supervised by a supervisor named to WorkCover
- notified to WorkCover at least five days prior to the work commencing.

Requirements for the transport and disposal of asbestos waste are covered in section 10.

9.4.2 Removing asbestos at workplaces

The *NSW Work Health and Safety Regulation 2011* specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. WorkCover is the lead agency for regulating the safe management of asbestos at workplaces.

9.4.3 Obtaining approval for demolition

Demolition work must comply with *Australian Standard AS 2601 – 2001: The demolition of structures*. In most circumstances demolition of a structure requires development consent or a complying development certificate. Applicants need to enquire to council as to whether and what type of approval is required. Where a development application is required council's standard conditions need to be applied to ensure that asbestos is safely managed. Council's conditions for development consent are referred to in section 9.6.

A wide range of development, including residential, industrial and commercial development, can be approved for demolition as complying development under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and the *Environmental Planning and Assessment Regulation 2000* provides mandatory conditions for complying development certificate applications.

The *Code of practice for demolition work* (published by Safe Work Australia in 2012) provides practical guidance to persons conducting a business or undertaking on how to manage the health and safety risks associated with the demolition work. The *Code of practice for demolition work* applies to all types of demolition work.

9.5 Exempt or complying development

9.5.1 Exempt development

Exempt development does not require any planning or construction approval if it meets the requirements of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.



This means that there is no ability for council or a private certifier to impose safeguards for the handling of asbestos through conditions of development consent. However, council advises that all asbestos removal work should be carried out in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

9.5.2 Complying development

The *Environmental Planning and Assessment Regulation 2000* (clause 136E) outlines conditions under which a complying development certificate can be issued for development that involves building work or demolition work and friable or non-friable asbestos.

Applications for complying development certificates must include details of the estimated area (if any) in square metres of friable and/or non-friable asbestos material that will be disturbed, repaired or removed in carrying out the development (under Schedule 1 part 2 of the *Environmental Planning and Assessment Regulation 2000*).

Where more than 10 square metres of non-friable asbestos is to be removed, a contract evidencing the engagement of a licensed asbestos removal contractor is to be provided to the principal certifying authority. The contract must specify the landfill site lawfully able to accept asbestos to which the removed asbestos will be delivered.

If the contract indicates that asbestos will be removed to a specified landfill site, the person having the benefit of the complying development certificate must give the principal certifying authority a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

If the work involves less than 10 square metres of non-friable asbestos and is not undertaken by a licensed contractor, it should still be undertaken in a manner that minimises risks as detailed in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561). In instances where asbestos removal is less than 10 square metres of non-friable asbestos and not from a place of work, then WorkCover would not be the agency responsible for regulating this activity. Concerns or complaints may be directed to council as outlined in section 11.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* outlines the requirements for the applicant to notify their neighbours that works may include asbestos removal.

Further requirements to inform other persons of licensed asbestos removal are described in section 467 of the *NSW Work Health and Safety Regulation 2011* as noted in section 9.4.1 of this policy.

9.6 Development applications

If a proposed building does not meet the requirements of exempt or complying development then there is a final planning approval option: a development application (DA). A DA can only be approved by a local council, the JRPP or, for very large, State-significant development proposals, the State Government. A development application needs to be prepared and it will be assessed in accordance with the development standards established by council. Council may undertake a site inspection as part of the DA assessment.

9.6.1 Pre-development application advice regarding asbestos

Council's pre-DA service enables proponents to discuss asbestos-related issues with council prior to lodging a DA, if the issue is raised. Council may inform applicants of this policy, fact sheets or websites. Generally this may be most relevant to structures erected or modified before the 1980s and any other structure that could be reasonably suspected to contain asbestos including those with building materials from prior to 2004.

9.6.2 Conditions of consent

Council will impose conditions of consent on development applications that relate to work that may involve asbestos. Council could require conditions to be satisfied prior to granting development approval or prior to issuing an Occupation Certificate.



9.7 Compliance and enforcement

9.7.1 Responsibilities for compliance and enforcement

The controls rely on information being provided and checked by the principal certifying authority which may be either the local council or a private certifier. A private certifier has powers under the *Environmental Planning and Assessment Act 1979* to issue construction certificates, compliance certificates, complying development certificates, occupation certificates and to carry out mandatory inspections. Councils will not always be the principal certifying authority. When a council is not nominated as the principal certifying authority for a complying development certificate or development application, the council may not have any knowledge of the asbestos matter. Accordingly, coordination of compliance and/or enforcement actions between the council and the private certifier will be required.

Council may take action on any development for which council has issued the development consent, even when not appointed as the principal certifying authority to ensure enforcement. Where council receives a complaint about a development for which council is not the principal certifying authority, council should consider whether council is the appropriate authority to resolve the matter. Complaints that warrant action by councils because of their greater enforcement powers include:

- urgent matters, for example, a danger to the public or a significant breach of the development consent or legislation
- matters that are not preconditions to the issue of the occupation/subdivision certificate.

In relation to naturally occurring asbestos, council is to verify compliance with environmental planning and assessment legislation and together with the EPA and WorkCover is to coordinate enforcement where non-compliance is suspected.

9.7.2 Compliance strategies

Illegal works include:

- works that are undertaken without a required development consent or complying development certificate
- works that are undertaken that do not comply with the conditions of the development consent or complying development certificate.

Where council becomes aware of illegal work involving asbestos or asbestos containing materials, council will notify WorkCover if the site is a workplace.

The *Environmental Planning and Assessment Act 1979* empowers council to issue orders to direct specific work be undertaken to comply with a development consent.

Council may need to issue an order under the *Local Government Act 1993* (section 124) to direct a person to 'do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.'

Council may also issue a clean up notice or prevention notice under the *Protection of the Environment Operations Act 1997* as outlined in section 6.1 of this policy.

Council may audit asbestos-related demolition works which council has recently approved by using a legal notice under section 192 of the *Protection of the Environment Operations Act 1997* to require developers to provide information and records regarding disposal of their asbestos waste.



10. Managing asbestos as a waste

It is illegal to dispose of asbestos waste in domestic garbage bins or to recycle, reuse, bury or illegally dump asbestos waste. Asbestos must not be placed in general waste skip bins, yet there have been instances where asbestos has been illegally placed in skip bins by third parties. Members of the public need to be aware of this hazard and may need to secure their skip bins to prevent a third party from illegally disposing of asbestos in the skip bin.

Asbestos waste (in any form) must only be disposed of at a landfill site that may lawfully receive asbestos waste.

10.1 Responsibilities for asbestos waste management

Council's responsibilities for asbestos waste management are outlined in section 3.3.

The handling and, where appropriate, temporary storage of asbestos waste at worksites is regulated by WorkCover NSW.

The EPA regulates premises that have or require an environment protection licence in accordance with the *Protection of the Environment Operations Act 1997*. A licence is required where more than 5 tonnes of asbestos waste, brought from off-site, is stored at any time. All other sites where asbestos waste is stored, typically those that are non-work sites, are regulated by local councils.

10.2 Handling asbestos waste for disposal

The *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) provides details on waste containment and disposal and controls applicable to all types of asbestos removal (in section 4.8 of the Code).

10.3 Transporting asbestos waste

The following requirements apply to the transport of asbestos waste and non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2005* clause 42(3):

- a. non-friable asbestos material must be securely packaged at all times
- b. friable asbestos material must be kept in a sealed container
- c. asbestos-contaminated soils must be wetted down
- d. all asbestos waste must be transported in a covered, leak-proof vehicle.

Asbestos waste that is transported interstate must be tracked in accordance with the *Protection of the Environment Operations (Waste) Regulation 2005*. Asbestos waste transported within New South Wales does not need to be tracked. The waste tracking system is administered by the EPA. An environment protection licence is required to transport asbestos waste interstate where any load contains more than 200 kilograms of asbestos waste.

It is an offence to transport waste to a place that cannot lawfully receive that waste, or cause or permit waste to be so transported (under section 143 of the *Protection of the Environment Operations Act 1997*). Penalty notices may be issued for \$1500 (to individuals) and \$5000 (to corporations).

10.4 Disposing of asbestos waste at waste facilities

Persons delivering waste to a landfill site must comply with the following requirements:

- a person delivering waste that contains asbestos to a landfill site must inform the landfill occupier of the presence of asbestos when delivering the waste.
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust.



Non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2005* and these offences attract strong penalties.

10.4.1 Situations in which asbestos waste may be rejected from waste facilities

Asbestos waste may be rejected from a waste facility if the waste is:

- not correctly packaged for delivery and disposal (as per sections 10.2 and 10.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials, or
- taken to a waste facility that does not accept asbestos waste.

Where waste is rejected, the waste facility must inform the transporter of the waste of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2005*).

Individuals may be fined \$1500 and corporations may be fined \$5000 under the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations (Waste) Regulation 2005* for transporting asbestos waste to a facility that cannot lawfully receive asbestos waste.

10.5 Illegal dumping of asbestos waste

Illegal dumping is the unlawful deposit of waste onto land. That is waste materials dumped, tipped or otherwise deposited onto private or public land where no licence or approval exists to accept such waste. Illegal landfilling, which is waste used as fill material with the consent of the owner or occupier of the land but without the necessary council or EPA approvals, is also considered to be illegal dumping and pollution of land.

Illegal dumping of asbestos waste in public places such as parks, streets or nature strips can attract regulatory action including:

- on the spot fines of up to \$5000
- prosecution for pollution of land of up to \$1 million for a corporation and \$120,000 for each day the offence continues (under section 142A of the *Protection of the Environment Operations Act 1997*), or
- up to \$1 million, or seven years imprisonment, or both for an individual (under section 119 of the *Protection of the Environment Operations Act 1997*).

The responsibility for cleaning up illegally dumped waste lies with the person or company that deposited the waste. If they cannot be identified the relevant landowner becomes the responsible party.

Local councils are the appropriate regulatory authority for illegal dumping unless:

- the activity was part of the carrying on of an activity listed in Schedule 1 of the *Protection of the Environment Operations Act 1997*
- the activity was carried out by a public authority or the state, or
- the site is regulated by a different authority such as the Minister for Planning and Infrastructure.

A handbook to assist Aboriginal communities to prevent and arrange the clean up of illegal dumping (published by the EPA) is noted in Appendix B.

10.6 Asbestos remaining on-site

The disposal of asbestos on site is not encouraged as it requires an effective ongoing system of long term management to ensure the material does not pose unacceptable risks to future site activities and occupants. For on-site burial of asbestos waste, council will seek advice from the EPA. Council will confirm if on-site disposal is permitted under planning controls whether or not consent is required and will require recording of on-site disposal on the zoning certificate (section 149 certificate).



11. Complaints and investigations

Complaints and inquiries may be directed to council about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to WorkCover NSW. Complaints and inquiries regarding licensed premises under the *Protection of the Environment Operations Act 1997* should be directed to the EPA.

Council will respond to complaints and inquiries regarding:

- council's requirements in relation to development, land management and waste management
- derelict properties
- general asbestos safety issues
- illegal dumping
- safe removal and disposal of minor quantities of asbestos materials
- unsafe work at a residential property conducted by a homeowner or tenant.

Complaints about council in relation to asbestos may be directed to the NSW Ombudsman.

Part 2 – Management of asbestos risks within council



12. Rights and responsibilities of workers at the Council workplace

12.1 Duties of council workers at the council workplace

12.1.1 The General Manager

The General Manager has a duty to exercise due diligence to ensure that council complies with the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2011*. This includes taking reasonable steps to ensure that council has and uses appropriate resources and processes to eliminate or minimise risks associated with asbestos.

12.1.2 Workers

Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Accordingly workers:

- must comply with this policy and any reasonable instruction or procedure relating to health and safety at the workplace
- must use any personal protective equipment provided, in accordance with information, training and reasonable instruction provided so far as the worker is reasonably able
- may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose them, or other persons, to a serious health or safety risk, emanating from an immediate or imminent exposure to a hazard
- should ensure they are using the latest version of all relevant procedures, plans, guidelines and legislation (refer to Appendix G).

Managers are responsible for ensuring workers who report to them have access to this policy and appropriate information, documentation and training.

12.1.3 Prohibited work activities

Council will not permit the use of the following on asbestos or asbestos containing material:

- high pressured water spray (unless for fire fighting or fire protection purposes), or
- compressed air.

Council will not permit the following equipment to be used on asbestos or asbestos containing material unless the use of the equipment is controlled in accordance with the NSW *Work Health and Safety Regulation 2011*:

- power tools
- brooms (note brooms are allowed for use on vinyl floor tiles), or
- any other implements that cause the release of airborne asbestos into the atmosphere.

12.2 Responsibilities of council to council workers

12.2.1 Council's general responsibilities

Council has general responsibilities under the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2011*. Accordingly council will:

- not use any asbestos containing materials (unless in accordance with part 8.1 (419) of the NSW *Work Health and Safety Regulation 2011*) and will not cause or permit asbestos waste in any form to be reused or recycled



- ensure that exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable
- ensure that the exposure standard for asbestos (defined in Appendix C) is not exceeded in the workplace
- notify WorkCover immediately if persons are likely to be affected by asbestos fibres or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibres/ml of air
- ensure that any contractors engaged to undertake the removal of asbestos for council are appropriately licensed
- consult with workers as required by the *Work Health and Safety Act 2011*.

Council will not import asbestos or asbestos containing material into Australia as prohibited under the *Customs (Prohibited Imports) Regulations 1956*. If plant or other materials are imported from countries where asbestos is not yet prohibited, council shall ensure the plant or materials do not contain asbestos prior to supply or use in the workplace.

12.2.2 Education, training and information for workers

As required by the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2011*, council will:

- provide any information, training, instruction or supervision that is necessary to protect all persons at the workplace from risks to their health and safety arising from work carried out as part of the conduct of council business
- ensure workers who council reasonably believes may be involved in asbestos removal work or the carrying out of asbestos-related work in the workplace are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material.

Council may also provide information and training to council employees who may need to respond to asbestos issues related to renovations and developments as outlined in section 9.

Topics training may cover are outlined in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561). Education and training will only be provided by appropriately accredited individuals. A record of asbestos training undertaken by each worker will be kept until five years after the day the worker ceases to work for council.

A list of workers who have received the appropriate training to respond to asbestos hazards is available.

12.2.3 Health monitoring for workers

Council will ensure health monitoring is provided to a worker if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work at the workplace for council and are at risk of exposure to asbestos when carrying out the work.

The health monitoring will be consistent with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) and meet the requirements of the NSW *Work Health and Safety Regulation 2011* (part 8.5 Division 1).

Health counselling may be appropriate where a heightened sense of concern exists for individuals possibly exposed to elevated levels of airborne asbestos fibres.

Employees who were exposed to asbestos in the past and if there is a risk to the health of the employee as a result of that exposure, are covered by the NSW *Work Health and Safety Regulation 2011* (clauses 435-444). Council will ensure these employees are kept on the health monitoring program.



13. Identifying and recording asbestos hazards in the Council workplace

This section outlines how council will identify and record asbestos hazards in the workplace. This section does not cover naturally occurring asbestos which is addressed in section 5 or illegal dumping which is addressed in section 10.5.

13.1 Identifying asbestos

Council will ensure, so far as is reasonably practicable, that all asbestos or asbestos containing material at the workplace is identified by a competent person (as defined by the *NSW Work Health and Safety Regulation 2011*). If a material cannot be identified or accessed, it will be assumed to be asbestos. This does not apply if council has reasonable grounds to believe that asbestos or asbestos containing material is not present.

13.1.1 Material sampling

Council may choose to identify asbestos or asbestos containing material by arranging for a sample to be analysed. Where council arranges sampling of asbestos containing material, this will be undertaken by an appropriately trained and competent council worker or a competent person will be contracted to undertake this task. Analysis of the sample must only be carried out by a National Association of Testing Authorities (NATA) accredited laboratory (refer to Appendix E) or a laboratory approved or operated by the regulator.

13.2 Indicating the presence and location of asbestos

Council will clearly indicate the presence and location of any asbestos or asbestos containing material identified or assumed at the workplace. Where it is reasonably practicable to do so, council will indicate the presence and location of the asbestos or asbestos containing material by a label.

13.3 Asbestos register

Council has an asbestos register which is kept in the Risk Management Unit, Corporate and Technical Services.

Council's asbestos register will be maintained to ensure the register lists all identified (or assumed) asbestos in the workplace and information in the register is up to date. The asbestos register will be accessible, reviewed, revised and otherwise managed as mandated by the *NSW Work Health and Safety Regulation 2011* (clauses 425 – 428).

Council will ensure that any worker carrying out or intending to carry out work at a council workplace that involves a risk of exposure to airborne asbestos, is given a copy of the asbestos register.

13.4 Suspected asbestos

If a worker suspects there is asbestos in a council workplace, they should inform their manager or supervisor. A competent worker should check the asbestos register for existing asbestos locations and control measures and may need to arrange for an inspection and sampling of the material (refer to section 13.1.1). If it is likely that asbestos or suspected asbestos is present, the asbestos register will be updated and workers will be notified of any newly identified asbestos locations.

Council may need to manage the suspected asbestos as outlined in section 14. If the suspected asbestos has been disturbed and has, or could, become airborne, council may need to respond immediately as outlined in section 15.



14. Managing asbestos-related risks in the council workplace

14.1 Asbestos management plan

Council has an asbestos management plan which can be found on Control Doc's and is kept with the Risk Management Unit, Corporate and Technical Services.

The asbestos management plan will be accessible, reviewed, revised and otherwise managed as mandated by the NSW *Work Health and Safety Regulation 2011* clause 429.

14.2 Asbestos management plan for naturally occurring asbestos

Council is not aware of any naturally occurring asbestos in the workplace. If naturally occurring asbestos is discovered, council will prepare an asbestos management plan in relation to the naturally occurring asbestos in accordance with the NSW *Work Health and Safety Regulation 2011* part 8.4 (Management of naturally occurring asbestos).

14.3 Management options for asbestos-related risks in the council workplace

Council's asbestos management plan includes decisions and reasons for decisions about the management of asbestos at the workplace.

Options for managing asbestos-related risks include:

- removal of asbestos or asbestos containing materials (preferred wherever reasonably practicable)
- interim control measures: enclosure (only for non-friable asbestos), encapsulation (when the original asbestos bond is still intact) or sealing (where the sealed material is unlikely to be subject to mechanical damage) asbestos containing material, to be implemented along with regular inspections by a competent person
- leaving asbestos containing material in situ (deferring action).

Council may undertake an asbestos risk assessment, in consultation with workers and/or their representatives, in order to inform decision-making. Only competent persons will perform risk assessments or any subsequent reviews or revisions of risk assessments.

For all asbestos work or asbestos-related work, safe work practices will be in place and suitable personal protective equipment will be used.

14.4 Sites contaminated with asbestos that are council workplaces

Where asbestos is identified as contaminating a workplace, the site will be included in council's asbestos register and asbestos management plan.

Council may need to ensure that an exposure assessment is undertaken and that appropriate risk management options are determined and implemented.

For asbestos in soil or aggregate, a suitably qualified occupational hygienist must carry out an assessment if the material in the soil and aggregate is unknown or classified as friable.

Council should engage specialists, who may include asbestos removalists, for all cases except in the case of minor, non-friable contaminations.

Further details on managing land contaminated with asbestos may be found in section 6.

14.5 Demolition or refurbishment of council buildings and assets

Council will ensure that before any demolition or refurbishment of a council structure or plant constructed or installed before 31 December 2003 is undertaken, the asbestos register is reviewed and a copy provided to the business undertaking the demolition or refurbishment. Council will ensure that any asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable removed.



14.6 Removal of asbestos in the council workplace

Removal of asbestos or asbestos containing materials in the council workplace will be undertaken in accordance with the:

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011.

Council may also refer to the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the NSW *Work Health and Safety Regulation 2011* including the requirements to:

- notify WorkCover at least five days prior to the asbestos removal work commencing. However, in the case of emergency work, such as burst pipes, fires and illegally dumped asbestos, council may request to WorkCover that this five days period be waived
- prepare, supply and keep an asbestos removal control plan
- obtain a copy of the asbestos register before carrying out asbestos removal work
- inform the person with management or control of the workplace that the licensed asbestos removal work is to be carried out at the workplace
- erect signs and barricades
- limit access to the asbestos removal area
- properly dispose of asbestos waste and dispose of, or treat, contaminated personal protective equipment
- arrange a clearance inspection and clearance certificate.

Where council is informed that asbestos removal work is to be carried out at the workplace, council will inform workers and those in the immediate vicinity of the workplace and limit access to the asbestos removal area as per the NSW *Work Health and Safety Regulation 2011*.

14.6.1 Removal by contractors

Where council commissions the removal of asbestos at the workplace, council will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry out the work, unless specified in the NSW *Work Health and Safety Regulation 2011* that a licence is not required.

Where council requires the services of asbestos removalists, council will require the licence details of asbestos removalists prior to engaging their services and will verify the licence details with WorkCover's Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists.

Council is required to ensure that the work is carried out by a competent person who has been trained in the identification and safe handling of, and suitable control measures for, asbestos and asbestos containing material. Council will therefore require a statement in a written contract or agreement with the licensed asbestos removalist that the licensed asbestos removalist who will undertake the work has been adequately trained.

Council will provide a copy of the asbestos register to the licensed asbestos removalist.

Where council becomes aware of any breaches by licensed asbestos removalists, council will report this to WorkCover.

14.6.2 Clearance inspections and certificates

Where council commissions any licensed asbestos removal work, council will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (for Class A asbestos removal work) or an independent competent person (in any other case) before the asbestos removal area is re-occupied.

The friable asbestos clearance certificate will require visual inspection as well as air monitoring of the asbestos removal site. Air monitoring is mandatory for all friable asbestos removal. The air monitoring must be conducted before and during Class A asbestos removal work by an independent licensed asbestos assessor.



The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out and that the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

15. Accidental disturbance of asbestos by workers

In situations where asbestos is accidentally disturbed by council work and has, or could, become airborne, council will act to minimise exposure of workers and the wider public to airborne asbestos.

It may be appropriate that council:

- stop works in the vicinity of the asbestos immediately
- inform the site supervisor immediately, inform necessary workers and record the incident
- evacuate the area
- provide personal protective equipment and briefing to appropriately trained workers who will respond to the incident
- restrict access to the area and ensure only appropriately trained and equipped council workers attend the site
- exclude the public from the site and provide information to the public if in a public area
- wet surfaces to reduce the dust levels
- prevent the spread of contamination by using wash down facilities
- provide information, training and supervision to all workers potentially at risk
- contact WorkCover to report the disturbance. WorkCover must be immediately notified if persons are likely to be effected by asbestos fibres or if an air monitoring process records a level above 0.02 fibres/ml of air
- implement an air monitoring program to assess asbestos exposure levels and specific risk control measures.
- liaise with or consult the appropriate agencies
- seek advice from an occupational hygienist
- follow the Code of practice on how to safely remove asbestos (catalogue no. WC03561)
- ensure that asbestos materials are disposed of at a facility licensed to accept asbestos materials, and where contractors have been engaged to dispose of asbestos waste, sight proof of appropriate disposal through weighbridge dockets or similar documentation
- update the asbestos register and notify workers of any newly identified asbestos locations.

16. Council's role in the disposal of asbestos waste

16.1 Responding to illegal dumping

Where council commissions the removal of illegally dumped asbestos material or suspected asbestos material, council will ensure this is undertaken in accordance with section 14.6.2.

Where council becomes aware of illegally dumped asbestos material outside of council's jurisdiction, council will promptly notify the relevant authority.

16.2 Re-excavation of landfill sites

The re-excavation of a council landfill site where significant quantities of asbestos waste are deposited should only be considered with reference to any available records on the nature, distribution and quantities of asbestos waste required under the relevant legislation, and consultation with the Environment Protection Authority (as the appropriate regulatory authority under the *Protection of the Environment Operations Act 1997*).



17. Advice to tenants and prospective buyers of Council owned property

Council may provide advisory notes to tenants and prospective buyers of council owned property that is likely to contain asbestos.

Council may request that tenants in council property:

- advise council of any hazards relating to asbestos
- minimise damage to asbestos containing material
- co-operate with council in facilitating any risk management work arranged by council
- act on advice from council to minimise risks from asbestos.

18. Implementing council's asbestos policy

18.1 Supporting documents

The implementation of this policy is supported by council's:

- conditions of consent
- guidelines for disposing of asbestos waste.

Council also has several internal documents that support this policy.

- asbestos management plan
- asbestos register
- complaints handling procedures
- incident report form
- training registers/ records (relevant to identifying, handling and removing of asbestos materials).

18.2 Communicating the policy

This is a publicly available policy. The policy is to be made available via:

- Council's website www.waverley.nsw.gov.au
- Council's electronic record keeping system, TRIM

All employees shall receive information about the policy at induction.

Any workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public) who are involved in any activity or activities listed in Appendix A under section 3 on behalf of, or for, council shall be provided with access to a copy of this policy and relevant supporting documents. This includes any workers involved in commencing, arranging, undertaking, regulating, inspecting or supervising a potentially hazardous activity or activities. Managers are responsible for ensuring workers who report to them have access to the policy and appropriate information, documentation and training in asbestos awareness (as per the NSW *Work Health and Safety Regulation 2011*) prior to planning the activity or activities. Further information about training is noted in section 12.2.2 of this policy.

Council shall incorporate a statement regarding compliance with this policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the policy, the revisions will be approved by the General Manager and the General Manager will notify all persons who may have cause to undertake, arrange or supervise any activities listed in Appendix A under section 3 on behalf of, or for, council.



18.3 Non-compliance with the policy

Failure by workers to adhere to the policy and failure by managers to adequately inform relevant workers of this policy shall be considered non-compliance with this policy.

The appropriate supervisor, manager, director, or the General Manager, shall take action in the case on non-compliance with the policy and this may include providing education and training, issuing a verbal or written warning, altering the worker's duties, or in the case of serious breaches, terminating the worker's services. Each case shall be assessed on its merits with the aim of achieving a satisfactory outcome for all parties.

Workers should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the policy or if they are concerned that other workers are not complying with the policy.

19. Variations to this policy

Council reserves the right to review, vary or revoke this policy. The General Manager may allow variations to the policy for minor issues in individual cases.

ASBESTOS POLICY

30



Appendices

Appendix A – General information and guidance

1. What is asbestos?

Asbestos is the generic term for a number of naturally occurring, fibrous silicate materials. If asbestos is disturbed it can release dangerous fine particles of dust containing asbestos fibres. Breathing in dust containing elevated levels of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

There are two major groups of asbestos:

- the serpentine group contains chrysotile, commonly known as white asbestos
- the amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos) as well as some other less common types (such as tremolite, actinolite and anthophyllite).

Further information about the different types of asbestos can be found in enHealth, 2005, Management of asbestos in the non-occupational environment.

[http://www.health.gov.au/internet/main/publishing.nsf/content/FB262D7C35664103CA257420001F2D74/\\$File/asbestos.pdf](http://www.health.gov.au/internet/main/publishing.nsf/content/FB262D7C35664103CA257420001F2D74/$File/asbestos.pdf)

In Australia, in the past asbestos was mined and widely used in the manufacture of a variety of materials. Asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited in Australia since 31 December 2003.

Asbestos legacy materials still exist in many homes, buildings and other assets. It is estimated that 1 in 3 Australian homes contains building materials with asbestos. Where the material containing asbestos is in a non-friable form (or bonded), undisturbed, and painted or otherwise sealed, it may remain safely in place. However, where the asbestos containing material is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos unsafely can create a health hazard.

It is often difficult to identify the presence of asbestos by sight. If you are in doubt, it is best to assume that you are dealing with asbestos and take every precaution. The most accurate way to find out whether a material contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos such as an occupational hygienist. It can be unsafe for an unqualified person to take a sample of asbestos. Licensed asbestos removalists can be found by using the telephone directory. Council encourages residents to ask the contractor for a copy of their licence prior to engaging them. Residents can then check with WorkCover NSW (phone 13 10 50) to confirm the contractor has the appropriate class of licence for the asbestos removal job.

2. Where is asbestos found?

Asbestos can be found where it occurs naturally and in a variety of materials (from prior to 2004) in residential, commercial and industrial premises and on public and private land.

2.1 Naturally occurring asbestos

Naturally occurring asbestos refers to the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

Asbestos is found as a naturally occurring mineral in many areas of NSW. Asbestos may occur in veins within rock formations. The map provided in Appendix L gives an indication of areas in NSW known to have naturally occurring asbestos. Council is not aware of any naturally occurring asbestos within the Waverley area.

Work processes that have the potential to inadvertently release naturally occurring asbestos into the air include:

- agriculture
- forestry



- landscaping
- mining
- other excavation or construction activities
- pipe works and telecommunications works
- road construction and road works.

Further information can be found in this policy under section 5 and in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by WorkCover, which provides a photograph of naturally occurring asbestos.

2.2 Residential premises

As a general rule, a house built:

- Before the mid 1980s – is highly likely to contain asbestos containing products.
- Between the mid 1980s and 1990 – is likely to contain asbestos containing products.
- After 1990 – is unlikely to contain asbestos containing products. However, some houses built in the 1990s and early 2000s may have still used asbestos cement materials until the total ban on any activity involving asbestos products became effective from December 2003.

Pipelines installed prior to 1992, particularly black surface coated and grey surface pipes, may contain asbestos.

It is important to note, the most accurate way to find out whether a material contains asbestos is by engaging a licensed asbestos removalist or occupational hygienist to inspect and arrange testing where necessary.

Fibre cement sheeting, commonly known as 'fibro', 'asbestos sheeting' or 'AC sheeting' (asbestos containing sheeting) is the most commonly found legacy asbestos material in residential premises. Other asbestos containing materials were used in 'fibro' houses but also found in brick and timber housing stock from that period. Asbestos materials were sold under a range of commercial names. Some asbestos containing materials found in New South Wales domestic settings are listed in Appendix J.

Common places where asbestos is likely to be found in and around homes include:

Outside

- backyard garden sheds, carports, garages and dog kennels
- electrical meter boards
- imitation brick cladding
- lining under eaves
- wall and roof materials (flat, patterned or corrugated asbestos sheeting).

Inside

- insulation materials in heaters and stoves
- interior walls and sheeting
- sheet materials in wet areas (bathroom, toilet and laundry walls, ceilings and floors)
- vinyl floor tiles, the backing to cushion vinyl flooring and underlay sheeting for ceramic tiles including kitchen splashback.

Asbestos can also be found in:

- angle mouldings (internal and external)
- board around windows and fireplaces
- brake pads and clutch pads to vehicles
- buried and dumped waste materials
- carpet underlay
- ceilings (ceiling tiles or sprayed coatings or loose in the ceiling cavity)



- cement flooring
- external toilets
- fencing
- guttering, downpipes and vent pipes
- inside appliances eg irons, whitegoods
- gable ends
- outbuildings
- ridge capping
- swimming pools – reinforcing marble swimming pools
- ventilators – internal and external.

Other places asbestos can be found are listed in Appendix J.

2.3 Commercial and industrial premises

In commercial and industrial premises, asbestos may be found in the abovementioned places and also:

- asbestos rope or fabric in expansion joints (for example exhaust flues) and insulation
- bituminous waterproof membrane on flat roofs
- brake disc pads and brake linings
- cloth, tapes, ropes and gaskets for packing
- electrical switchboards and duct heater units
- fillers and filters
- fire doors
- lagging on pipes such as heater flues
- lift motor rooms
- pipes, casing for water and electrical/ telecommunication services
- rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications
- structural beams of buildings
- yarns and textiles eg fire blankets.

Other places asbestos can be found are listed in Appendix J.

2.4 Sites contaminated with asbestos

Contamination of soils from asbestos or asbestos containing materials can present a risk in urban and rural environments if the asbestos can give rise to elevated levels of airborne fibres that people can breathe. Whilst buried material may not give rise to airborne asbestos fibres if securely contained, inappropriate disturbance of this waste could give rise to harmful levels of asbestos fibres in air. Activities such as those listed in section 3 of this Appendix have the potential to encounter and disturb asbestos waste or contamination, particularly where the contamination is not known to be present at the site or has not been appropriately considered.

2.4.1 Situations where asbestos contamination may occur

Situations where asbestos contamination may occur include:

- industrial land, eg, asbestos-cement manufacturing facilities, former power stations, and rail and ship yards, especially workshops and depots
- waste disposal or dumping sites, including sites of illegal dumping eg, building waste
- sites with infill or burial of asbestos waste from former asbestos mining or manufacture processes



- buildings or structures damaged by fire or storm (particularly likely for those with pre-1980s building materials but also possible for those with materials from prior to 2004)
- land with fill or foundation material of unknown composition
- sites where buildings or structures have been constructed from asbestos containing material or where asbestos may have been used as insulation material, eg, asbestos roofing, sheds, garages, reservoir roofs, water tanks, boilers and demolition waste has been buried onsite
- sites where buildings or structures have been improperly demolished or renovated, or where relevant documentation is lacking (particularly likely for those with pre-1980s building materials but also those with materials from prior to 2004)
- disused services with asbestos containing piping such as water pipes (including sewage systems, water services and irrigation systems), underground electrical and telephone wires and telecommunications trenches or pits (usually within 1 metre of the surface).

2.4.2 Significantly contaminated land

For sites that are significantly contaminated, the EPA and WorkCover are the lead regulatory authorities. The *Contaminated Land Management Act 1997* applies to significantly contaminated land. In general, significant contamination is usually associated with former asbestos processing facilities or where large quantities of buried friable asbestos waste has been uncovered and is giving rise to measureable levels of asbestos fibres in air. Such sites require regulatory intervention to protect community health where the source of the contamination is not being addressed by the responsible person. The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: www.environment.nsw.gov.au/clm/publiclist.htm

If land is contaminated but not determined to be 'significant enough to warrant regulation' then the *Contaminated Land Management Act 1997* does not apply. In such cases the provisions within the planning legislation and/or the *Protection of the Environment Operations Act 1997* may be the appropriate mechanism for management of such contamination.

Guidance on assessing land can be found in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

3. Potentially hazardous activities

A number of activities could cause asbestos to be inadvertently disturbed and consequently create a health risk.

Before undertaking any of the activities listed below, it should be considered whether asbestos containing materials may be present. If asbestos is present, these activities may be illegal or certain precautions may be required, or an appropriately licensed person may be required to undertake the activity.

Members of the public could inadvertently disturb asbestos through activities including:

- renovations, refurbishments or repairs particularly those involving power tools, boring, breaking, cutting, drilling, grinding, sanding or smashing asbestos containing materials
- sealing, painting, brushing and cleaning asbestos cement products
- demolitions of homes or other structures (dismantling or destruction)
- relocating a house, building or structure
- using compressed air on asbestos containing materials
- water blasting asbestos containing materials
- cleaning gutters on asbestos cement roofs
- handling asbestos cement conduits or boxes
- maintenance work such as plumbing and electrical work on or adjacent to asbestos containing materials such as working on electrical mounting boards
- maintenance or servicing of materials from vehicles, plant or equipment.

Council could inadvertently disturb asbestos through activities such as:



- abovementioned activities
- asset and building maintenance
- certifying
- inspections of sites and premises
- transport and disposal of illegally dumped materials
- collection, transport and disposal of incorrectly disposed of materials.

Naturally occurring asbestos and contaminated sites could be inadvertently disturbed during:

- road building
- site and construction work
- other excavation activities
- vehicle movements.

Natural processes can create a risk of exposure to asbestos including:

- extensive fire or storm damage to asbestos cement roofs or building materials
- extensive weathering and etching of unsealed asbestos cement roofs.

In addition, work that intentionally disturbs asbestos, such as sampling or removal, should be conducted by a competent person and in accordance with the relevant codes of practice and legislation.

4. Health hazards

Asbestos fibres can pose a risk to health if airborne, as inhalation is the main way that asbestos enters the body. The World Health Organisation has stated that concentrations of asbestos in drinking water from asbestos cement pipes do not present a hazard to human health.

Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres inhaled and the risk of lung cancer from inhaling asbestos fibres is greatly increased if you smoke. Small fibres are the most dangerous and they are invisible to the naked eye. People who are at most risk are those who have been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear for some time (about 20 to 30 years) after the first exposure to asbestos.

Asbestosis is the irreversible scarring of lung tissue that can result from the inhalation of substantial amounts of asbestos over a period of years. It results in breathlessness that may lead to disability and, in some case, death.

Lung cancer can be caused by asbestos. Lung cancer is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.

Mesothelioma is a cancer of the pleura (outer lung lining) or the peritoneum (the lining of the abdominal cavity). Mesothelioma rarely occurs less than 15 years from first exposure, and most cases occur over 30 years after first exposure. Accordingly, the rates of malignant mesothelioma (an incurable cancer) are expected to rise from the year 2012 to 2020 and are expected to peak in this time.

If asbestos fibres are in a stable material, for example bonded in asbestos-cement sheeting (such as fibro), and these materials are in good condition they pose little health risk. However, where fibro or other non-friable asbestos sheeting is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos containing materials unsafely can create a hazard.

The occupational standard for asbestos is 0.1fibre/ml of air and the environmental standard is 0.01fibre/ml in air.

When someone has potentially been exposed to asbestos, or receives or expects they may receive a diagnosis of an asbestos-related disease, they may experience psychological distress, including anxiety and may be in need of support. Their family and those around them may also be vulnerable to psychological distress.



Appendix B – Further information

Aboriginal communities

Illegal dumping prevention and clean-up. Handbook for Aboriginal communities, 2008 (EPA)
www.environment.nsw.gov.au/waste/illdumpabcommshandbook.htm

Asbestos contractors

Choosing an asbestos consultant fact sheet (catalogue no. WC04547) (WorkCover NSW)
www.workcover.nsw.gov.au/formspublications/publications/Pages/Choosinganasbestosconsultant.aspx

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages www.yellowpages.com.au or by contacting the Asbestos Removal Contractors Association NSW (ARCA) www.arca.asn.au Phone: (02) 8586 3521.

An asbestos removal contractor's licence can be verified by contacting the WorkCover NSW's Certification Unit on 13 10 50.

Demolition & Contractors Association (DCA) NSW
<http://demolitioncontractorsassociation.com.au>

Asbestos waste

Crackdown on Illegal Dumping: A Handbook for Local Government, 2007 (EPA)
www.environment.nsw.gov.au/resources/warr/200845IllegalDumping.pdf

Management of asbestos in recycled construction and demolition waste, 2010 (WorkCover NSW)
<http://www.workcover.nsw.gov.au/formspublications/publications/Pages/asbestoswaste.aspx>

Safely disposing of asbestos waste from your home, 2009 (EPA and WorkCover NSW)
www.environment.nsw.gov.au/resources/waste/asbestos/09235Asbestos.pdf

For information on illegal dumping and safely disposing of asbestos waste visit the EPA website:
www.environment.nsw.gov.au

Contaminated land

Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997, 2009 (EPA).
www.environment.nsw.gov.au/resources/clm/09438gldutycontclma.pdf

Managing land contamination: Planning guidelines SEPP 55 – Remediation of land, 1998 (Department of Planning and Infrastructure and EPA)
www.planning.nsw.gov.au/assessingdev/pdf/gu_contam.pdf

Environmental risk assessment

Environmental health risk assessment: Guidelines for assessing human health risks from environmental hazards, 2002 (Commonwealth of Australia)
<http://www.nphp.gov.au/enhealth/council/pubs/pdf/envhazards.pdf>

Health

Asbestos and health risks fact sheet, 2007 (Ministry of Health)
http://www.health.nsw.gov.au/factsheets/environmental/asbestos_fs.html



Further advice concerning the health risks of asbestos can be obtained from your local public health unit. Contact details for public health units may be found at:
www.health.nsw.gov.au/publichealth/infectious/phus.asp

Renovation and development

Asbestos: A guide for householders and the general public, 2012 (Commonwealth of Australia)
[http://www.health.gov.au/internet/main/publishing.nsf/Content/7383C46948F649B7CA2579FA001AA20E/\\$File/asbestos-02-web-\(8may12\).pdf](http://www.health.gov.au/internet/main/publishing.nsf/Content/7383C46948F649B7CA2579FA001AA20E/$File/asbestos-02-web-(8may12).pdf)

Choosing and working with a principal certifying authority: A guide for anyone planning to build or subdivide, 2011 (Building Professionals Board)
<http://www.bpb.nsw.gov.au/resources/683/final%20PCA%20brochure.pdf>

Think asbestos website, 2011 (Asbestos Education Committee) (and Printable Website Handbook)
<http://www.asbestosawareness.com.au>

Working with asbestos guide, 2008 (WorkCover NSW)
<http://www.workcover.nsw.gov.au/formspublications/publications/Pages/Workingwithasbestosguide.aspx>

Practical guidance

Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by WorkCover NSW
<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf>

Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by WorkCover NSW
<http://www.workcover.nsw.gov.au/formspublications/publications/Documents/how-to-safely-remove-asbestos-code-of-practice-3561.pdf>

Tenants

Tenants rights Fact sheet 26 Asbestos and lead, 2010 (Tenants NSW)
<http://www.tenants.org.au/publish/factsheet-26-asbestos-lead/index.php>

Tenants – Housing NSW tenants

Asbestos fact sheet, 2010 (Housing NSW)
<http://www.housing.nsw.gov.au/NR/rdonlyres/F4E1131F-2764-4CB1-BC07-98EB6C594085/0/Asbestos.pdf>



Appendix C – Definitions

The terms used in the policy are defined as below, consistent with the definitions in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by WorkCover NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by WorkCover NSW
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Emergency Pollution and Orphan Waste Clean-Up Program Guidelines 2008*
- *Protection of the Environment Operations Act 1997*
- *Waste classification guidelines part 1 classifying waste 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2011*.

accredited certifier in relation to matters of a particular kind, means the holder of a certificate of accreditation as an accredited certifier under the *Building Professionals Act 2005* in relation to those matters.

airborne asbestos means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- a. actinolite asbestos
- b. grunerite (or amosite) asbestos (brown)
- c. anthophyllite asbestos
- d. chrysotile asbestos (white)
- e. crocidolite asbestos (blue)
- f. tremolite asbestos
- g. a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).

asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos.

asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

asbestos-related work means work involving asbestos that is permitted under the *Work Health and Safety Regulation 2011*, other than asbestos removal work.

asbestos removal licence means a Class A asbestos removal licence or a Class B asbestos removal licence.

asbestos removal work means:

- a. work involving the removal of asbestos or asbestos containing material, or
- b. Class A asbestos removal work or Class B asbestos removal work.

asbestos removalist means a person conducting a business or undertaking who carries out asbestos removal work.

asbestos waste means any waste that contains asbestos. This includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.



certifying authority means a person who is authorised by or under section 85A of the *Environmental Planning and Assessment Act 1979* to issue complying development certificates, or is authorised by or under section 109D of the *Environmental Planning and Assessment Act 1979* to issue part 4A certificates.

Class A asbestos removal licence means a licence that authorises the carrying out of Class A asbestos removal work and Class B asbestos removal work by or on behalf of the licence holder.

Class A asbestos removal work means the removal of friable asbestos which must be licensed under clause 485 of the *Work Health and Safety Regulation 2011*. This does not include: the removal of ACD that is associated with the removal of non-friable asbestos, or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Class B asbestos removal licence means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.

Class B asbestos removal work means the removal of more than 10 square metres of non-friable asbestos or asbestos containing material work that is required to be licensed under clause 487, but does not include Class A asbestos removal work.

competent person means: a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:

- a. a certification in relation to the specified VET course for asbestos assessor work, or
- b. a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.

complying development is a fast track, 10 day approval process where a building meets all of the predetermined standards established in either a state or local council planning document. A complying development certificate can be issued by either a local council or an accredited certifier.

complying development certificate

contaminant means any substance that may be harmful to health or safety.

contamination of land means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment

control measure, in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.

demolition work means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, but does not include:

- a. the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or
- b. the removal of power, light or telecommunication poles.

development means:

- a. the use of land
- b. the subdivision of land
- c. the erection of a building
- d. the carrying out of a work
- e. the demolition of a building or work
- f. any other act, matter or thing referred to in section 26 of the *Environmental Planning and Assessment Act 1979* that is controlled by an environmental planning instrument.

development application means an application for consent under part 4 of the *Environmental Planning and Assessment Act 1979* to carry out development but does not include an application for a complying development certificate.

emergency service organisation includes any of the following:

- e. the Ambulance Service of NSW
- f. Fire and Rescue NSW



- g. the NSW Rural Fire Service
- h. the NSW Police Force
- i. the State Emergency Service
- j. the NSW Volunteer Rescue Association Inc
- k. the NSW Mines Rescue Brigade established under the *Coal Industry Act 2001*
- l. an accredited rescue unit within the meaning of the *State Emergency and Rescue Management Act 1989*.

exempt development means minor development that does not require any planning or construction approval because it is exempt from planning approval.

exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method or a method determined by the relevant regulator.

friable asbestos means material that:

- m. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- n. contains asbestos.

health means physical and psychological health.

health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.

independent, in relation to clearance inspections and air monitoring means:

- o. not involved in the removal of the asbestos
- p. not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.

in situ asbestos means asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.

licence holder means: in the case of an asbestos assessor licence – the person who is licensed:

- a. to carry out air monitoring during Class A asbestos removal work
- b. to carry out clearance inspections of Class A asbestos removal work
- c. to issue clearance certificates in relation to Class A asbestos removal work, or
 - in the case of an asbestos removal licence – the person conducting the business or undertaking to whom the licence is granted, or
 - in the case of a major hazard facility licence – the operator of the major hazard facility to whom the licence is granted or transferred.

licensed asbestos assessor means a person who holds an asbestos assessor licence.

licensed asbestos removalist means a person conducting a business or undertaking who is licensed under the *Work Health and Safety Regulation 2011* to carry out Class A asbestos removal work or Class B asbestos removal work.

licensed asbestos removal work means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

NATA means the National Association of Testing Authorities, Australia.

NATA-accredited laboratory means a testing laboratory accredited by NATA, or recognised by NATA either solely or with someone else.

naturally occurring asbestos means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.



non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Note. Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

occupational hygienist means a person with relevant qualifications and experience in asbestos management who is a full member of the Australian Institute of Occupational Hygienists (AIOH).

occupier includes a tenant or other lawful occupant of premises, not being the owner.

officer means an officer as defined in the *NSW Work Health and Safety Act 2011*

orphan waste means materials that have been placed or disposed of on a premises unlawfully that may have the potential to pose a risk to the environment or public health.

person conducting a business or undertaking a 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.

personal protective equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

respirable asbestos fibre means an asbestos fibre that:

- a. is less than three micrometres wide
- b. more than five micrometres long
- c. has a length to width ratio of more than 3:1.

specified VET course means:

- a. in relation to Class A asbestos removal work – the following VET courses:
 - remove non-friable asbestos
 - remove friable asbestos, or
- b. in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or
- c. in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or
- d. in relation to asbestos assessor work – the VET course Conduct asbestos assessment associated with removal.

structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- a. buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)
- b. any component of a structure
- c. part of a structure
- d. volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

waste includes:

- any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or
- any discarded, rejected, unwanted, surplus or abandoned substance, or
- any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
- any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
- any substance prescribed by the regulations made under the *Protection of the Environment Operations Act 1997* to be waste.



waste facility means any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

worker a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee, or
- b. a contractor or subcontractor, or
- c. an employee of a contractor or subcontractor, or
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- e. an outworker, or
- f. an apprentice or trainee, or
- g. a student gaining work experience, or
- h. a volunteer, or
- i. a person of a prescribed class.

workplace a workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes: a vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters.

Appendix D – Acronyms

ACD	Asbestos Containing Dust (an acronym used in the legislation)
ACM	Asbestos Containing Material (an acronym used in the legislation)
ARA	Appropriate Regulatory Authority (an acronym used in the legislation)
DA	Development Application
EPA	Environment Protection Authority
JRPP	Joint Regional Planning Panel
LGA	Local Government Area
NATA	National Association of Testing Authorities
NSW	New South Wales
SEPP	State Environmental Planning Policy
VET	Vocational Education and Training



Appendix E – Relevant contacts

Council's Customer Call Centre
Contact Phone number: 9369-8000

South Eastern Sydney Public Health Unit
Contact Phone Number: 9382-8333

Asbestos-related disease organisations (non-exhaustive)

Asbestos Diseases Foundation Australia Inc

Phone: (02) 9637 8759
Helpline: 1800 006 196
Email: info@adfa.org.au
Website: www.adfa.org.au

Asbestos Diseases Research Institute

Phone: (02) 9767 9800
Email: info@adri.org.au
Website: www.adri.org.au

Australian Institute of Occupational Hygienists Inc.

Phone: (03) 9336 2290
Email: admin@aioh.org.au
Website: www.aioh.org.au

Dust Diseases Board

Phone: (02) 8223 6600
Toll Free: 1800 550 027
Email: enquiries@ddb.nsw.gov.au
Website: www.ddb.nsw.gov.au

Environment Protection Authority (EPA)

Phone: (02) 9995 5000
Environment line: 13 15 55
Email: info@environment.nsw.gov.au
Website: www.environment.nsw.gov.au/epa

Licensed Asbestos Contractors

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages website: www.yellowpages.com.au or contact:

Asbestos Removal Contractors Association NSW (ARCA)

Phone: (02) 9642 0011
Email: info@arca.net.au
Website: www.arca.asn.au

Verification of an asbestos removal contractor's licence can be checked by contacting WorkCover NSW's Certification Unit Phone: 13 10 50

Civil Contractors Federation (CCF)

Phone: (02) 9009 4000
Email: mtearle@civilcontractors.com
Website: www.civilcontractors.com

ASBESTOS POLICY

43



Demolition & Contractors Association (DCA) NSW

Phone: (02) 8586 3555

Email: demolitionassn@bigpond.comWebsite: <http://demolitioncontractorsassociation.com.au>**Local Government and Shires Associations of NSW (LGSA)**

Phone: (02) 9242 4000

Email: lgsa@lgsa.org.auWebsite: www.lgsa.org.au**NSW Ombudsman**

Phone: (02) 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Email: nswombo@ombo.nsw.gov.auWebsite: www.ombo.nsw.gov.au**Training providers (non-exhaustive)****TAFE NSW**

Phone: 1300 131 499

Website: www.tafensw.edu.au**Housing Industry Association (HIA)**

Phone: (02) 9978 3333

Website: <http://hia.com.au/>**Local Government Training Institute**

Phone: (02) 4922 2333

Website: www.lgti.com.au**Comet Training**

Phone: (02) 9649 5000

Website: www.comet-training.com.au/site**Masters Builders Association (MBA)**

Phone: (02) 8586 3521

Website: www.masterbuilders.com.au**Asbestos Removal Contractors Association NSW (ARCA)**

Phone: (02) 9642 0011

Website: www.arca.asn.au**WorkCover NSW**

WorkCover Information Centre Phone: 13 10 50

WorkCover NSW – Asbestos/Demolition Hotline Phone: (02) 8260 5885

Website: www.workcover.nsw.gov.au

Appendix F – Waste management facilities that accept asbestos wastes

Waste management facilities that can accept asbestos waste may be operated by council, the State Government or private enterprise. The fees charged by the facility operators for waste received are determined by the facility.

Not all waste management centres accept asbestos waste from the public. Management of asbestos waste requires special precautions such as a separate disposal location away from other general waste and controls to prevent the liberation of asbestos fibres, such as the immediate covering of such waste.

There are no waste management facilities in Waverley that accept asbestos wastes, however below are the details of facilities that do accept asbestos waste.

Waste management facilities in other areas that accept asbestos wastes

Belrose	Belrose Waste Management Centre, Crozier Road, Belrose; 1300 651 116
Blacktown	Blacktown Waste Services, 920 Richmond Road, Marsden Park; (02) 9835 4544
Blaxland	Blaxland Waste Management Facility, Attunga Road, Blaxland; (02) 4782 1104
Eastern Creek	Eastern Creek Waste Management Centre, Wallgrove Road, Eastern Creek; 1300 651 116
Horsley Park	Horsley Park Waste Management Facility, 716-56 Wallgrove Road, Horsley Park; (02) 9620 1944
Kemps Creek	SITA Environmental Solutions, 1725 Elizabeth Drive, Kemps Creek; (02) 9756 6899
Lucas Heights	Lucas Heights Waste Management Centre, New Illawarra Road, Lucas Heights; 1300 651 116
St Peters	Alexandria Landfill, 10 Albert Street, St Peters; (02) 9519 5333
Terrey Hills	Kimbriki Recycling and Waste Disposal Centre, Kimbriki Road, Terrey Hills; (02) 9486 3542

A list of licensed landfills that may accept asbestos waste from the public is available on the EPA website at: <http://www.environment.nsw.gov.au/waste/asbestos/index.htm>

Some of the landfills may accept non-friable asbestos waste but not friable asbestos waste. Some landfills may not accept large quantities of asbestos waste.

Always contact the landfill before taking asbestos waste to a landfill to find out whether asbestos is accepted and any requirements for delivering asbestos to the landfill. EPA does not endorse any of the landfills listed on the website or guarantee that they will accept asbestos under all circumstances.



Appendix G – Asbestos-related legislation, policies and standards

- *Australian Standard AS 2601 – 2001: The demolition of structures*
- *Contaminated Land Management Act 1997*
- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by WorkCover NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by WorkCover NSW
- *Code of practice for demolition work* published by Safe Work Australia, 2012
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2005*
- *Protection of the Environment Operations Act 1997*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2011*
- *Workers' Compensation (Dust Diseases) Act 1942.*

ASBESTOS POLICY

46



Appendix H – Agencies roles and responsibilities

NSW organisations

Department of Planning and Infrastructure (DP&I) and the Building Professionals Board (BPB)

DP&I's primary role in the management of asbestos relates to administration of State Environmental Planning Policies, and the *Environmental Planning and Assessment Act 1979* (and associated Regulation).

Whilst DP&I does not have an operational role in the management of asbestos, it has a regulatory function and provides policy support relating to asbestos and development. In assessing proposals for development under the *Environmental Planning and Assessment Act 1979*, consent authorities are required to consider the suitability of the subject land for the proposed development. This includes consideration of the presence of asbestos and its environmental impact.

Where asbestos represents contamination of the land (ie it is present in excess of naturally occurring levels), *State Environmental Planning Policy No. 55 – Remediation of Land* imposes obligations on developers and consent authorities in relation to remediation of the land and the assessment and monitoring of its effectiveness.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* enables exempt and complying development across the state. While this includes demolition and the removal of asbestos, the *Environmental Planning and Assessment Regulation 2000* specifies particular conditions that must be contained in a complying development certificate in relation to the handling and lawful disposal of both friable and non-friable asbestos material under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

The Building Professionals Board (BPB) which reports to the Minister for Planning and Infrastructure, also has a role in the management of asbestos. The BPB's role involves providing practice advice and educational programs to assist certifying authorities (private and council) in carrying out their role and this includes education in relation to managing asbestos. The BPB certifies and audits both private and council certifiers. Further information about the BPB may be found at: www.bpb.nsw.gov.au

Dust Diseases Board (DDB)

The DDB provides a system of no fault compensation to people who have developed a dust disease from occupational exposure to dust as a worker in New South Wales and to their dependants. The DDB's statutory function is to administer the *Workers' Compensation (Dust Diseases) Act 1942*. Services include:

- payment of compensation benefits to eligible workers and dependants
- co-ordination and payment of medical and related health care expenses of affected
- medical examination of workers exposed to dust in the workplace
- information and education.

Environment Protection Authority (EPA)

EPA's role is to regulate the classification, storage, transport and disposal of waste in NSW, including asbestos waste. The waste regulatory framework includes the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Waste) Regulation 2005*. Clause 42 of the *Protection of the Environment Operations (Waste) Regulation 2005* sets out the special requirements relating to the transportation and disposal of asbestos waste.

EPA is the appropriate regulatory authority for activities that require an environment protection licence or are carried out by public authorities such as local councils, the Roads and Traffic Authority and Sydney Water. Local councils are the appropriate regulatory authority for activities that are not regulated by the EPA, which typically include building demolition, construction sites, residential properties, commercial sites and small to medium sized industrial facilities.



EPA is responsible for assisting councils in fulfilling their regulatory responsibilities. EPA has developed resources to assist Local Government to regulate asbestos waste incidents and prevent illegal dumping. Website links to these resources are provided in Appendix B.

The EPA maintains the regulatory framework for the remediation of contaminated land (the *Contaminated Land Management Act 1997*) and actively regulates land that is declared to be 'significantly contaminated' under the *Contaminated Land Management Act 1997*.

Heads of Asbestos Coordination Authorities (HACA)

The HACA is chaired by the Chief Executive Officer of WorkCover NSW with senior officials from:

- Department of Planning and Infrastructure
- Department of Trade and Investment, Regional Infrastructure and Services
- Division of Local Government
- Dust Diseases Board
- Environment Protection Authority
- Local Government and Shires Association of NSW
- Ministry for Police and Emergency Services
- Ministry of Health.

The HACA group will improve the management, monitoring and response to asbestos issues in NSW by developing coordinated prevention programs. These programs include a comprehensive public awareness campaign to promote the safe handling of asbestos and help prevent the risk of exposure to asbestos-related diseases in the NSW community. Further information about the HACA can be found on the WorkCover website: www.workcover.nsw.gov.au.

Local Government and Shires Associations of NSW (LGSA)

The Local Government Association of NSW and the Shires Association of NSW represent 152 general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council.

The Associations represent the views of these councils by:

- presenting councils views to governments
- promoting Local Government to the community
- providing specialist advice and services.

The Associations hold annual conferences where members are able to vote on issues affecting Local Government. The Annual Conferences are the supreme policy making events.

In 2012, the Associations commenced a project funded by WorkCover NSW to assist councils to adopt and implement a model asbestos policy. The project is outlined at: www.lgsa.org.au/key-initiatives/asbestos

NSW Ministry of Health

The NSW Ministry of Health does not have express statutory responsibilities for managing asbestos-related risks and incidents in NSW. The Ministry provides an expert advisory service to other governmental agencies on public health issues. This service may include technical information or assistance to prepare public health information bulletins.

NSW Ombudsman

The NSW Ombudsman is an independent and impartial watchdog body. The NSW Ombudsman is responsible for ensuring that public and private sector agencies and employees within its jurisdiction fulfil their functions appropriately. The NSW Ombudsman assists those agencies and their employees to be aware of their responsibilities to the public, to act reasonably and to comply with the law and best administrative practice.



WorkCover NSW

WorkCover is responsible for the issuing and control of licences that are issued to all asbestos removal and demolition contractors. WorkCover works with the employers, workers and community of NSW to achieve safer and more productive workplaces, and effective recovery, return to work and security for injured workers.

WorkCover administers work health and safety, injury management, return to work and workers compensation laws, and manage the workers compensation system. WorkCover's activities include: health and safety, injuries and claims, licensing for some types of plant operators, registration of some types of plant and factories, training and assessment, medical and healthcare, law and policy.

The WorkCover website provides a wide range of asbestos resources, support networks and links at: www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx

National organisations**National Association of Testing Authorities (NATA)**

This body has the role of providing accreditation to firms licensed to remove asbestos.

NSW (Head Office) and ACT

Phone: (02) 9736 8222

National Toll Free: 1800 621 666

Website: www.nata.asn.au

Environmental Health Committee (enHealth)

The Environmental Health Committee (enHealth) is a subcommittee of the Australian Health Protection Committee (AHPC). enHealth provides health policy advice, implementation of the National Environmental Health Strategy 2007-2012, consultation with key players, and the development and coordination of research, information and practical resources on environmental health matters at a national level.

Website: www.health.gov.au/internet/main/publishing.nsf/content/ohp-environ-enhealth-committee.htm

Safe Work Australia

Safe Work Australia is an Australian Government statutory agency established in 2009, with the primary responsibility of improving work health and safety and workers' compensation arrangements across Australia.

Phone: (02) 6121 5317

Email: info@safeworkaustralia.gov.au

Website: www.safeworkaustralia.gov.au



Appendix I – Scenarios illustrating which agencies lead a response in NSW

The tables show which agencies are responsible for regulating the following scenarios in NSW:

- emergency management
- naturally occurring asbestos
- residential settings
- site contamination
- waste
- workplaces.

Further details are provided in the *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*, 2011 (NSW Government).

Emergency management

Scenario	Lead organisation	Other regulators
Emergency response	Emergency services	Fire and Rescue (Hazmat) WorkCover NSW
Handover to Local council, owner of property or NSW Police – crime scene following a minor incident	Local council NSW Police	
Handover to State Emergency Recovery Controller	State Emergency Recovery Controller	Recovery Committee Local council EPA WorkCover NSW
Handover to Recovery Committee following a significant incident	Recovery Committee (formed by State Emergency Recovery Controller)	Local council EPA WorkCover NSW
Remediation not requiring a licensed removalist	Local council	Principal Certifying Authority WorkCover NSW (workers)
Remediation requiring licensed removal work	WorkCover NSW	Local council Principal Certifying Authority
Clearance Certificate issued by an Asbestos Assessor	WorkCover NSW	Principal Certifying Authority



Naturally occurring asbestos

Scenario	Lead organisation	Other regulators
Naturally occurring but will be disturbed due to a work process including remediation work	WorkCover NSW	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring asbestos part of a mineral extraction process	Department of Trade and Investment, Regional Infrastructure and Services WorkCover NSW	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities) WorkCover NSW (workers)
Soil contaminated with asbestos waste and going to be disturbed by a work practice	WorkCover NSW	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)
Soil contaminated with asbestos waste but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites) WorkCover NSW (workers on site)
Potential for exposure on public land	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council WorkCover NSW (workers on site)
Soil contaminated with asbestos waste but at a mine site	Department of Trade and Investment, Regional Infrastructure and Services EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council



Asbestos containing materials that may be found in various settings (non-exhaustive list)**A**

Air conditioning duct, in the exterior or interior acoustic and thermal insulation
Arc shields in lift motor rooms or large electrical cabinets
Asbestos-based plastics products as electrical insulates and acid resistant compositions or aircraft seats
Asbestos ceiling tiles
Asbestos cement conduit
Asbestos cement electrical fuse boards
Asbestos cement external roofs and walls
Asbestos cement in the use of form work for pouring concrete
Asbestos cement internal flues and downpipes
Asbestos cement moulded products such as gutters, ridge capping, gas meter covers, cable troughs and covers
Asbestos cement pieces for packing spaces between floor joists and piers
Asbestos cement (underground) pit as used for traffic control wiring, telecommunications cabling etc
Asbestos cement render, plaster, mortar and coursework
Asbestos cement sheet
Asbestos cement sheet behind ceramic tiles
Asbestos cement sheet over exhaust canopies such as ovens and fume cupboards
Asbestos cement sheet internal walls and ceilings
Asbestos cement sheet underlay for vinyl
Asbestos cement storm drain pipes
Asbestos cement water pipes (usually underground)
Asbestos containing laminates, (such as Formica) used where heat resistance is required
Asbestos containing pegboard
Asbestos felts
Asbestos marine board, eg marinate
Asbestos mattresses used for covering hot equipment in power stations
Asbestos paper used variously for insulation, filtering and production of fire resistant laminates
Asbestos roof tiles
Asbestos textiles
Asbestos textile gussets in air conditioning ducting systems
Asbestos yarn
Autoclave/steriliser insulation

B

Bitumen-based water proofing such as malthoid (roofs and floors, also in brickwork)
Bituminous adhesives and sealants

ASBESTOS POLICY

52



Boiler gaskets
Boiler insulation, slabs and wet mix
Brake disc pads
Brake linings

C

Cable penetration insulation bags (typically Telecom)
Calorifier insulation
Car body filters (uncommon)
Caulking compounds, sealant and adhesives
Cement render
Chrysotile wicks in kerosene heaters
Clutch faces
Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings
Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks – block insulation
Electric hot water services (normally no asbestos, but some millboard could be present)
Electric light fittings, high wattage, insulation around fitting (and bituminised)
Electrical switchboards see Pitch-based
Exhausts on vehicles

F

Filler in acetylene gas cylinders
Filters: beverage wine filtration
Fire blankets
Fire curtains
Fire door insulation
Fire-rated wall rendering containing asbestos with mortar
Fire-resistant plaster board, typically on ships
Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry
Flexible hoses
Floor vinyl sheets
Floor vinyl tiles
Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)

ASBESTOS POLICY

53



Gaskets: chemicals, refineries

Gaskets: general

Gauze mats in laboratories/chemical refineries

Gloves: asbestos

H

Hairdryers: insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in electric reheat units for air conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens: wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

Lift shafts: asbestos cement panels lining the shaft at the opening of each floor and asbestos packing around penetrations

Limpet asbestos spray insulation

Locomotives: steam, lagging on boilers, steam lines, steam dome and gaskets

M

Mastik

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

Packing materials for gauges, valves, etc can be square packing, rope or loose fibre

Packing material on window anchorage points in high-rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

Pipe insulation including moulded sections, water-mix type, rope braid and sheet

Plaster and plaster cornice adhesives

Pipe insulation: moulded sections, water-mix type, rope braid and sheet

Pitch-based (zelemite, ausbestos, lebah) electrical switchboard

R

Refractory linings

Refractory tiles

ASBESTOS POLICY

54



Rubber articles: extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts

Sealant or mastik on windows

Sealants and mastik in air conditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation: acoustic wall and ceiling

Sprayed insulation: beams and ceiling slabs

Sprayed insulation: fire retardant sprayed on nut internally, for bolts holding external building wall panels

Stoves: old domestic type, wall insulation

T

Tape and rope: lagging and jointing

Tapered ends of pipe lagging, where lagging is not necessarily asbestos

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

Trains: country – guards vans – millboard between heater and wall

Trains – Harris cars – sprayed asbestos between steel shell and laminex

V

Valve and pump insulation

W

Welding rods

Woven asbestos cable sheath

Source: *Environmental health notes number 2 guidelines for local government on asbestos*, 2005 (Victorian Department of Human Services). http://www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf



Appendix J – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	<p>Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> any amount of friable asbestos or asbestos containing material any amount of asbestos containing dust any amount of non-friable asbestos or asbestos containing material.
Class B	<p>Can remove:</p> <ul style="list-style-type: none"> any amount of non-friable asbestos or asbestos containing material <p>Note: A Class B licence is required for removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m² of non-friable asbestos or asbestos containing material.</p> <ul style="list-style-type: none"> asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. <p>Note: A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m² of non-friable asbestos or asbestos containing material.</p>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> up to 10 m² of non-friable asbestos or asbestos containing material asbestos containing dust that is: <ul style="list-style-type: none"> associated with the removal of less than 10 m² of non-friable asbestos or asbestos containing material not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

An asbestos removal contractor's licence can be verified by contacting WorkCover NSW's Certification Unit on 13 10 50.



**REPORT
CM/7.3/18.07**

Subject: Council Accommodation Study

TRIM No: A04/1931

Author: Fleur Mellor, Acting Manager, Urban Design and Heritage

Director: Peter Monks, Director, Waverley Futures

RECOMMENDATION:

That Council:

1. Endorses the Council Accommodation Study Project Plan attached to this report.
2. Officers proceed to engage suitably qualified external consultants to assist with delivery of the Accommodation Study.
3. Endorses the following objectives for the purposes of selecting a preferred option/s for further investigation:
 - (a) Capacity for consolidation of future staff working arrangements while providing a high quality and accessible work environment and facilities.
 - (b) Provision for an excellent standard of community services and facilities such as customer service, Council chambers, meeting/conference rooms, and recreation facilities.
 - (c) Delivery of the best value outcome in terms of user convenience (for employees, elected members and the community), optimising the use and value of Council's assets, and the net financial outcome to Council.
 - (d) Protection of the commercial integrity of Bondi Junction with regards to employment and land uses to promote current and future economic activity in the centre.
 - (e) Delivery of quality urban design outcomes including consideration of impacts on surrounding neighbouring areas and contribution to the vitality of Bondi Junction.
 - (f) Maximising social, economic and environmental benefits (and minimising disbenefits) to the community from any Council investment or decision relating to Council's accommodation strategy.
4. Asks officers to consider the use of Multi-Criteria Decision Analysis tools in evaluating options to ensure an informed decision is made on the most appropriate site selection.

1. Executive Summary

Council's services and administration functions are currently housed in some 20 different locations, resulting in issues relating to efficiency, reduced collaboration, quality of facilities and insufficient space for

growth. There would be significant benefits from co-locating the majority of Council functions into a single larger building.

Council owns several sites that are potentially suitable for Council accommodation. In order to inform future decisions on site selection, it is recommended that external consultants be engaged to further investigate the suitability and financial implications of potential accommodation options centred on the following sites:

- Site 1: Council Chambers (corner Paul St/Bondi Road).
- Site 2: Officeworks (14–26 Ebley Street).
- Site 3: Spotlight/ Metro Storage (65 Ebley Street).

Council should also be open to other opportunities that might emerge from the study.

It is also recommended that following the investigation a report is presented to Council and, subject to approval, community consultation be undertaken to help inform the accommodation option selection.

This report requests Council to endorse the Project Plan (Attachment 1) to enable Council officers to proceed with investigations.

2. Introduction/Background

Council's services and administration functions are currently housed in some 20 different locations within and outside the LGA. The separation of Council staff causes a number of issues including:

- Teams split between floors and in some cases in separate buildings resulting in reduced collaboration and more 'siloed' approach to working amongst teams, and reduced efficiency with time wasted travelling between buildings.
- Amenities are poor. Some offices have no access to natural light, the bathroom facilities at Council Chambers do not meet the needs of the staff and disabled access is limited.
- Lack of Council officer's presence at the Customer Service Centre, reducing access and accountability to the community.
- No capacity for growth in staff numbers.
- Impediments to creating a more coherent staff culture.

In light of these issues, it is considered that there would be significant benefits from co-locating many of Council's staff and functions into a new building. The benefits would include:

- Closer physical proximity between teams, encouraging greater communication, collaboration and productivity.
- Ability to pursue a more unified and collaborative workplace culture.
- Improved facilities potentially benefiting employee satisfaction and productivity.
- Potential cost saving on leased office spaces, e.g. Grafton Street depending on the cost of capital of any investments or costs for alternatives.
- New civic amenities including Council Chambers, public gallery, civic function space, Customer service centre and conference/ meeting rooms, Mayor's office and shared Councillors' office.
- Ability to maximise the benefit of Council staff being located in the premier commercial centre.

Council owns several large, well-located sites that could potentially accommodate a new administration building. There may also be other options not yet identified. The purpose of this study is to assess and compare the suitability of the sites to inform Council's decision about constructing new Council accommodation.

New Council accommodation is not without its challenges including financial implications of new development, potential relocation of Council staff for a transition period, and potential impacts to productivity during such a move. Communicating with and finding consensus amongst the community and Council will also be a key challenge.

Some alternatives to new Council accommodation on the listed sites are not being investigated as they are not considered to resolve all issues in the longer term. Such alternatives include:

- Renew the lease for Grafton Street and/or lease/ purchase additional office space to accommodate staff. This would incur additional costs to Council and does not take advantage of the significant property assets Council currently holds. Further the Grafton Street office is subject to a demolition clause and a pre-DA concept has been submitted for the site.

A strategy based on the current decentralised approach with refurbishment of the Chambers is not to be fully investigated at this time, although will at some stage become a 'status quo' comparator. The existing Council Chambers building is nearing the end of its viable lifespan. Council's Strategic Asset Management Plan 5 (SAMP 5) includes a 10-year program of capital expenditure totalling \$4,541,800 to maintain the building in a Good to Fair condition. Note that this figure is unlikely to include adequate allowance for the asbestos removal that would be required on replacement of the air conditioning system, which is programmed to be undertaken in 2020 or other initiatives including lighting upgrades, water saving measures and comfort improvements.

3. Relevant Council Resolutions

Council or Committee Meeting Date	Minute No.	Decision
Operations and Community Services Committee Meeting 7 November 2017	OC/5.3/17.11	That Council: 1. Adopts the Waverley Innovation and Knowledge Hub Steering Group charter attached to this report. 2. Agrees to seek nominations from community members and industry experts to join the Waverley Innovation and Knowledge Hub Steering Group, noting that nominees will be appointed following a separate report to Council as soon as practicable. 3. Supports the primary objectives of the Waverley Innovation and Knowledge Hub Project as: (a) Adaptive reuse of the heritage-listed Boot Factory suitable for an innovation hub. (b) Establishing an innovation and knowledge hub at the Boot Factory and Waverley Library. (c) Involvement of the local community in decision-making processes. (d) Building partnerships and supporting local creative, professional, science and technology industries. (e) Establish a place function around the Boot Factory and Waverley Library in accordance with place-making principles.
Council Meeting 19 May 2015	CM/7.6/15.05	That Council: 1. Endorses the following project objectives and strategies in order to create an inviting community, cultural and civic heart in Bondi Junction:

	<p>Objectives</p> <ul style="list-style-type: none"> • Plan for Council's current and future cultural, service and community facilities needs in Bondi Junction ensuring library, seniors, community and children's services are delivered in appropriate locations in Bondi Junction with facilities that meet community needs; • Attract civic related activities that are currently lacking in Bondi Junction or may add vitality and activity to the space; • Adaptively reuse the Council owned heritage listed boot factory; • Do not significantly increase traffic congestion and vehicle movements in Bondi Junction; • Include best practice environmental sustainability initiatives. <p>Strategies</p> <ul style="list-style-type: none"> • Develop a plan for land which includes Council owned property contained within the block bound by Spring, Ebley, Newland and Denison Streets (The Site); • Create activity on the site that contributes to the economy of Bondi Junction and improves Bondi Junction's performance as a lifestyle based urban centre; • Investigate the construction of a landmark building/s with excellent design quality which instils pride and ownership by the community, and maintains the amenity of nearby residential properties; and • Create outdoor plazas and ensure open space areas are safe and engaging. <p>2. Endorses the following staged approach to master planning for the Site:</p> <ul style="list-style-type: none"> • Stage 1: Project Initiation and Visioning • Stage 2: Background Studies and Options • Stage 3: Architectural Brief • Stage 4: Concept Designs and Naming Competition • Stage 5: Detailed Design • Stage 6: Construction <p>3. Calls for open tenders for stage 2 of the project as detailed in Section 6.3.1 of this report.</p> <p>4. Adopts the Community Engagement Plan Framework for Stage 2 of the project (Attachment 4) and prepares a community engagement plan for each stage of the project as it progresses.</p> <p>5. Will not make a final decision on the consolidation of administrative functions and offices until after a decision about amalgamation is finalised.</p> <p>6. Re-establishes the Investment Strategy Review Working Group to provide guidance as necessary.</p>
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4. Discussion

In order to progress the project, two aspects need to be resolved:

1. Building floor space.
2. Site selection.

All other matters such as design, procurement, construction and management will be addressed separately once these two aspects are resolved and will be the subject of a separate Project Plan and budget.

Building floor space

Previous studies undertaken for the discontinued Civic Heart project concluded that approximately 300 of the 755 Council employees could be consolidated onto one site, with the remainder needing to remain at their current site (eg. depots, rangers, lifeguards, child care centres, library etc). The studies concluded that this workforce would require the following:

Foyer and meeting rooms	500 sqm
Office space for 310 staff (12sqm/ person)	3,700 sqm
Customer service centre	320 sqm
Council Chambers	180 sqm
Mayor/ Councillor offices	80 sqm
Function space	500 sqm
Total Approximate GFA	5,300 sqm

Further internal review is recommended to ensure that the assumptions regarding staff consolidation and floor space needs are adequate for the purpose of high level planning. As part of detailed design process the exact building areas and facilities will be reviewed and refined further to ensure each department/ section has the appropriate areas and facilities for their working needs.

Site selection

Council's three largest development sites have been identified for investigation:

- Site 1: Council Chambers.
- Site 2: Office Works (14-26 Ebley Street).
- Site 3: Spotlight/ Metro Storage (65 Ebley Street).

The sites are shown in Figure 1.

A fourth site—the Rowe Street ramp on Oxford Street Mall—was initially included as a potential site for consideration. However, it has since been excluded due to the fact that Council does not own the entire development site. While options for developing this site are being investigated a part of the Rowe Street Interchange Access project, it is likely to be more complex and/or involve a longer development timeframe than the other stand-alone sites.

The project study will be focused on the three options outlined above but will be open to other alternatives or opportunities that may arise during the study. Any such opportunities that may arise during the study. Any such opportunities would be reported back to Council.



Figure 1. Sites for investigation.

The key goals and performance criteria for site selection are:

1. Capacity for consolidation of future staff working arrangements whilst providing a high quality and accessible work environment and facilities.
2. Provision for an excellent standard of community services and facilities such as customer service, Council chambers, meeting/conference rooms, and recreation facilities.
3. Delivery of the best value outcome in terms of user convenience (for employees, elected members and the community), optimising the use and value of Council's assets, and the net financial outcome to Council.
4. Protection of the commercial integrity of Bondi Junction with regards to employment and land uses to promote current and future economic activity in the centre.
5. Delivery of quality urban design outcomes including consideration of impacts on surrounding neighbouring areas and contribution to the vitality of Bondi Junction.
6. Maximising social, economic and environmental benefits (and minimising disbenefits) to the community from any Council investment or decision relating to Council's accommodation strategy.

In order to evaluate the most appropriate site for Council accommodation, it is recommended that external consultants be engaged to assist in the undertaking of feasibility assessments for each site. This would include:

- Conceptual massing design to test potential spatial layout and floor space for Council accommodation on each site in accordance with current planning controls
- Estimated costs and revenue (if surplus floor space) for development of each site.
- Financial and value assessment of:
 - No change to site.

- Use of site for Council accommodation.
- Opportunity cost.
- Compare and contrast the advantages and disadvantages of locating Council accommodation on each site including:
 - Overall financial outcome for each scenario.
 - Strategic community outcomes for each scenario (community, accessibility, employment, economic and community activation, logistics, environmental impacts, urban design, social benefits etc.).
 - Challenges and opportunities with each scenario.
 - Assessment against project objectives.
- Outline options and the process and timeframe for developing new Council accommodation including further studies/ expertise required, options for procuring design (e.g. competition/EOI/ open tender), and detailed design and project management.
- Scan for any emerging alternatives.

This information will then be presented to Council with a recommendation of a preferred option. It is envisaged that community consultation would then be undertaken before Council makes a final determination on a preferred site and next steps.

A Project Plan has been prepared incorporating the above scope of work (Attachment 1). In May 2018, a workshop was held with Councillors to discuss the project, the proposed scope of work and the proposed sites for investigation. This report and attachments are consistent with the outcomes of these discussions. It is requested that Council now endorse the Project Plan in order for the project to progress.

5. Financial impact statement/Timeframe/Consultation

Financial

The financial implications of developing each site will be clarified through the investigations.

A budget of \$250,000 has been allocated in 2018/19 for the project. The study described in this report has been allocated \$70,000 to \$100,000 of this budget.

A budget of \$33 million has been allocated in the Long Term Financial Plan in 2020-22 to construct the new building.

Timeframe

The following program is proposed:

Task	Tentative Completion date
Commission consultants via RFQ	August 2018
Draft site investigation report	November 2018
Councillor Workshop	December/ February 2018
Report to Council – authorise exhibition	March 2018
Community Consultation (site selection)	April 2019
Report to Council – final site recommendation	June 2019
Next steps (eg. detailed design, implementation)	July 2019 – June 2022

Consultation

It is recommended that once further investigations have been completed for each site, the community be consulted about the recommended option for Council accommodation. This is expected to occur in April 2019. With this feedback, Council can then make an informed decision on site selection.

Further community consultation regarding the concept design for the new Council building is proposed to be undertaken as part of the subsequent implementation project.

6. Conclusion

It is recommended that Council endorses the Project Plan (Attachment 1) to enable consultants to be commissioned to investigate the options further and provide expert advice. This will enable Council to make an informed decision on the most appropriate site selection. Further recommendations as to objectives and decision making criteria are also included in the report.

7. Attachments

1. Council Accommodation Study Project Plan [↓](#)

COUNCIL ACCOMMODATION STUDY - PROJECT PLAN

Project Summary	Investigation and comparison of several Council-owned sites for a new consolidated Council administration building.					
Project Manager:	Fleur Mellor		Project Sponsor:		Peter Monks	
TRIM No:		A04/1931				
Project start and finish dates:		February 2018 – 2019				
Budget estimate:	Year 1 (17/18)	\$0	Year 2 (18/19)	\$250,000	Year 3 (19/20)	\$0
Funding source for Year 1:	Council Accommodation Budget – Capital Works				TBC	
TOTAL:					\$100,000	
Key Milestones				Timeframe		
Stage 1 – Project Initiation				August 2018		
Stage 2 – Baseline Reference Information				August 2018		
Stage 3 – Option investigations				November 2018		
Stage 4 – Option selection				March 2019		
Stage 5 – Community consultation and further studies/ refinement				June 2019		
Stage 6 – Next steps (eg. detailed design etc) - <i>subject to separate project plan and budget</i>				July 2019 – 2022		
Key Stakeholders:						
Councillors; ELT; PCG; surrounding landowners for each site; Bondi Junction Precinct Committee; and community.						

1 Report History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at TRIM A04/1931.

1.2 Revision History

Revision date	Author	Version	Summary of Changes	Changes Marked
18.06.2018	Sam George	A	Draft project plan	
26.06.2018	Sam George	B	Timeframes	

1.3 Approvals

This document requires the following approvals:

Name	Title	Date Approved	Version
Peter Monks	Director Waverley Futures	4.07.2018	B
George Bramis	Executive Manager Shaping Waverley	26.06.2018	B

1.4 Distribution

This document has additionally been distributed to:

Name	Title	Date of Issue	Status
Fleur Mellor	Manager Urban Design and Heritage	18.06.2018	Draft

Contents

1	Report History	2
1.1	Document Location	2
1.2	Revision History	2
1.3	Approvals	2
1.4	Distribution	2
2	Introduction	4
2.1	Project Purpose	4
2.2	Background	4
2.3	Study Area	5
2.4	Related Projects	6
2.5	Background documents	6
3	Project Definition	7
3.1	Objectives	7
3.2	Scope	7
3.3	Program	10
3.4	Deliverables	12
4	Project Management	12
4.1	Project Control Group	12
4.2	Monitoring and control	12
4.3	Scope Change Management Plan	12
4.4	Procurement and resourcing	12
4.5	Budget	13
4.6	Key Performance Indicators	13
4.7	Constraints/ dependencies/ related projects	13
4.8	Assumptions	13
4.9	Key Stakeholders	13
4.10	Change Management Considerations	13
4.11	Communications and Engagement Plan	14
4.12	Lessons Learned From Previous Projects	14
4.13	Risk Management Plan	15

2 Introduction

2.1 Project Purpose

Investigation and comparison of several Council-owned sites for a new consolidated Council administration building.

2.2 Background

Council's services and administration functions are currently housed in some 20 different locations, these being Council Chambers, Bondi Pavilion, Waverley Library, Mill Hill (including Waverley Community and Seniors Centre), Eastgate / Spring Street Customer Service Centre, Grafton Street Office, Alexandria Depot, four child care centres, Ebley Street terraces, Waverley Pavilion (Margaret Whitlam Recreation Centre), depot under Syd Einfeld Drive, rangers hut (corner Blair and Beach street), Tamarama and Bronte lifeguard stations and Eastgate carpark.



Figure 1. Council accommodation map

The separation of Council teams causes a number of issues including:

- Teams split between floors and in some cases in separate buildings resulting in reduced collaboration and more 'siloed' approach to working amongst teams, and reduced efficiency with time wasted travelling between buildings.
- Amenities are poor. Some offices have no access to natural light, the bathroom facilities at Council Chambers do not meet the needs of the staff and disabled access is limited.
- Lack of Council officer's presence at the Customer Service Centre, reducing access and accountability to the community.

In light of these issues, it is considered that there would be significant benefits from co-locating most, if not all, Council functions into a new building. The benefits would include:

- Closer physical proximity between teams, encouraging greater communication, collaboration and productivity.
- A more unified and collaborative workplace culture.
- Improved facilities benefit employee satisfaction and productivity.
- Cost saving on leased office spaces e.g. Grafton Street.
- Stronger council presence in the community.
- New civic amenities including Council Chambers, public gallery, civic function space, Customer service centre and conference/ meeting rooms, Mayor's office and shared Councillors' office.

New Council Accommodation is not without its challenges including financial implications of new development, potential relocation of Council staff for a transition period, and potential impacts to productivity during such a move. Communicating with and finding consensus amongst the community and Council will also be a key challenge.

Alternatives to new Council Accommodation are not being investigated as part of this project as they are not considered to resolve all issues in the longer term. Such alternatives include:

- Renew the lease for Grafton Street and/or lease/ purchase additional office space to accommodate staff. This would incur additional costs to Council and does not take advantage of the significant property assets Council currently holds. Further the lease of the Grafton Street office is subject to a demolition clause and a pre-DA concept has been submitted for the site.

A strategy based on the current decentralised approach with refurbishment of the Chambers is not to be fully investigated at this time, although will at some stage become a 'status quo' comparator. The existing Council Chambers building is nearing the end of its viable lifespan. Council's Strategic Asset Management Plan 5 (SAMP 5) includes a 10 year program of capital expenditure totalling \$4,541,800 to maintain the building in a Good to Fair condition. Note this figure is unlikely to include adequate allowance for the asbestos removal that would be required on replacement of the Air Conditioning system which is programmed to be undertaken in 2020 or other initiatives including lighting upgrades, water saving measures and comfort improvements.

2.3 Study Area

The subject area for the project comprises four sites as defined by the area outlined in blue on the map below.

Site 1: Council Chambers;

Site 2: Office Works/ Mill Hill (14-26 Ebley Street & 31 Spring Street);

Site 3: Spotlight/ Metro Storage (65 Ebley Street);

The project will be focused on the 3 options outlined above but will be open to other alternatives. Any such opportunities would be reported to Council.



Figure 2. Subject sites

2.4 Related Projects

- Bondi Junction Civic Heart (discontinued) – provides useful background studies regarding consolidation of Council services and a facility needs assessment. Schemes for additional height and FSR on the site are not supported by the current Council and are to be disregarded.
- Strategic Property Audit (ongoing) – larger in scope as it considers all Council properties and will inform future policy and projects, but provides useful information on the sites being studied in this project.

1.

2.

2.5 Background documents

The following documents have been reviewed in the preparation of this project plan and provide useful references:

- Councillor Workshop – Council Accommodation (Waverley Council, May 2018)
- Councillor Retreat Presentation – Council Accommodation & Boot Factory (Waverley Council, October 2017)
- Final Workforce Planning Data (Waverley Council, September 2017)
- Bondi Junction Civic Heart: Report of Initial Findings (SJB, July 2017)
- Feasibility Study of Three Council Sites (Architectus, August 2014)
- Ebley St/ Newland St Preliminary Concept Study Scheme 1 & 2 (Kaanfinch, 2012)
- Urban Design Review of Preliminary Concept Study (Gallagher Ridenour, 2012)

3 Project Definition

3.1 Objectives

1. Capacity for consolidation of future staff working arrangements whilst providing a high quality and accessible work environment and facilities.

2. Provision for an excellent standard of community services and facilities such as customer service, Council chambers, meeting/conference rooms, and recreation facilities.
3. Delivery of the best value outcome in terms of user convenience (for employees, elected members and the community), optimising the use and value of Council's assets, and the net financial outcome to Council.
4. Protection of the commercial integrity of Bondi Junction with regards to employment and land uses to promote current and future economic activity in the centre.
5. Delivery of quality urban design outcomes including consideration of impacts on surrounding neighbouring areas and contribution to the vitality of Bondi Junction.
6. Maximising social, economic and environmental benefits (and minimising disbenefits) to the community from any Council investment or decision relating to Council's accommodation strategy.

3.2 Scope

The scope comprises 5 stages:

1. Project Initiation;
2. Baseline Reference Information;
3. Site Investigations;
4. Option Selection;
5. Implementation.

Stage 1. Project Initiation

Tasks:

- Present draft site options to Councillor workshop;
- Incorporate feedback/ refine as necessary;
- Report to Council for endorsement of project plan.

Stage 2. Baseline Reference Information

Tasks:

- a. Confirm which staff would ideally be consolidated and which should remain in current locations.
- b. Confirm the required capacity, associated facilities and spatial requirements of a building for consolidating staff, including flexibility for changes and growth in staff numbers.
- c. For each existing staff locations being considered for consolidation confirm:
 - the ownership/ lease details;
 - building floorspace;
 - building age and condition;
 - building expansion capacity; and
 - current costs of lease/ maintenance etc.
- d. For each of the three (3) sites being investigated in this project confirm:
 - land area and building floorspace;
 - planning controls;
 - building age and condition;
 - sufficiency for current uses;
 - building remaining useful life;
 - annual maintenance costs;
 - current rent and length of lease
 - market value rent; and
 - market valuation of property.

Method:

- Undertaken internally with review of previous studies and liaison with managers.
- All information to be reviewed and confirmed by PCG and approved by ELT.

Deliverable:

- Baseline Reference Information Report.

Stage 3. Site Investigations

For each of the three (3) subject sites, provide the following:

- Summary of the site constraints and opportunities including consideration to the baseline reference information, strategic location and adjoining uses.
- Conceptual massing design to test potential spatial layout and floorspace for Council Accommodation on each site. Concepts are to maximise the floorspace in accordance with current planning controls and may include ancillary uses if there is surplus floorspace.
- Itemised cost estimate for developing Council Accommodation on the site including construction and fit-out, staff relocation and set-up etc.
- Estimated income streams (if any surplus floorspace/ facilities are permissible on the site).
- Financial assessment of:
 - no change to site;
 - opportunity cost;
 - use of site for Council Accommodation.
- Commentary on the strategic outcomes of the above options for each site (eg. community, accessibility, employment, economic activation, logistics etc).
- Compare and contrast the advantages and disadvantages of locating Council Accommodation on each site including:
 - Overall financial outcome for each scenario;
 - Strategic outcomes for each scenario (community, accessibility, employment, economic activation, logistics etc);
 - Challenges and opportunities with each scenario;
 - Assessment against project objectives.
- Outline options and the process and timeframe for developing new Council Accommodation including further studies/ expertise required, options for procuring design (eg. competition/ EOI/ open tender), and detailed design and project management.
- Analysis of advantages and disadvantages of joint venture or public/ private partnerships.

Method:

- To be undertaken by external consultants commissioned via RFQ.
- All information to be reviewed and confirmed by PCG.

Deliverable:

- Site Investigations Report.

Stage 4. Option Selection

Tasks:

- Present summary of Site Investigations Report to a Councillor Workshop to identify a preferred option.
- Undertake any refinement/ further investigations required by Councillors.
- Prepare community engagement plan.
- Report to Council with a recommended option/ authorisation for community consultation.

Method:

- Presentation and reports prepared internally and signed off by PCG.
- Councillor workshop run by staff.
- Community engagement plan to be prepared by communications team.

Deliverables:

- Councillor workshop presentation.
- Report to Council.

Stage 5. Community consultation

Tasks:

- Prepare consultation material.
- Undertake community consultation in accordance with engagement plan.
- Prepare consultation outcomes report.
- Undertake any further detailed studies/ refinement.
- Prepare report to Council with final recommendation.

Method:

- May be undertaken either internally or externally depending on the desired scope of engagement.
- Report to Council prepared by project manager.

Deliverable:

- Consultation outcomes report.
- Report to Council.

Stage 6. Next steps (eg. detailed design) - subject to separate business case and project plan.

Key tasks:

- Open tender or competition for design and costings.
- Develop a transition management plan (if required).
- Community consultation.
- Design refinement.
- Council approval.
- Commission detailed design and construction contract.

1.1

3.3 Program

Milestones	JUL 2019					AUG				SEP				OCT					NOV				DEC			
	2/7	9/7	16/7	23/7	30/7	6/8	13/8	20/8	27/8	3/9	10/9	17/9	24/9	1/10	8/10	15/10	22/10	29/10	5/11	12/11	19/11	26/11	3/12	10/12	17/12	24/12
Stage 1 – Project Initiation																										
Prepare council report																										
PCG Meeting 1 – confirm brief	PCG																									
Strategic Planning and Development Committee meeting (7 th Aug) to endorse project plan																										
Stage 2 – Baseline Information																										
Compile information into report (tasks a-d)																										
PCG Meeting 2 – confirm information																										
ELT Meeting – approve report																										
Stage 3 – Options Investigation																										
Commission external consultants																										
PCG Meeting 3 – inception meeting with consultants																										
Consultant investigation/ draft report																										
Circulate and review draft report																										
PCG Meeting 4 - draft report																										
Finalise Options Investigation report																										

(continued over)

■ Internal meeting (PCG/ ELT)
■ Council meeting/ workshop

Milestones	JAN 2019				FEB				MAR				APR					MAY				JUN				JUL 2019 – JUL 2022
	7/1	14/1	21/1	28/1	4/2	11/2	18/2	25/2	4/3	11/3	18/3	25/3	1/4	8/4	15/4	22/4	29/4	6/5	13/5	20/5	27/5	3/6	10/6	17/6	24/6	

Stage 4 – Option selection																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												</
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Internal meeting (PCG/ ELT)
Council meeting/ workshop

3.4 Deliverables

The key deliverables will be:

- a. *Baseline Reference Information Report*
- b. *Site Investigations Report*
- c. *Councillor Workshop Presentation*
- d. *Report to Council*
- e. *Consultation Report*
- f. *Final report to Council*

4 Project Management

4.1 Project Control Group

Project Role	Name	Title
Project Sponsor	Peter Monks	Director Waverley Futures
Project Director	George Bramis	Executive Manager Shaping Waverley
Project Manager	Fleur Mellor	Manager Urban Design and Heritage
PCG	Andrew Best	Manager Facilities
PCG	John Andrews	Leasing Manager
PCG	Sharon Cassidy	Executive Manager Waverley Projects
PCG	Tina Su	Executive Manager Finance

4.2 Monitoring and control

Reporting Cycle:

- PCG update – verbal at PCG meetings + circulate meeting minutes
- Project Sponsor update – verbal and email as needed
- ELT and Council – At least one Councillor workshop and report to Council for exhibition and adoption mid/late 2018, with ELT to approve all.

Project Management:

- Progress review – monthly at PCG meeting
- Risk management review – monthly at PCG meeting
- Invoices from external advisors – monthly

4.3 Scope Change Management Plan

- Variations to the budget - Program Director approval, copy to Finance.
- Changes to the scope of work – PCG and Project Sponsor approval.
- Changes to the project timeline beyond 4 weeks - Project sponsor approval.

4.4 Procurement and resourcing

- Majority undertaken in-house.
- External consultants for strategic property advice and financial assessment procured via request for quotations (under \$150k).
- Implementation of recommendations – subject to separate business case and project plan.

1.

2.

4.5 Budget

Milestones/ Project Stages	Cost
Strategic property advice and financial assessment	\$55,000 - 85,000
Community consultation and further studies/ refinement	\$15,000
Total	\$70,000 tp 100,000 excl GST

4.6 Key Performance Indicators***Project Initiation***

- Project sponsor authorises project scope.
- PCG established.

Project Management

- Project progresses in accordance with Scope, Program and Budget.
- All deliverables completed.

Implementation

- Agreement reached at PCG and ELT meetings.
- Community Engagement Plan carried out.
- Council adopts/ resolves to implement one of the options.

4.7 Constraints/ dependencies/ related projects

The following constraints/ dependencies/ related projects may impact the project:

- Strategic Property Audit impacts/ delays project.
- Implementation is dependent on approval of concepts and budget by Council.

4.8 Assumptions

- Sufficient resourcing from Shaping Waverley to manage project and undertake key tasks.
- External consultants produce deliverables to the desired quality and timeframe.
- PCG members attend meetings and provide input/ feedback as needed.
- Sufficient resourcing in Communications team to deliver Community Engagement Plan.

4.9 Key Stakeholders

- Councillors
- ELT
- PCG
- Landowners adjoining subject sites
- Bondi Junction Precinct Committee
- Community

4.10 Change Management Considerations

The project will involve, affect and prepare people internal and external to Council:

Summary of changes to be achieved (WHAT)

The project is intended to result in a new consolidated Council Accommodation.

Who the project will affect and in what way (WHO)

- Council Staff – new workplace and facilities.
- Council – improved image and customer service.
- Residents – improved access to Council services and improved facilities.
- Businesses – potential flow-on effects from relocating staff and facilities.
- Visitors - improved access to Council services and improved facilities.

Work required to engage staff including any training needs, communication approach and transition planning (HOW)

- The project will be guided by an internal PCG and the project team will meet regularly to coordinate/ review progress.
- Council will establish a community engagement plan.
- The project will conclude with an action plan including next steps.

Impact assessment

- New Council Accommodation would have positive benefits to staff (new facilities), residents and visitors (better access to Council services), and the Council organisation with improved image and presence.
- New Council Accommodation may have a positive impact to businesses by creating flow-on effects from the 'anchor' of staff and visitors in a particular area.
- Development of new Council Accommodation may have short term negative impacts on staff during construction (may need temporary offices) and during transition to the new workplace.

4.11 Risk Management Plan

Risk Matrix:

Probability	Consequence				
	Insignificant	Minor	Moderate	Significant	Severe
	Very likely	Low	Medium	High	Very High
	Likely	Low	Medium	High	Very High
	Possible	Negligible	Low	Medium	High
	Unlikely	Negligible	Low	Medium	High
	Very unlikely	Negligible	Negligible	Low	Medium

Risk	Probability	Consequence	Risk Rating	Mitigation
Disagreement between PCG on project recommendations	Possible	Significant	High	Encourage open discussion at PCG and stakeholder meetings to identify and resolve issues early. Obtain thorough information from reliable consultants.
No options supported by Council	Possible	Significant	High	Clearly articulate benefits and issues with each option including net costs/ return. Use community feedback and existing policy/ strategies/ plans to help justify project need.
Community opposition to some/ all options	Possible	Significant	High	Clearly articulate benefits and issues with each option including net costs/ return. Emphasise longer term outcomes.
Implementation budget not approved by Council.	Possible	Significant	High	Develop a strong business case for preferred option. Investigate supplementary funding eg. parking levy, grants, cost sharing proposals. Use community feedback and existing policy/ strategies/ plans to help justify project need.

**REPORT
CM/7.4/18.07**

Subject: Investment Policy - Review

TRIM No: A05/0197

Author: Teena Su, Executive Manager, Financial Waverley

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council adopts one of the following Investment Policy documents attached to this report:

1. Attachment 1 - Investment Policy - Option 1 with increased BBB rating category exposure.
2. Attachment 2 - Investment Policy - Option 2 with increased BBB rating category exposure and introduction to NSW TCorpIM medium- and long-term growth funds.
3. Attachment 3 - Investment Policy - Option 3 with administrative changes only.

1. Executive Summary

The Investment Policy was last adopted by Council on 20 June 2017. Council reviews the Policy annually in June. In this review, there are three options presented to Council for consideration:

1. Increase the BBB credit rating category exposure. This change will result in a somewhat elevated risk profile compared to the current Policy, but it will provide more space to invest with non-fossil fuel lending ADIs and will still be within acceptable policy risk limits.
2. Increase the BBB credit rating category exposure and introduce the NSW TCorpIM medium and long-term Growth Assets Funds. These changes are likely to provide a better return but with a further increment of risk over 1.
3. Make no change to the current Policy, other than the administrative changes. Results in a neutral risk and return position (i.e. no change to current).

Following is a summary of the changes that have been recommended for consideration in the 2018 review.

Major changes

- Possible changes to the maximum limits allowed to be invested in the BBB rating category (Attachments 1 and 2).
- Added specific references, limits and definitions for the NSW TCorpIM Medium Term Growth Fund and Long Term Growth Fund (Attachment 2).

Overall changes

Depending on the option Council adopts, amendments will be made to some or all of the following sections of the Policy. Detailed changes for each section are covered in section of this report).

- Section 3 Definitions
- Section 5.1a Portfolio Credit Framework
- Section 5.1b Counterparty/Institution Credit Framework
- Section 5.1e Investments in Non-Coal and Carbon Alternatives
- Section 5.2 Delegation of Authority
- Section 8 Delivery Program and Operational Plan

2. Introduction/Background

Since 2007, Council has been performing annual reviews of its Investment Policy following a discussion with Prudential Investment Services Corp (Prudential) - Council's appointed independent financial advisor.

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 20 June 2017	CM/7.10/17.06	That Council adopts the draft revised Investment Policy, as attached to this report.

4. Discussion

The two options for changes to the credit framework limits to Waverley Council's Investment Policy are aimed at allowing Council to change framework limits should it wish to. Council has previously discussed reviewing credit framework limits to consider reducing its exposure to investments in businesses, or banks that provide lending and other services to businesses, in the fossil fuel industry. As non-fossil fuel aligned banks are usually smaller, lower-rated institutions therefore Council's policy limits for lower-rated categories will need to be increased to allow this.

The options presented allow Council to consider options to increase the maximum limits for the BBB category (Attachments 1 and 2):

- Portfolio maximum limit increases from 20% to 30%.
- Individual counterparty maximum limit increases from 10% to 15%.

This change allows Council to have more spaces to invest with the non-fossil fuel lending institutions.

Alternatively, Council can leave the existing limits in place.

Risk consideration to this change

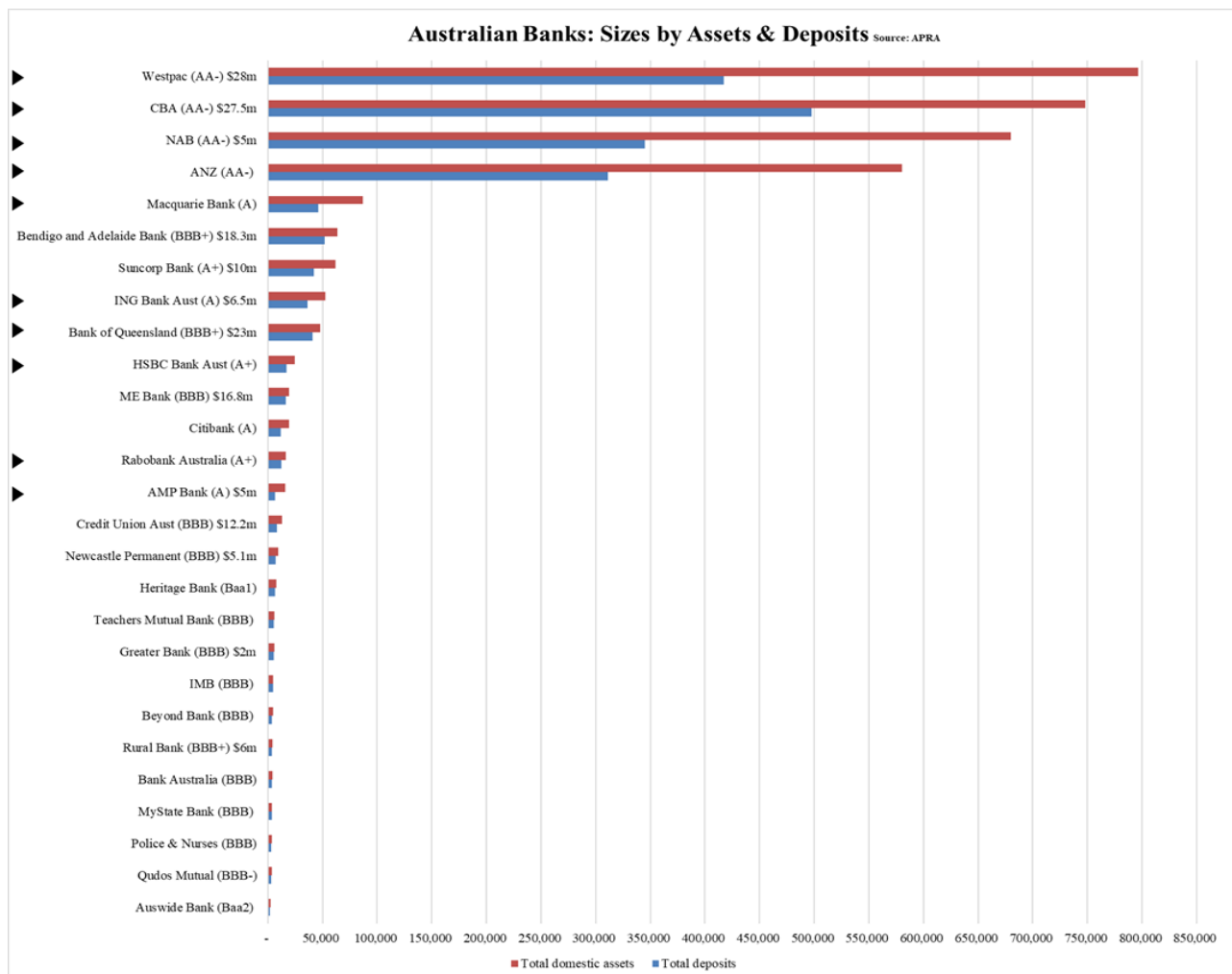
Non-fossil fuel lending institutions usually consist of regional banks, which do not have the scope of business to be involved in fossil fuel industry lending and investment.

Australia's four major banks are rated in the 'AA' category by Standard & Poor's Credit Rating Agency, whereas the majority of the non-fossil fuel aligned banks have long term credit ratings of 'BBB'.

Standard & Poor's definitions for these categories are as follows:

- AA long-term category (investments greater than 12-months). A bank in this rating category is expected to have 'very strong' capacity to meet its long-term financial obligations.
- BBB long-term category (investments greater than 12-months). A bank in this rating category is expected to have 'adequate' capacity to meet its long-term financial obligations. Adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the bank to meet its long-term obligations.

Along with a bank's credit rating agencies' risk assessment, another indication of potential risk is the size of the institution. While no guarantee of safety, a large well-diversified bank would be expected to weather adverse conditions better than a smaller, less-diversified bank. The chart below shows the relative sizes of several Australian licensed banks. Note: The banks with black arrows are considered fossil-fuel-aligned:



Smaller institutions have unique risks of their own, typically regarding business and geographic concentrations. Due to these banks' small sizes and concentrated business risks, they have lower credit ratings than the larger well diversified banks. Consequently, Council's investment portfolio under a non-fossil fuel strategy would potentially have a higher risk of capital loss than the current portfolio.

Introduction of exposure to growth funds

Council could also introduce growth asset exposure to the portfolio to better match Council's long-term holdings with long-term investment instruments. However, the Ministerial Investment Order restricts NSW councils to invest directly in shares. Therefore, councils can only access growth assets via NSW TCorpIM

managed funds. This means councils are allowed to invest in the NSW TCorpIM Medium Term and Long Term Growth Funds. These funds have exposure to growth assets such as property and shares which, when held over long-term time horizons, have historically produced higher returns than cash and short-term fixed interest investments. The NSW TCorpIM Funds are not considered as non-fossil fuel investments, therefore, it is not able to improve on the level of non-fossil fuel aligned investments from its current level of 41%.

Prudential recommends Council to consider the TCorpIM Medium and Long-Term Growth Funds and at the following maximum limits (Attachment 2):

- 20% for Medium Term Growth Fund.
- 10% for the Long Term Growth Fund.

Risk consideration to TCorpIM growth funds

In the current low interest rate environment, the potential for higher returns over the long-term justifies a small exposure to growth assets. Due to the Long-Term Growth Fund's higher emphasis on Growth Assets (and therefore a lower exposure to Defensive Assets than the Medium-Term Growth Fund), the Long-Term Growth Fund is more volatile on a monthly basis and has a higher probability of monthly loss. This higher volatility (risk) is not offset by expected higher returns.

Growth Assets, such as shares and property, allow an investor to participate in the capital appreciation of an asset while still earning some level of income (dividends and rent) over time. Growth Assets are typically suited to investors with long investment horizons, for example, most superannuation funds hold growth assets for investors' long-term retirement holdings. Despite the possibility of short-term price fluctuations, Growth Assets have generally performed better than Defensive Assets such as cash and fixed/floating rate interest (as represented by Australian Bonds' in the following chart) over long periods:



Asset classes	Value at 30 Apr 2018	Return since 1 Jan 1998
<input checked="" type="checkbox"/> Australian Shares	\$52,948	8.5% p.a.
<input checked="" type="checkbox"/> International Shares	\$27,393	5.1% p.a.
<input checked="" type="checkbox"/> US Shares	\$34,474	6.3% p.a.
<input checked="" type="checkbox"/> Australian Property	\$39,914	7.0% p.a.
<input checked="" type="checkbox"/> International Property	\$47,519	8.0% p.a.
<input checked="" type="checkbox"/> Australian Bonds	\$31,732	5.8% p.a.
<input type="checkbox"/> International Bonds	\$39,155	6.9% p.a.
<input checked="" type="checkbox"/> Cash	\$24,641	4.5% p.a.

Under the NSW Ministerial Investment Order, Councils cannot invest directly in growth assets for investment purposes. The only way for NSW Councils to gain exposure to growth assets is through managed funds issued by NSW TCorp through either the NSW TCorpIM Medium Term Growth Fund (MTGF) or the NSW TCorpIM Long Growth Fund (LTGF).

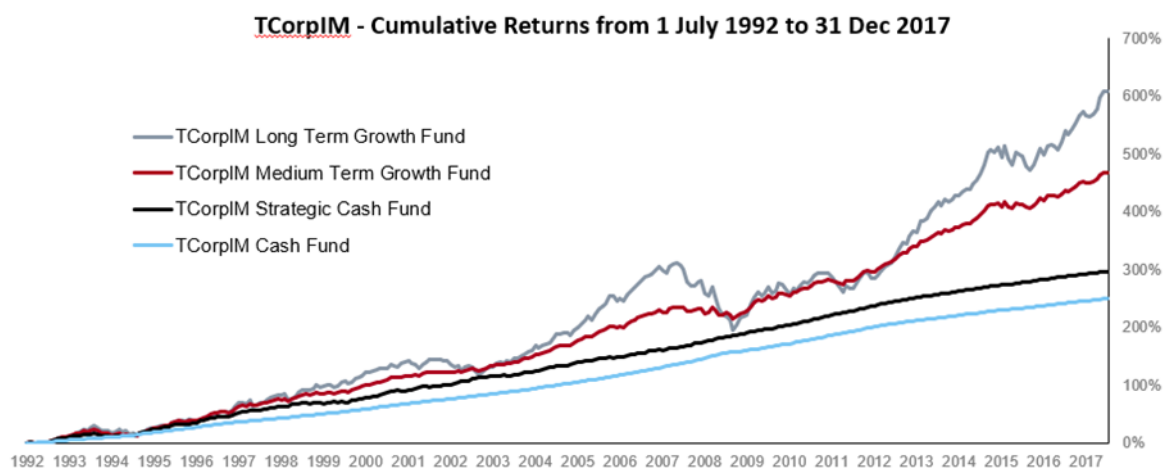
The NSW TCorpIM Medium Term Growth Fund (MTGF) aims 'to provide potential for capital growth, while maintaining a high exposure to defensive assets'. As such the MTGF has high weightings towards assets which have price stability such as cash and fixed interest.

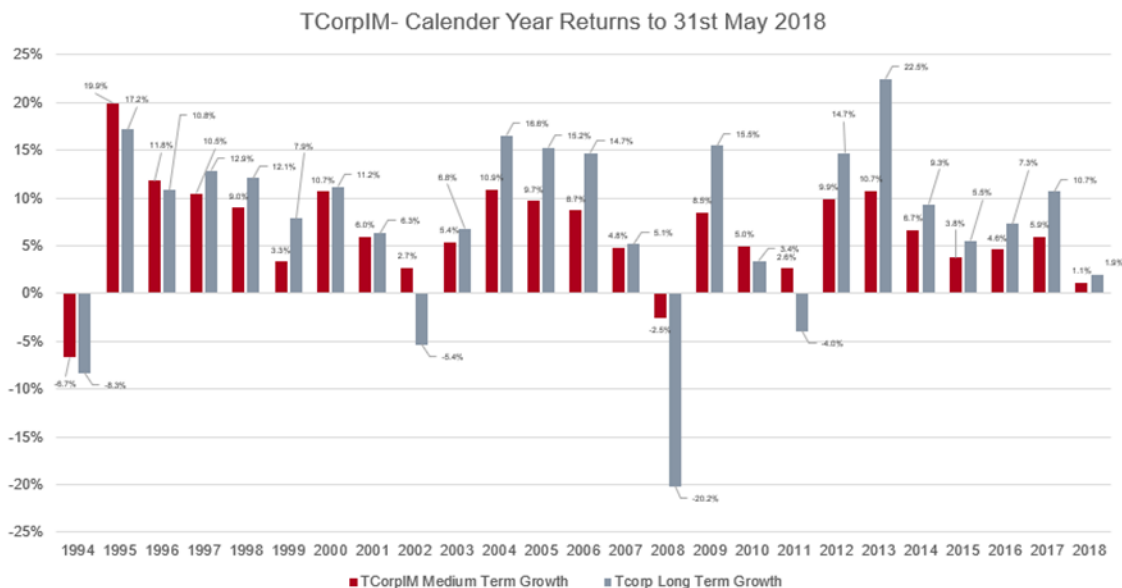
The NSW TCorpIM Long Term Growth Fund (LTGF) is a more aggressive fund which aims 'to provide considerable exposure to growth assets, while maintaining some defensive assets'.

The strategic asset allocations of the funds are currently as follows:

Asset Class	MTGF	LTGF
Defensives		
Cash	43.0%	13.0%
Australian Fixed Interest	10.0%	5.0%
Inflation Linked Bonds	5.0%	2.0%
Defensives Total	58.0%	20.0%
Alternatives		
Multi-Asset	4.0%	5.0%
Bank Loans	5.0%	5.0%
High Yield	3.0%	3.0%
Investment Global Credit	2.0%	2.0%
Emerging Market Debt	4.0%	4.0%
Alternatives Total	18.0%	19.0%
Growth		
Australian Shares	7.5%	22.0%
International Shares - UH	9.5%	30.0%
International Shares – Hedged	2.0%	
Emerging Market Shares	3.0%	7.0%
Listed Property	2.0%	2.0%
Growth Total	24.0%	61.0%

The long-term returns from the MTGF and the LTGF, as well as the TCorp cash funds, is shown below. The MTGF and LTGF have outperformed cash over the long-term, however, both are subject to occasional negative returns. In the MTGF's case, it has suffered a year-on-year loss once in the past 20 years, while the LTGF has suffered an annual negative return three (3) times since 1998.





The stated performance goal of the MTGF is to earn 'approximately Consumer Price Index (CPI) plus 2%pa over 7-years, with greater than 50% probability'. Based on current CPI forecasts from the RBA, the performance goal of the MTGF is expected to be approximately 4-5%pa over the long-run.

The stated performance goal of the LTGF is to earn 'approximately Consumer Price Index (CPI) plus 3.5%pa over 10-years, with greater than 50% probability'. Based on current CPI forecasts from the RBA, the performance goal of the MTGF is expected to be approximately 5.5%–6.5%pa over the long-run.

To enable the Council to ride out the short-term volatility, and therefore see the benefits of long-term investing, a prudent analysis of Council's cash availability is required to determine what amounts can be locked away for a period of at least seven years.

To help enable the above objectives the staff have drafted two versions of the Policies for Council to consider:

- Option 1 (Attachment 1) – With increased BBB rating category exposure.
- Option 2 (Attachment 2) – With increased BBB rating category exposure and introduction to NSW TCorpIM medium and long term growth funds.

Option 3 (Attachment 3) represents the status quo in terms of credit framework limits with administrative changes only.

In discussion with Council's independent financial advisor (Prudential), the marginal increase in risk associated with the changes to the credit framework limits is tolerable. The suggested limits, to allow for greater use of non-fossil fuel aligned banks and the introduction of NSW TCorpIM Funds, are in line with those of several other NSW councils. Each investment decision will be made with due care to minimize financial risk to Council.

However, staff preferred Option 3 – status quo in terms of credit framework limits. This option will maintain the current risk profile while enabling non-fossil fuel investments.

In summary, the following changes have been proposed to the Investment Policy documents for consideration:

Option 1 (Attachment 1) – Investment Policy with BBB limits increase

- Increase the allowed exposure to the BBB rating category for the entire investment portfolio from 20% to 30% - as in section 5.1(a).
- Increase the allowed exposure to the BBB rating category for each individual institution from 10% to 15% - as in section 5.1(b).
- In section 5.1(e) - re-word the section to better reflect Council's commitment to non-fossil fuel aligned investments
- Updated the position titles under the Delegation of Authority – as in section 5.2.
- Removed the Delivery Program and Operational Plan information – as in section 8.

Option 2 (Attachment 2) – Investment Policy with BBB limit increase and NSW TCorpIM Medium-Term and Long-Term Growth funds

- Increase the allowed exposure to the BBB rating category for the entire investment portfolio from 20% to 30% - as in section 5.1(a).
- Increase the allowed exposure to the BBB rating category for each individual institution from 10% to 15% and introduce the TCorpIM Medium and Long Term growth funds - as in section 5.1(b).
- In section "3. Definitions" add descriptions for the NSW TCorpIM Medium Term Growth Fund and Long-Term Growth Fund.
- In section 5.1(e) - re-word the section to better reflect Council's commitment to non-fossil fuel aligned investments.
- Updated the position titles under the Delegation of Authority – as in section 5.2.
- Removed the Delivery Program and Operational Plan information – as in section 8.

Option 3 (Attachment 3) – Investment Policy with Administrative changes only

- Updated the position titles under the Delegation of Authority – as in section 5.2.
- Removed the Delivery Program and Operational Plan information – as in section 8.

5. Financial impact statement/Timeframe/Consultation

The financial risk from the two major changes (Attachments 1 and 2) proposed to the Policy may have an impact to the future investment income. These risks should be assessed and monitored carefully when making investment decisions.

The Policy will be put in place once adopted by Council.

The Policy has been developed in consultation with:

- Sid Ali - Revenue Coordinator.
- Prudential Investment Services Corp - Council's independent financial advisor. (Attachment 4 for Prudential's comments)

6. Conclusion

Officers have drafted three different versions of the revised Policy document with the following variations:

- Option 1 (Attachment 1) – Increased BBB rating category exposure.
- Option 2 (Attachment 2) – Increased BBB rating category exposure and introduction to NSW TCorpIM medium and long term growth funds.
- Option 3 (Attachment 3) – Administrative changes only.

The first two versions (Attachments 1 and 2) propose an increase in exposure with the non-fossil-fuel-lending ADIs.

7. Attachments

1. Investment Policy - Option 1 with increased BBB rating category exposure [↓](#)
2. Investment Policy - Option 2 with increased BBB rating category exposure and introduction to NSW TCorpIM medium- and long-term growth funds [↓](#)
3. Investment Policy - Option 3 with administrative changes only [↓](#)
4. Prudential - Comments regarding recommended updates to Council's Investment Policy [↓](#)



Investment Policy

Responsible Officer	Executive Manager, Financial Waverley, Waverley Corporate
Date endorsed by Executive Leadership Team	June 2017
Date adopted by Council	20 June 2017
Version	32
Review date	May-June 2018
TRIM reference	D17/61721



Policy Amendments

Version	Date	Responsible Officer	Description
1	May 2016	Executive manager Financial Waverley	Revised format
2	May 2017	Executive manager Financial Waverley	<ul style="list-style-type: none"> Removed the not approved and Unrated credit rating as they don't exist anymore. Changes to proportion of funds to be investment for rating category A-2 and remove any investment in to unrated category. Add a comment regarding recommended actions for when investments fall outside of Investment Policy limits. Under delegation of Authority added General Manager to approve short term investments and any director to authorise long term investment. Deleted the benefits and risks under definition section. Also added few more definitions Added a section on Fossil and Non fossil fuel investments (Section 5.1 (e))
<u>3</u>	<u>June 2018</u>	<u>Executive manager Financial Waverley</u>	<ul style="list-style-type: none"> <u>Changes to limits of overall portfolio and per institution allowed with investments in the BBB rating category.</u> <u>Updated revised job titles under Delegation of Authority section.</u> <u>Removed the links to Delivery Program and Operational Plan section.</u>

1. Background

The Policy provides the framework in which council funds are to be invested. Council developed this policy to ensure it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds.

2. Objective (Purpose)

This policy's objectives are to preserve capital, provide a framework to help Council optimise its return on investment of surplus funds, in accordance with its prevailing investment strategy, in a prudent and measurable manner, specifically by:



- entering into investment types which comply with prevailing Legislative and Accounting Code requirements;
- the establishment of risk management guidelines based upon overall credit rating of the portfolio, exposure limits to individual institutions and term to maturity limits; and
- the use of appropriate benchmarks for investment performance measurement.

When placing investments, cash flow considerations will be made to the time horizons of Council's liabilities to best match appropriate investments for the funds.

3. Definitions

Definitions of Eligible Investments:

11am Call Deposits: Cash invested on an overnight basis with an Australian Authorised Deposit-taking Institution (ADI). Funds can be recalled or re-invested prior to the bank's Real Time Gross Settlement cut-off each day.

Ausbond Bank Bill Index

In 2014, Bloomberg acquired the UBS Australia Bond Indices. The benchmark index formerly referred to as UBSA BBI was rebranded as Ausbond Bank Bill Index. Bloomberg calculates a daily Bank Bill Index representing the performance of a notional rolling parcel of bills averaging 45 days.

Australian Prudential Regulation Authority - APRA

APRA (Australian Prudential Regulation Authority) is the prudential regulator of the Australian financial services industry. APRA enforces prudential standards and practices (e.g. capital adequacy and other risk management issues) of banks, credit unions, building societies, insurance companies and friendly societies.

ADI issued Senior Debt Bonds:

Interest bearing securities which are high ranking debt obligations of the issuing ADI. Senior bonds are tradeable in the market. They can be either fixed rate or floating rate interest bearing and are typically issued with 3+ year maturities. Interest is paid at scheduled intervals based on the face value of the bond with repayment of capital paid upon maturity. In the case of a bank failure, senior bond holders rank above subordinated debt holders and shareholders but below covered bond holders and depositors.

Covered Bonds: interest bearing senior ranking debt obligations of an Authorised Deposit-taking Institution (ADI) which have specific bank assets, ie loans, backing the bond. Covered bonds are market traded securities. They can be either fixed rate or floating rate interest bearing and typically are issued with 5+ year maturities. In the case of a bank failure, holders of covered bonds rank ahead of depositors and unsecured senior bond holders having first recourse to the underlying pool of assets backing the bond. If the pool's assets are not sufficient to meet the covered bond's obligations,



holders then have recourse to the bank's total assets equal to other senior unsecured bondholders.

Term Deposits: interest bearing deposit held at an ADI for a specific contracted period. Term deposits are not tradeable in the market. They typically have a fixed rate for their life, but floating rate term deposits are also available. Prior to the introduction of Covered Bonds into the Australian market, in early 2012, term deposits ranked at the top of an ADI's capital structure.

Bank Bills and Negotiable Certificates of Deposits (NCDs): are similar types of interest bearing securities issued/accepted by ADIs, typically short dated. Unlike term deposits, these are tradeable in the market prior to maturity.

Authorised Deposit-Taking Institutions - ADI

Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

T-Corp

New South Wales Treasury Corporation.

Commonwealth/State/Territory Government Securities (e.g. bonds):-

These are interest paying securities which are issued by one of the above Australian government bodies and are guaranteed by that issuer. As such, these securities carry the same credit rating as the issuing government body.

Deposits with NSW Treasury &/or Investments in NSW Treasury Corporation's Hour Glass Facility

The NSW Treasury Corporation Hour Glass Facility comprises a number of pooled managed funds options each set up as a unit trust. The current cash and fixed income only options available through the Hour Glass facilities are the Cash Facility and the Strategic Cash Facility.

The Cash Facility provides the more transactional type option and is designed for investments ranging from overnight to 1.5 years, whilst the Strategic Cash Facility is designed for investments ranging from 1.5 years out to 3 years.

Both investments will pay back the balance of the investment generally within 24 to 72 hours.

NSW Treasury Corporation Medium Term and Long Term Growth Facilities:- These are the managed funds that have a more growth return orientation and exhibit a higher degree of volatility in returns (relative to cash and fixed floating rate investments).

**Standard & Poor's Credit Ratings Description****Credit Ratings**

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation – based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- o Likelihood of payment.
- o Nature and provisions for the obligation.
- o Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

Short Term Obligation Credit Ratings are:**A-1**

This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Credit Ratings are:**AAA**

An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA

An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.

A

An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rated categories.



However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

BBB

An obligation/obligor rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the obligor to meet its financial commitment on the obligation.

Plus (+) or Minus (-)

The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

CreditWatch

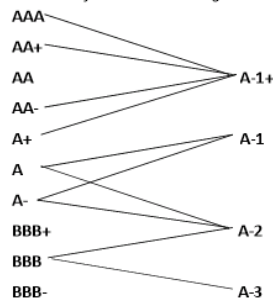
Highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review the rating may either be affirmed or changed in the direction indication.

Rating Outlook

Assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and/or fundamental business conditions. An outlook is not necessarily precursor of a ratings change or future CreditWatch action. A "Rating Outlook – Positive" indicates that rating may be raised. "Negative" means a rating may be lowered. "Stable" indicates that ratings are not likely to change. "Developing" means ratings may be raised or lowered.

S&P Ratings Correlations

The standard correlation of short-term ratings with long-term ratings is shown below.



4. Scope

The policy applies to council funds being investment for either short term or long term. The General Manager and Executive manager Financial Waverley are responsible persons of council that can make such decisions. The General Manager can delegate the day-to-day



management to council officers and the same must be clearly stated in the policy, and noted in Councils Delegation Register.

5. Policy Content

5.1. Investment Framework

Investments are to comply with three key criteria relating to:

- **Portfolio Credit Framework:** limits the overall credit exposure of the portfolio;
- **Counterparty/Institution Credit Framework:** limits exposure to individual institutions based on their credit ratings, and;
- **Term to Maturity Framework:** limits based upon maturity of securities.

Percentage limits adopted within each of these frameworks are based upon Council's average core portfolio balance.

Credit ratings are based upon the Standard & Poor's Investment Rating, or equivalent, where a Standard & Poor's Investment Rating does not exist.

(a) Portfolio Credit Framework

The maximum available limits in each rating category are as follows:

Portfolio Credit Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%
BBB	-	30%20%
Specific Ministerial Approved Forms of Investment		
NSW Treasury Corp Deposits and Hour-Glass-Facilities TcorplM Funds		100%

(b) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Individual Counterparty Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	40%



Individual Counterparty Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AA	A-1	25%
A	A-2	20%
BBB	-	10% 15%
NSW Treasury Corp Deposits and TcorpIM Funds Hour-Glass-Facilities		
11am, Term Deposits or Bonds		50%
Hour-Glass-Facilities (managed funds)		
Cash Facility and/or Strategic Cash Facility		100%

Notes:

- Investments are to be restricted to senior ranked obligations from Australian Authorised Deposit Taking Institutions (ADI's) such as banks, building societies and credit unions that are regulated by, and subject to the prudential standards of, the Australian Prudential Regulation Authority (APRA).
- Managed funds are restricted to those available through the NSW Treasury Corp Hour Glass facility and have been given specific approval under the prevailing Ministerial Investment Order.
- If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

(c) Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

	Term to Maturity Limits		
	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yrs – 10yrs max.)
Maximum	100%	50%	30%
Minimum	30%	0%	0%

(d) Performance Benchmarks



The benchmark performance index for the portfolio is the **Ausbond Australian Bank Bill Index**.

(e) Investments in non-coal and carbon alternatives.

When managing the investment portfolio, Council will proactively reduce its exposure to, including ADIs that lend to, businesses in the fossil fuel industry.

Non-fossil fuel investment considerations will be part of the overall selection process to best meet Council's investment strategy objectives while ensuring compliance with prevailing legislation and this Investment Policy.

This policy acknowledges the long term strategy of Council is to identify those investments that are socially responsible, benefit the community and progress society toward a more sustainable future.

A resolution passed during the Council meeting on 16 August 2016 (CM7.3/16-08) resolving that Council invests in non-coal and carbon alternatives where financial institutions are offering an equal or better return on investment and within the current Investment Policy risk management guidelines.

5.2. DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated ~~to-by~~ Council ~~by-to~~ the General Manager in accordance with the Local Government Act 1993.

The General Manager has in turn delegated the day-to-day management of Council's Investments as per the following:

Depending upon the size of the investment and its maturity profile the following Council officers are approved to authorise transactions. Each authorisation requires approval from **two** Council officers and where the investment is for greater than \$3 million, or for more than 3 years, the General Manager **must** be one of these officers.

	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yr– 10yrs max.)
\$0 - \$1m	<ul style="list-style-type: none"> Executive Manager Financial Waverley Revenue CoordinatorAccountant Financial Strategist Management & Systems CoordinatorAccountant Expenditure Accountant Coordinator The General Manager or any Director 	<ul style="list-style-type: none"> The General Manager or any Director Executive Manager Financial Waverley Revenue CoordinatorAccountant Financial Strategist Management & Systems 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley



	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yr– 10yrs max.)
		<ul style="list-style-type: none"> Coordinator Accountant Expenditure Coordinator Accountant 	
>\$1m - \$3m	<ul style="list-style-type: none"> Executive Manager Financial Waverley Revenue Accountant Coordinator Financial Strategist Management & Systems Accountant Coordinator Expenditure accountant Coordinator The General Manager or any Director 	<ul style="list-style-type: none"> The General Manager or any Director Executive Manager Financial Waverley Revenue Accountant Coordinator Financial Strategist Management & Systems Accountant Coordinator Expenditure Accountant Coordinator 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley
> \$3m	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager, Financial Waverley 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager, financial Waverley 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley

5.3. PRUDENT PERSON STANDARD / ETHICS AND CONFLICTS OF INTEREST

Council's investments are to be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.



Independent advisors utilised by Council are required to declare any actual or perceived conflicts of interest.

5.4. REPORTING & REVIEWING OF INVESTMENTS

All investments must be in the name of Waverley Council and documentary evidence held for each investment and details thereof maintained in an investment Register.

A monthly report will be submitted to Council, providing details of the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio.

The report will also detail investment income earned versus approved budget year to date and Quarterly amended budget year to date.

For audit purposes, certificates must be obtained from the banks / fund managers confirming the amounts of investment held on Council's behalf at 30th June each year.

5.5. GENERAL

Due to the dynamic nature of the portfolio, it is possible that from time to time there may be breaches of the investment policy's limits for short periods. Should this occur it will be reported to Council at its next ordinary meeting.

6. Applicable Legislation

6.1. LEGISLATION

All investments are to be made in accordance with:

- *Local Government Act 1993 - Section 412 & 625;*
- *NSW Trustee Act 1925 – Section 14A(2) and 14C(1) & (2);*
- *Local Government (General) Regulation 2005 – Clause 212;*
- *Prevailing Ministerial Investment Order*

Refer to Schedule 1 for extracts relating to the above.

Furthermore Council's investment management is to comply with:

- *Prevailing Local Government Code of Accounting Practice and Financial Reporting;*
- *Australian Accounting Standards; and*
- *Division of Local Government Circulars.*

Following are relevant sections and clauses relating to the above.

Schedule 1: Extracts of Legislative Requirements

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LOCAL GOVERNMENT ACT 1993 - SECT 412 & 625 Section 412 Accounting Records

- 1) A council must keep such accounting records as are necessary to correctly record and explain its financial transactions and its financial position.
- 2) In particular, a council must keep its accounting records in a manner and form that facilitate:
 - a) the preparation of financial reports that present fairly its financial position and the results of its operations, and
 - b) the convenient and proper auditing of those reports.

Section 625 How May Councils Invest?

- 1) A council may invest money that is not, for the time being, required by the council for any other purpose.
- 2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.
Note: See Gazette No 152 of 24.11.2000, p 12041
- 3) An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.
- 4) The acquisition, in accordance with section 358, of a controlling interest in a corporation is not an investment for the purposes of this section.

THE TRUSTEE ACT 1925 – SECTIONS 14A(2), 14C (1) & (2)

14A (2) Duties of trustee in respect of power of investment

A trustee must, in exercising a power of investment:

- (a) if the trustee's profession, business or employment is or includes acting as a trustee or investing money on behalf of other persons, exercise the care, diligence and skill that a prudent person engaged in that profession, business or employment would exercise in managing the affairs of other persons, or
- (b) if the trustee is not engaged in such a profession, business or employment, exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

14C Matters to which trustee is to have regard when exercising power of investment

- (1) Without limiting the matters that a trustee may take into account when exercising a power of investment, a trustee must, so far as they are appropriate to the circumstances of the trust, if any, have regard to the following matters:
 - (a) the purposes of the trust and the needs and circumstances of the beneficiaries,



- (b) the desirability of diversifying trust investments,
 - (c) the nature of, and the risk associated with, existing trust investments and other trust property,
 - (d) the need to maintain the real value of the capital or income of the trust,
 - (e) the risk of capital or income loss or depreciation,
 - (f) the potential for capital appreciation,
 - (g) the likely income return and the timing of income return,
 - (h) the length of the term of the proposed investment,
 - (i) the probable duration of the trust,
- (2) the liquidity and marketability of the proposed investment during, and on the determination of, the term of the proposed investment,
- (a) the aggregate value of the trust estate,
 - (b) the effect of the proposed investment in relation to the tax liability of the trust,
 - (c) the likelihood of inflation affecting the value of the proposed investment or other trust property,
 - (d) the costs (including commissions, fees, charges and duties payable) of making the proposed investment,
 - (e) the results of a review of existing trust investments in accordance with section 14A (4).
- (3) A trustee may, having regard to the size and nature of the trust, do either or both of the following:
- (a) obtain and consider independent and impartial advice reasonably required for the investment of trust funds or the management of the investment from a person whom the trustee reasonably believes to be competent to give the advice,
 - (b) pay out of trust funds the reasonable costs of obtaining the advice.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - CLAUSE 212

212 Reports on council investments

- (1) The responsible accounting officer of a council:



- (a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
 - i if only one ordinary meeting of the council is held in a month, at that meeting, or
 - ii if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
 - (b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
- (2) The report must be made up to the last day of the month immediately preceding the meeting.

Note. Section 625 of the Act says how a council may invest its surplus funds.



Circular No. 11-01
Date 17 February 2011
Doc ID: A232163

Contact: Finance Policy Section
02 4428 4100
dlg@dlg.nsw.gov.au

REVISED MINISTERIAL INVESTMENT ORDER

A revised Investment Order pursuant to section 625 of the *Local Government Act 1993* has been issued. The Minister for Local Government signed the revised Order on 12 January 2011 and it was published in the NSW Government Gazette on 11 February 2011. It replaces the Order dated 31 July 2008. The revised Order is attached to this circular.

Changes to the Investment Order include:

- the removal of the ability to invest in the mortgage of land (part (c) of the Investment Order dated 31 July 2008)
- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.

A handwritten signature in blue ink, appearing to read "Ross Woodward".

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

Department of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E dlg@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 863 195



LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government



7. Related Policies and Procedures

N/A

8. Links to the Delivery Program and Operational Plan

The relationship to Waverley Together 3 and Delivery Program 2013-17 is as follows:

Direction: G5 Waverley is financially sustainable with revenue and resources required to support implementation of the community's plans and to provide infrastructure performance and services our community needs.

Strategy: G5a Promote and advocate the provision of financial reporting systems in an accurate, timely, transparent and honest manner to ensure sustainability of public assets and resources.

Deliverable: Financial advice and coordination to ensure Council meets overall budget performance targets provided.

9. Review of Policy

This Policy will be reviewed every ~~one~~ year or as required in the event of legislative changes or requirements. The Policy may also be changed as a result of other amendments. Any amendments to the Policy must be way of a Council resolution or with the approval of the General Manager.



Investment Policy

Responsible Officer	Executive Manager, Financial Waverley, Waverley Corporate
Date endorsed by Executive Leadership Team	June 2017
Date adopted by Council	20 June 2017
Version	32
Review date	May-June 2018
TRIM reference	D17/61721



Policy Amendments

Version	Date	Responsible Officer	Description
1	May 2016	Executive manager Financial Waverley	Revised format
2	May 2017	Executive manager Financial Waverley	<ul style="list-style-type: none"> Removed the not approved and Unrated credit rating as they don't exist anymore. Changes to proportion of funds to be investment for rating category A-2 and remove any investment in to unrated category. Add a comment regarding recommended actions for when investments fall outside of Investment Policy limits. Under delegation of Authority added General Manager to approve short term investments and any director to authorise long term investment. Deleted the benefits and risks under definition section. Also added few more definitions Added a section on Fossil and Non fossil fuel investments (Section 5.1 (e))
<u>3</u>	<u>June 2018</u>	<u>Executive manager Financial Waverley</u>	<ul style="list-style-type: none"> <u>Changes to limits of overall portfolio and per institution allowed with investments in the BBB rating category.</u> <u>Updated name of NSW Treasury Corporation's managed fund programme from Hour Glass Facility to TCorpIM Funds.</u> <u>Added specific reference, limits and definitions for the NSW TCorpIM Medium Term Growth Fund and Long Term Growth Fund.</u> <u>Updated revised Job titles under Delegation of Authority section.</u> <u>Removed the Links to Delivery Program and Operational Plan section.</u>



1. Background

The Policy provides the framework in which council funds are to be invested. Council developed this policy to ensure it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds.

2. Objective (Purpose)

This policy's objectives are to preserve capital, provide a framework to help Council optimise its return on investment of surplus funds, in accordance with its prevailing investment strategy, in a prudent and measurable manner, specifically by:

- *entering into investment types which comply with prevailing Legislative and Accounting Code requirements;*
- *the establishment of risk management guidelines based upon overall credit rating of the portfolio, exposure limits to individual institutions and term to maturity limits; and*
- *the use of appropriate benchmarks for investment performance measurement.*

When placing investments, cash flow considerations will be made to the time horizons of Council's liabilities to best match appropriate investments for the funds.

3. Definitions

Definitions of Eligible Investments:

11am Call Deposits: *Cash invested on an overnight basis with an Australian Authorised Deposit-taking Institution (ADI). Funds can be recalled or re-invested prior to the bank's Real Time Gross Settlement cut-off each day.*

Ausbond Bank Bill Index

In 2014, Bloomberg acquired the UBS Australia Bond Indices. The benchmark index formerly referred to as UBSA BBI was rebranded as Ausbond Bank Bill Index. Bloomberg calculates a daily Bank Bill Index representing the performance of a notional rolling parcel of bills averaging 45 days.

Australian Prudential Regulation Authority - APRA

APRA (Australian Prudential Regulation Authority) is the prudential regulator of the Australian financial services industry. APRA enforces prudential standards and practices (e.g. capital adequacy and other risk management issues) of banks, credit unions, building societies, insurance companies and friendly societies.

ADI issued Senior Debt Bonds:

Interest bearing securities which are high ranking debt obligations of the issuing ADI. Senior bonds are tradeable in the market. They can be either fixed rate or floating rate interest bearing and are typically issued with 3+ year maturities. Interest is paid at scheduled intervals based on the face value of the bond with repayment of capital paid



upon maturity. In the case of a bank failure, senior bond holders rank above subordinated debt holders and shareholders but below covered bond holders and depositors.

Covered Bonds: interest bearing senior ranking debt obligations of an Authorised Deposit-taking Institution (ADI) which have specific bank assets, ie loans, backing the bond. Covered bonds are market traded securities. They can be either fixed rate or floating rate interest bearing and typically are issued with 5+ year maturities. In the case of a bank failure, holders of covered bonds rank ahead of depositors and unsecured senior bond holders having first recourse to the underlying pool of assets backing the bond. If the pool's assets are not sufficient to meet the covered bond's obligations, holders then have recourse to the bank's total assets equal to other senior unsecured bondholders.

Term Deposits: interest bearing deposit held at an ADI for a specific contracted period. Term deposits are not tradeable in the market. They typically have a fixed rate for their life, but floating rate term deposits are also available. Prior to the introduction of Covered Bonds into the Australian market, in early 2012, term deposits ranked at the top of an ADI's capital structure.

Bank Bills and Negotiable Certificates of Deposits (NCDs): are similar types of interest bearing securities issued/accepted by ADIs, typically short dated. Unlike term deposits, these are tradeable in the market prior to maturity.

Authorised Deposit-Taking Institutions - ADI

Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

T-Corp

New South Wales Treasury Corporation.

Commonwealth/State/Territory Government Securities (e.g. bonds):-

These are interest paying securities which are issued by one of the above Australian government bodies and are guaranteed by that issuer. As such, these securities carry the same credit rating as the issuing government body.

Deposits with NSW Treasury &/or Investments in NSW Treasury Corporation's Hour Glass Facility

The only managed fund options available to NSW council are vis NSW Treasury Corporation. The NSW Treasury Corporation Hour Glass Facility comprises a number of pooled managed funds options each set up as a unit trust. The current cash and fixed income only options available through the Hour Glass facilities are the Cash Facility and the Strategic Cash Facility.



The Cash Facility provides the more transactional type option and is designed for investments ranging from overnight to 1.5 years, whilst the Strategic Cash Facility is designed for investments ranging from 1.5 years out to 3 years.

Both investments will pay back the balance of the investment generally within 24 to 72 hours.

NSW Treasury Corporation Medium Term and Long Term Growth Facilities: *These are diversified funds that invest in a blend of growth assets (e.g. shares & property) and defensive assets (e.g. cash and fixed interest). These funds are designed for investors with longer term time horizons and are able to take additional investment risk in order to generate higher potential returns.*

- o *The Medium Term Growth Fund has growth asset exposure of between 20%-40%. This fund aims to provide a return of CPI + 2%pa over 7 years with greater than 50% probability.*
- o *The Long Term Growth Fund has growth asset exposure of between 60%-80%. This fund aims to provide a return of CPI + 3.5%pa over 10 years with greater than 50% probability.*

These funds exhibit a higher degree of volatility in monthly returns relative to cash and fixed floating rate investments and may have periods of negative returns depending upon market conditions.

-These are the managed funds that have a more growth-return orientation and exhibit a higher degree of volatility in returns (relative to cash and fixed floating rate investments).

Standard & Poor's Credit Ratings Description

Credit Ratings

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation – based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- o Likelihood of payment.
- o Nature and provisions for the obligation.
- o Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

Short Term Obligation Credit Ratings are:

A-1

This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain



obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Credit Ratings are:

AAA

An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA

An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.

A

An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

BBB

An obligation/obligor rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the obligor to meet its financial commitment on the obligation.

Plus (+) or Minus (-)

The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

CreditWatch

Highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review the rating may either be affirmed or changed in the direction indication.

Rating Outlook

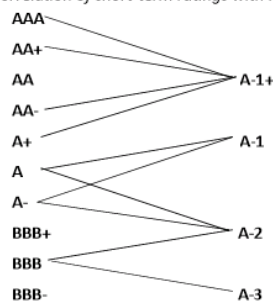
Assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the



economic and/or fundamental business conditions. An outlook is not necessarily precursor of a ratings change or future CreditWatch action. A "Rating Outlook – Positive" indicates that rating may be raised. "Negative" means a rating may be lowered. "Stable" indicates that ratings are not likely to change. "Developing" means ratings may be raised or lowered.

S&P Ratings Correlations

The standard correlation of short-term ratings with long-term ratings is shown below.



4. Scope

The policy applies to council funds being investment for either short term or long term. The General Manager and Executive manager Financial Waverley are responsible persons of council that can make such decisions. The General Manager can delegate the day-to-day management to council officers and the same must be clearly stated in the policy, and noted in Councils Delegation Register.

5. Policy Content

5.1. Investment Framework

Investments are to comply with three key criteria relating to:

- **Portfolio Credit Framework:** limits the overall credit exposure of the portfolio;
- **Counterparty/Institution Credit Framework:** limits exposure to individual institutions based on their credit ratings, and;
- **Term to Maturity Framework:** limits based upon maturity of securities.

Percentage limits adopted within each of these frameworks are based upon Council's average core portfolio balance.

Credit ratings are based upon the Standard & Poor's Investment Rating, or equivalent, where a Standard & Poor's Investment Rating does not exist.



(a) Portfolio Credit Framework

The maximum available limits in each rating category are as follows:

Portfolio Credit Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%
BBB	-	30% 20%
Specific Ministerial Approved Forms of Investment		
NSW Treasury Corp Deposits and Hour-Glass-Facilities TCorpIM Funds		100%

(b) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Individual Counterparty Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	40%
AA	A-1	25%
A	A-2	20%
BBB	-	10% 15%
NSW Treasury Corp Deposits and Hour-Glass-Facilities TCorpIM Funds		
11am, Term Deposits or Bonds		50%
Hour-Glass-Facilities (managed funds)		
Cash Facility and/or Strategic Cash Facility		100%
Medium Term Growth Fund		20%
Long Term Growth Fund		10%

Notes:

- Investments are to be restricted to senior ranked obligations from Australian Authorised Deposit Taking Institutions (ADI's) such as banks, building societies and credit unions



that are regulated by, and subject to the prudential standards of, the Australian Prudential Regulation Authority (APRA).

- Managed funds are restricted to those available through the NSW Treasury Corp Hour Glass facility and have been given specific approval under the prevailing Ministerial Investment Order.
- If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

(c) Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

	Term to Maturity Limits		
	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yrs – 10yrs max.)
Maximum	100%	50%	30%
Minimum	30%	0%	0%

(d) Performance Benchmarks

The benchmark performance index for the portfolio is the **Ausbond Australian Bank Bill Index**.

(e) Investments in non-coal and carbon alternatives.

When managing the investment portfolio, Council will proactively reduce its exposure to, including ADIs that lend to, businesses in the fossil fuel industry

Non-fossil fuel investment considerations will be part of the overall selection process to best meet Council's investment strategy objectives while ensuring compliance with prevailing legislation and this Investment Policy.

This policy acknowledges the long term strategy of Council is to identify those investments that are socially responsible, benefit the community and progress society toward a more sustainable future.

A resolution passed during the Council meeting on 16 August 2016 (CM/7-3/16-08) resolving that Council invests in non-coal and carbon alternatives where financial institutions are offering an equal or better return on investment and within the current Investment Policy risk management guidelines.



5.2. DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated ~~by~~to Council ~~to~~by the General Manager in accordance with the Local Government Act 1993.

The General Manager has in turn delegated the day-to-day management of Council's Investments as per the following:

Depending upon the size of the investment and its maturity profile the following Council officers are approved to authorise transactions. Each authorisation requires approval from two Council officers and where the investment is for greater than \$3 million, or for more than 3 years, the General Manager must be one of these officers.

	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yr– 10yrs max.)
\$0 - \$1m	<ul style="list-style-type: none"> Executive Manager Financial Waverley Revenue CoordinatorAccountant Financial Strategist Management & Systems CoordinatorAccountant Expenditure Accountant Coordinator The General Manager or any Director 	<ul style="list-style-type: none"> The General Manager or any Director Executive Manager Financial Waverley Revenue CoordinatorAccountant Financial Strategist Management & Systems CoordinatorAccountant Expenditure CoordinatorAccountant 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley
>\$1m - \$3m	<ul style="list-style-type: none"> Executive Manager Financial Waverley Revenue AccountantCoordinator Financial Strategist Management & Systems AccountantCoordinator Expenditure accountantCoordinator The General Manager or any Director 	<ul style="list-style-type: none"> The General Manager or any Director Executive Manager Financial Waverley Revenue AccountantCoordinat Financial Strategist Management & Systems AccountantCoordinat 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley



	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yr– 10yrs max.)
		<ul style="list-style-type: none"> Expenditure <u>AccountantCoordinating</u> 	
> \$3M	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager, Financial Waverley 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager, financial Waverley 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley

5.3. PRUDENT PERSON STANDARD / ETHICS AND CONFLICTS OF INTEREST

Council's investments are to be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors utilised by Council are required to declare any actual or perceived conflicts of interest.

5.4. REPORTING & REVIEWING OF INVESTMENTS

All investments must be in the name of Waverley Council and documentary evidence held for each investment and details thereof maintained in an investment Register.

A monthly report will be submitted to Council, providing details of the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio.

The report will also detail investment income earned versus approved budget year to date and Quarterly amended budget year to date.



For audit purposes, certificates must be obtained from the banks / fund managers confirming the amounts of investment held on Council's behalf at 30th June each year.

5.5. GENERAL

Due to the dynamic nature of the portfolio, it is possible that from time to time there may be breaches of the investment policy's limits for short periods. Should this occur it will be reported to Council at its next ordinary meeting.

6. Applicable Legislation

6.1. LEGISLATION

All investments are to be made in accordance with:

- Local Government Act 1993 - Section 412 & 625;
- NSW Trustee Act 1925 – Section 14A(2) and 14C(1) & (2);
- Local Government (General) Regulation 2005 – Clause 212;
- Prevailing Ministerial Investment Order

Refer to Schedule 1 for extracts relating to the above.

Furthermore Council's investment management is to comply with:

- Prevailing Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Division of Local Government Circulars.

Following are relevant sections and clauses relating to the above.

Schedule 1: Extracts of Legislative Requirements

LOCAL GOVERNMENT ACT 1993 - SECT 412 & 625 Section 412 Accounting Records

- 1) A council must keep such accounting records as are necessary to correctly record and explain its financial transactions and its financial position.
- 2) In particular, a council must keep its accounting records in a manner and form that facilitate:
 - a) the preparation of financial reports that present fairly its financial position and the results of its operations, and
 - b) the convenient and proper auditing of those reports.

Section 625 How May Councils Invest?

- 1) A council may invest money that is not, for the time being, required by the council for any other purpose.
- 2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.



Note: See Gazette No 152 of 24.11.2000, p 12041

- 3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- 4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation is not an investment for the purposes of this section.*

THE TRUSTEE ACT 1925 – SECTIONS 14A(2), 14C (1) & (2)

14A (2) Duties of trustee in respect of power of investment

A trustee must, in exercising a power of investment:

- (a) if the trustee's profession, business or employment is or includes acting as a trustee or investing money on behalf of other persons, exercise the care, diligence and skill that a prudent person engaged in that profession, business or employment would exercise in managing the affairs of other persons, or
- (b) if the trustee is not engaged in such a profession, business or employment, exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

14C Matters to which trustee is to have regard when exercising power of investment

(1) Without limiting the matters that a trustee may take into account when exercising a power of investment, a trustee must, so far as they are appropriate to the circumstances of the trust, if any, have regard to the following matters:

- (a) the purposes of the trust and the needs and circumstances of the beneficiaries,
- (b) the desirability of diversifying trust investments,
- (c) the nature of, and the risk associated with, existing trust investments and other trust property,
- (d) the need to maintain the real value of the capital or income of the trust,
- (e) the risk of capital or income loss or depreciation,
- (f) the potential for capital appreciation,
- (g) the likely income return and the timing of income return,
- (h) the length of the term of the proposed investment,
- (i) the probable duration of the trust,



- (2) the liquidity and marketability of the proposed investment during, and on the determination of, the term of the proposed investment,
 - (a) the aggregate value of the trust estate,
 - (b) the effect of the proposed investment in relation to the tax liability of the trust,
 - (c) the likelihood of inflation affecting the value of the proposed investment or other trust property,
 - (d) the costs (including commissions, fees, charges and duties payable) of making the proposed investment,
 - (e) the results of a review of existing trust investments in accordance with section 14A (4).
- (3) A trustee may, having regard to the size and nature of the trust, do either or both of the following:
 - (a) obtain and consider independent and impartial advice reasonably required for the investment of trust funds or the management of the investment from a person whom the trustee reasonably believes to be competent to give the advice,
 - (b) pay out of trust funds the reasonable costs of obtaining the advice.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - CLAUSE 212

212 Reports on council investments

- (1) The responsible accounting officer of a council:
 - (a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
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 - (b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
- (2) The report must be made up to the last day of the month immediately preceding the meeting.



Note. Section 625 of the Act says how a council may invest its surplus funds.



Circular No. 11-01
Date 17 February 2011
Doc ID: A232163

Contact: Finance Policy Section
02 4428 4100
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- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.

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Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

Department of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E dlg@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 863 195



LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER
(Relating to investments by councils)

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- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government



7. Related Policies and Procedures

N/A

8. Links to the Delivery Program and Operational Plan

The relationship to Waverley Together 3 and Delivery Program 2013-17 is as follows:

Direction: G5 Waverley is financially sustainable with revenue and resources required to support implementation of the community's plans and to provide infrastructure performance and services our community needs.

Strategy: G5a Promote and advocate the provision of financial reporting systems in an accurate, timely, transparent and honest manner to ensure sustainability of public assets and resources.

Deliverable: Financial advice and coordination to ensure Council meets overall budget performance targets provided.

8.9. Review of Policy

This Policy will be reviewed every ~~one~~ year or as required in the event of legislative changes or requirements. The Policy may also be changed as a result of other amendments. Any amendments to the Policy must be way of a Council resolution or with the approval of the General Manager.



Investment Policy

Responsible Officer	Executive Manager, Financial Waverley, Waverley Corporate
Date endorsed by Executive Leadership Team	June 2017
Date adopted by Council	20 June 2017
Version	23
Review date	June 2018 May 2017
TRIM reference	D17/61721



Policy Amendments

Version	Date	Responsible Officer	Description
1	May 2016	Executive manager Financial Waverley	Revised format
2	May 2017	Executive manager Financial Waverley	<ul style="list-style-type: none"> Removed the not approved and Unrated credit rating as they don't exist anymore. Changes to proportion of funds to be investment for rating category A-2 and remove any investment in to unrated category. Add a comment regarding recommended actions for when investments fall outside of Investment Policy limits. Under delegation of Authority added General Manager to approve short term investments and any director to authorise long term investment. Deleted the benefits and risks under definition section. Also added few more definitions. Added a section on Fossil and Non fossil fuel investments (Section 5.1 (e))
3	June 2018	Executive manager Financial Waverley	<ul style="list-style-type: none"> Updated revised Job titles under Delegation of Authority section.

1. Background

The Policy provides the framework in which council funds are to be invested. Council developed this policy to ensure it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds.

2. Objective (Purpose)

This policy's objectives are to preserve capital, provide a framework to help Council optimise its return on investment of surplus funds, in accordance with its prevailing investment strategy, in a prudent and measurable manner, specifically by:

- *entering into investment types which comply with prevailing Legislative and Accounting Code requirements;*
- *the establishment of risk management guidelines based upon overall credit rating of the portfolio, exposure limits to individual institutions and term to maturity limits;*
- *and*
- *the use of appropriate benchmarks for investment performance measurement.*



When placing investments, cash flow considerations will be made to the time horizons of Council's liabilities to best match appropriate investments for the funds.

3. Definitions

Definitions of Eligible Investments:

11am Call Deposits: *Cash invested on an overnight basis with an Australian Authorised Deposit-taking Institution (ADI). Funds can be recalled or re-invested prior to the bank's Real Time Gross Settlement cut-off each day.*

Ausbond Bank Bill Index

In 2014, Bloomberg acquired the UBS Australia Bond Indices. The benchmark index formerly referred to as UBSA BBI was rebranded as Ausbond Bank Bill Index. Bloomberg calculates a daily Bank Bill Index representing the performance of a notional rolling parcel of bills averaging 45 days.

Australian Prudential Regulation Authority - APRA

APRA (Australian Prudential Regulation Authority) is the prudential regulator of the Australian financial services industry. APRA enforces prudential standards and practices (e.g. capital adequacy and other risk management issues) of banks, credit unions, building societies, insurance companies and friendly societies.

ADI issued Senior Debt Bonds:

Interest bearing securities which are high ranking debt obligations of the issuing ADI. Senior bonds are tradeable in the market. They can be either fixed rate or floating rate interest bearing and are typically issued with 3+ year maturities. Interest is paid at scheduled intervals based on the face value of the bond with repayment of capital paid upon maturity. In the case of a bank failure, senior bond holders rank above subordinated debt holders and shareholders but below covered bond holders and depositors.

Covered Bonds: *interest bearing senior ranking debt obligations of an Authorised Deposit-taking Institution (ADI) which have specific bank assets, ie loans, backing the bond. Covered bonds are market traded securities. They can be either fixed rate or floating rate interest bearing and typically are issued with 5+ year maturities. In the case of a bank failure, holders of covered bonds rank ahead of depositors and unsecured senior bond holders having first recourse to the underlying pool of assets backing the bond. If the pool's assets are not sufficient to meet the covered bond's obligations, holders then have recourse to the bank's total assets equal to other senior unsecured bondholders.*

Term Deposits: *interest bearing deposit held at an ADI for a specific contracted period. Term deposits are not tradeable in the market. They typically have a fixed rate for their life, but floating rate term deposits are also available. Prior to the introduction of*



Covered Bonds into the Australian market, in early 2012, term deposits ranked at the top of an ADI's capital structure.

Bank Bills and Negotiable Certificates of Deposits (NCDs): *are similar types of interest bearing securities issued/accepted by ADIs, typically short dated. Unlike term deposits, these are tradeable in the market prior to maturity.*

Authorised Deposit-Taking Institutions - ADI

Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

T-Corp

New South Wales Treasury Corporation.

Commonwealth/State/Territory Government Securities (e.g. bonds):-

These are interest paying securities which are issued by one of the above Australian government bodies and are guaranteed by that issuer. As such, these securities carry the same credit rating as the issuing government body.

Deposits with NSW Treasury &/or Investments in NSW Treasury Corporation's Hour Glass Facility

The NSW Treasury Corporation Hour Glass Facility comprises a number of pooled managed funds options each set up as a unit trust. The current cash and fixed income only options available through the Hour Glass facilities are the Cash Facility and the Strategic Cash Facility.

The Cash Facility provides the more transactional type option and is designed for investments ranging from overnight to 1.5 years, whilst the Strategic Cash Facility is designed for investments ranging from 1.5 years out to 3 years.

Both investments will pay back the balance of the investment generally within 24 to 72 hours.

NSW Treasury Corporation Medium Term and Long Term Growth Facilities:- *These are the managed funds that have a more growth return orientation and exhibit a higher degree of volatility in returns (relative to cash and fixed floating rate investments).*

Standard & Poor's Credit Ratings Description

Credit Ratings

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation – based on relevant risk factors.



Credit ratings are based, in varying degrees, on the following considerations:

- *Likelihood of payment.*
- *Nature and provisions for the obligation.*
- *Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.*

The issue rating definitions are expressed in terms of default risk.

Short Term Obligation Credit Ratings are:

A-1

This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Credit Ratings are:

AAA

An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA

An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.

A

An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

BBB

An obligation/obligor rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the obligor to meet its financial commitment on the obligation.

Plus (+) or Minus (-)



The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

CreditWatch

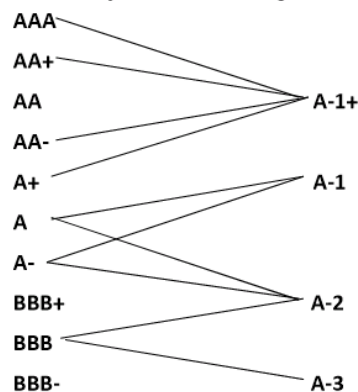
Highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review the rating may either be affirmed or changed in the direction indication.

Rating Outlook

Assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and /or fundamental business conditions. An outlook is not necessarily precursor of a ratings change or future CreditWatch action. A "Rating Outlook – Positive" indicates that rating may be raised. "Negative" means a rating may be lowered. "Stable" indicates that ratings are not likely to change. "Developing" means ratings may be raised or lowered.

S&P Ratings Correlations

The standard correlation of short-term ratings with long-term ratings is shown below.



4. Scope

The policy applies to council funds being investment for either short term or long term. The General Manager and Executive manager Financial Waverley are responsible persons of council that can make such decisions. The General Manager can delegate the day-to-day management to council officers and the same must be clearly stated in the policy, and noted in Councils Delegation Register.

5. Policy Content

5.1. Investment Framework

Investments are to comply with three key criteria relating to:

- **Portfolio Credit Framework:** limits the overall credit exposure of the portfolio;



- **Counterparty/Institution Credit Framework:** limits exposure to individual institutions based on their credit ratings, and;
- **Term to Maturity Framework:** limits based upon maturity of securities.

Percentage limits adopted within each of these frameworks are based upon Council's average core portfolio balance.

Credit ratings are based upon the Standard & Poor's Investment Rating, or equivalent, where a Standard & Poor's Investment Rating does not exist.

(a) Portfolio Credit Framework

The maximum available limits in each rating category are as follows:

Portfolio Credit Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%
BBB	-	20%
Specific Ministerial Approved Forms of Investment		
NSW Treasury Corp Deposits and Hour Glass Facilities		100%

(b) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Individual Counterparty Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	40%
AA	A-1	25%
A	A-2	20%
BBB	-	10%
NSW Treasury Corp Deposits and Hour Glass Facilities		
11am, Term Deposits or Bonds		50%
Hour Glass Facilities (managed funds)		



Individual Counterparty Limits		
Long Term Credit Ratings Categories	Short Term Credit Ratings	Maximum
Cash Facility and/or Strategic Cash Facility		100%

Notes:

- Investments are to be restricted to senior ranked obligations from Australian Authorised Deposit Taking Institutions (ADI's) such as banks, building societies and credit unions that are regulated by, and subject to the prudential standards of, the Australian Prudential Regulation Authority (APRA).
- Managed funds are restricted to those available through the NSW Treasury Corp Hour Glass facility and have been given specific approval under the prevailing Ministerial Investment Order.
- If any of the Council's investments are downgraded such that they no longer fall within the investment policy limits, they will be divested as soon as practicable having regard to potential losses resulting from early redemption and subject to minimising any loss of capital that may arise from compliance with this provision.

(c) Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints:

	Term to Maturity Limits		
	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yrs – 10yrs max.)
Maximum	100%	50%	30%
Minimum	30%	0%	0%

(d) Performance Benchmarks

The benchmark performance index for the portfolio is the **Ausbond Australian Bank Bill Index**.

(e) Investments in non-coal and carbon alternatives.

A resolution passed during the Council meeting on 16 August 2016 (CM/7.3/16.08) resolving that Council Invests in non-coal and carbon alternatives where financial institutions are offering an equal or better return on investment and within the current Investment Policy risk management guidelines.



5.2. DELEGATION OF AUTHORITY

Authority for implementation of the Investment Policy is delegated ~~by~~ Council ~~to~~ the General Manager in accordance with the Local Government Act 1993.

The General Manager has in turn delegated the day-to-day management of Council's Investments as per the following:

Depending upon the size of the investment and its maturity profile the following Council officers are approved to authorise transactions. Each authorisation requires approval from two Council officers and where the investment is for greater than \$3 million, or for more than 3 years, the General Manager must be one of these officers.

	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yr– 10yrs max.)
\$0 - \$1m	<ul style="list-style-type: none"> Executive Manager Financial Waverley Revenue Coordinator Accountant Financial Strategist Management & Systems Coordinator Accountant Expenditure Coordinator Accountant The General Manager or any Director 	<ul style="list-style-type: none"> The General Manager or any Director Executive Manager Financial Waverley Revenue Coordinator Accountant Financial Strategist Management & Systems Coordinator Accountant Expenditure Coordinator Accountant 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley
>\$1m - \$3m	<ul style="list-style-type: none"> Executive Manager Financial Waverley Revenue Coordinator Accountant Financial Strategist Management & Systems Coordinator Accountant Expenditure Coordinator Accountant The General Manager or any Director 	<ul style="list-style-type: none"> The General Manager or any Director Executive Manager Financial Waverley Revenue Coordinator Accountant Financial Strategist Management & Systems Coordinator Accountant 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley



	Short Term (0-1yr)	Medium Term (Over 1yr – 3yrs)	Long Term (Over 3yr– 10yrs max.)
		<ul style="list-style-type: none"> Expenditure Coordinator Account ant 	
> \$3M	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager, Financial Waverley 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager, financial Waverley 	<ul style="list-style-type: none"> General Manager (mandatory) Any Director Executive Manager Financial Waverley

5.3. PRUDENT PERSON STANDARD / ETHICS AND CONFLICTS OF INTEREST

Council's investments are to be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors utilised by Council are required to declare any actual or perceived conflicts of interest.

5.4. REPORTING & REVIEWING OF INVESTMENTS

All investments must be in the name of Waverley Council and documentary evidence held for each investment and details thereof maintained in an investment Register.

A monthly report will be submitted to Council, providing details of the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio.

The report will also detail investment income earned versus approved budget year to date and Quarterly amended budget year to date.



For audit purposes, certificates must be obtained from the banks / fund managers confirming the amounts of investment held on Council's behalf at 30th June each year.

5.5. GENERAL

Due to the dynamic nature of the portfolio, it is possible that from time to time there may be breaches of the investment policy's limits for short periods. Should this occur it will be reported to Council at its next ordinary meeting.

6. Applicable Legislation

6.1. LEGISLATION

All investments are to be made in accordance with:

- *Local Government Act 1993 - Section 412 & 625;*
- *NSW Trustee Act 1925 – Section 14A(2) and 14C(1) & (2);*
- *Local Government (General) Regulation 2005 – Clause 212;*
- *Prevailing Ministerial Investment Order*

Refer to Schedule 1 for extracts relating to the above.

Furthermore Council's investment management is to comply with:

- *Prevailing Local Government Code of Accounting Practice and Financial Reporting;*
- *Australian Accounting Standards; and*
- *Division of Local Government Circulars.*

Following are relevant sections and clauses relating to the above.

Schedule 1: Extracts of Legislative Requirements

LOCAL GOVERNMENT ACT 1993 - SECT 412 & 625 Section 412 Accounting Records

- 1) *A council must keep such accounting records as are necessary to correctly record and explain its financial transactions and its financial position.*
- 2) *In particular, a council must keep its accounting records in a manner and form that facilitate:*
 - a) *the preparation of financial reports that present fairly its financial position and the results of its operations, and*
 - b) *the convenient and proper auditing of those reports.*

Section 625 How May Councils Invest?

- 1) *A council may invest money that is not, for the time being, required by the council for any other purpose.*
- 2) *Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.*



Note: See Gazette No 152 of 24.11.2000, p 12041

- 3) *An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.*
- 4) *The acquisition, in accordance with section 358, of a controlling interest in a corporation is not an investment for the purposes of this section.*

THE TRUSTEE ACT 1925 – SECTIONS 14A(2), 14C (1) & (2)

14A (2) Duties of trustee in respect of power of investment

A trustee must, in exercising a power of investment:

- (a) if the trustee's profession, business or employment is or includes acting as a trustee or investing money on behalf of other persons, exercise the care, diligence and skill that a prudent person engaged in that profession, business or employment would exercise in managing the affairs of other persons, or
- (b) if the trustee is not engaged in such a profession, business or employment, exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

14C Matters to which trustee is to have regard when exercising power of investment

(1) Without limiting the matters that a trustee may take into account when exercising a power of investment, a trustee must, so far as they are appropriate to the circumstances of the trust, if any, have regard to the following matters:

- (a) the purposes of the trust and the needs and circumstances of the beneficiaries,
- (b) the desirability of diversifying trust investments,
- (c) the nature of, and the risk associated with, existing trust investments and other trust property,
- (d) the need to maintain the real value of the capital or income of the trust,
- (e) the risk of capital or income loss or depreciation,
- (f) the potential for capital appreciation,
- (g) the likely income return and the timing of income return,
- (h) the length of the term of the proposed investment,
- (i) the probable duration of the trust,



- (2) the liquidity and marketability of the proposed investment during, and on the determination of, the term of the proposed investment,
 - (a) the aggregate value of the trust estate,
 - (b) the effect of the proposed investment in relation to the tax liability of the trust,
 - (c) the likelihood of inflation affecting the value of the proposed investment or other trust property,
 - (d) the costs (including commissions, fees, charges and duties payable) of making the proposed investment,
 - (e) the results of a review of existing trust investments in accordance with section 14A (4).
- (3) A trustee may, having regard to the size and nature of the trust, do either or both of the following:
 - (a) obtain and consider independent and impartial advice reasonably required for the investment of trust funds or the management of the investment from a person whom the trustee reasonably believes to be competent to give the advice,
 - (b) pay out of trust funds the reasonable costs of obtaining the advice.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - CLAUSE 212

212 Reports on council investments

- (1) The responsible accounting officer of a council:
 - (a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
 - i if only one ordinary meeting of the council is held in a month, at that meeting, or
 - ii if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
 - (b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
- (2) The report must be made up to the last day of the month immediately preceding the meeting.



Note. Section 625 of the Act says how a council may invest its surplus funds.



Circular No. 11-01
Date 17 February 2011
Doc ID: A232163

Contact: Finance Policy Section
02 4428 4100
dlg@dlg.nsw.gov.au

REVISED MINISTERIAL INVESTMENT ORDER

A revised Investment Order pursuant to section 625 of the *Local Government Act 1993* has been issued. The Minister for Local Government signed the revised Order on 12 January 2011 and it was published in the NSW Government Gazette on 11 February 2011. It replaces the Order dated 31 July 2008. The revised Order is attached to this circular.

Changes to the Investment Order include:

- the removal of the ability to invest in the mortgage of land (part (c) of the Investment Order dated 31 July 2008)
- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.

A handwritten signature in blue ink, reading 'Ross Woodward'.

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

Department of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E dlg@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 863 195



LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER
(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government



7. Related Policies and Procedures

N/A

8. Links to the Delivery Program and Operational Plan

The relationship to Waverley Together 3 and Delivery Program 2013-17 is as follows:

Direction: G5 Waverley is financially sustainable with revenue and resources required to support implementation of the community's plans and to provide infrastructure performance and services our community needs.

Strategy: G5a Promote and advocate the provision of financial reporting systems in an accurate, timely, transparent and honest manner to ensure sustainability of public assets and resources.

Deliverable: Financial advice and coordination to ensure Council meets overall budget performance targets provided.

9. Review of Policy

This Policy will be reviewed every ~~one~~ year or as required in the event of legislative changes or requirements. The Policy may also be changed as a result of other amendments. Any amendments to the Policy must be way of a Council resolution or with the approval of the General Manager.



Comments Regarding Recommended Updates to Council's Investment Policy

The proposed amendments to Waverley Council's Investment Policy are aimed at assisting Council to progress in the following stated objectives:

- Acknowledge and act upon Council's intention reduce its exposure to investments in businesses, or banks that provide lending and other services to businesses, in the fossil fuel industry. As non-fossil fuel aligned banks are largely smaller, lower rated institutions, Council's policy limits for lower rated categories will need to be increased.
- Introduce growth asset exposure to the portfolio to better match Council's long-term holdings with long-term investment instruments. This entails allowing for the use of the NSW TCorpIM Medium Term and Long Term Growth Funds. These funds have exposure to growth assets such as property and shares which, when held over long-term time horizons, have historically produced higher returns than cash and short-term fixed interest investments. *A councillor briefing session to discuss the volatility inherent in growth asset exposure has been scheduled.*

The NSW TCorpIM Funds are not considered non-fossil fuel investments.

To help enable the above objectives, the following changes to the Investment Policy are recommended (changes/additions are highlighted in yellow):

- 1) Increase the allowed exposure to the BBB rating category for the entire investment portfolio from 20% to 30%.

Current Overall Portfolio Credit Limits:

Currently, maximum available limits for the entire portfolio in each rating category are as follows:

Portfolio Credit Limits		
Long Term Credit Rating Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%
BBB	-	20%
Specific Ministerial Approved Forms of Investment		
NSW Treasury Corp Deposits and Hour Glass Facilities		100%

**Proposed Update:**

Portfolio Credit Limits		
Long Term Credit Rating Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%
BBB	-	30%
Specific Ministerial Approved Forms of Investment		
NSW Treasury Corp Deposits and TCorpIM Funds		100%

- 2) Increase the allowed exposure to the BBB rating category for each individual institution from 10% to 15%.

Current Individual Institution Credit Limits:

Currently, exposure to individual counterparties/financial institutions is restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Individual Counterparty Limits		
Long Term Credit Rating Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	40%
AA	A-1	25%
A	A-2	20%
BBB	-	10%
NSW Treasury Corp Deposits and Hour Glass Facilities		
11am, Term Deposits or Bonds		50%
Hour Glass Facilities (managed funds)		
Cash Facility and/or Strategic Cash Facility		100%

**Proposed Update:**

Individual Counterparty Limits		
Long Term Credit Rating Categories	Short Term Credit Ratings	Maximum
AAA	A-1+	40%
AA	A-1	25%
A	A-2	20%
BBB	-	15%
NSW TCorpIM Funds		
Cash Fund and/or Strategic Cash Fund		100%
Medium Term Growth Fund		20%
Long Term Growth Fund		10%

Notes:

- These proposed changes to the credit rating limit tables will allow for a higher exposure to longer dated investment options from the non-fossil fuel aligned banks, which are primarily in the BBB credit rating category.

It is possible to achieve a fully non-fossil fuel portfolio with the proposed credit limit changes, but Council will have to be proactive in taking advantage of long term investments in BBB rated bonds and in "green" bonds issued by the higher rated major banks which target the proceeds to ethical/sustainable projects.

- It is proposed that the existing category for NSW TCorp 11am, Term Deposits or Bonds be removed. Council is able to access these types of investments directly from the banks, at a better rate, without going through NSW TCorp.
- The new categories for the NSW TCorpIM Medium Term and Long Term Growth Funds have been included, **but these funds are not free of fossil fuel aligned interests.**

- 3) In section "3. Definitions" added descriptions for the NSW TCorpIM Medium Term Growth Fund and Long Term Growth Fund as follows:

NSW TCorpIM Medium Term Growth and Long Term Growth Funds: - These are diversified funds that invest in a blend of growth assets (e.g. shares & property) and defensive assets (e.g. cash and fixed interest). These funds are designed for investors with longer term time horizons and are able to take additional investment risk in order to generate higher potential returns.

- The Medium Term Growth Fund has growth asset exposure of between 20%-40%. This fund aims to provide a return of CPI + 2%pa over 7 years with greater than 50% probability.



- The Long Term Growth Fund has growth asset exposure of between 60%-80%. This fund aims to provide a return of CPI + 3.5%pa over 10 years with greater than 50% probability.

These funds exhibit a higher degree of volatility in in monthly returns relative to cash and fixed floating rate investments and may have periods of negative returns depending upon market conditions.

- 4) In section 5.1(e), re-worded the section to better reflect Council's commitment to non-fossil fuel aligned investments, as follows:

(e) Investments in non-coal and carbon alternatives.

~~A resolution passed during the Council meeting on 16 August 2016 (CM/7.3/16.08) resolving that Council invests in non-coal and carbon alternatives where financial institutions are offering an equal or better return on investment and within the current Investment Policy risk management guidelines.~~

When managing the investment portfolio, Council will proactively reduce its exposure to, including ADIs that lend to, businesses in the fossil fuel industry

Non-fossil fuel investment considerations will be part of the overall selection process to best meet Council's investment strategy objectives while ensuring compliance with prevailing legislation and this Investment Policy.

This policy acknowledges the long term strategy of Council is to identify those investments that are socially responsible, benefit the community and progress society toward a more sustainable future.

REPORT
CM/7.5/18.07

Subject: Investment Portfolio Report - June 2018

TRIM No: A03/2211

Author: Teena Su, Executive Manager, Financial Waverley

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council:

1. Receives and notes this report.
2. Notes that all investments have been made in accordance with the requirements of section 625 of the *Local Government Act 1993* and directions from the Minister for Local Government, including Ministerial Investment Orders, and Council's Investment Policy.

1. Executive Summary

For the month of June 2018, Council's Investment Portfolio generated 384,846 of interest, and for the financial year to date \$4,281,133.

The interest on investment budget for the 2017/18 financial year was adopted by Council at June 20, 2017 Council meeting and was set at \$3,771,040, It has been revised as per the budget reviews to \$4,167,827.

The interest income for the year to date figure as at 30 June 2018 is tracking at 102.72% (\$4,281,133) of the Current Budget.

2. Introduction/Background

Clause 212 of the *Local Government (General) Regulation* requires that Council be provided with a written report setting out details of all money that the Council has invested under section 625 of the *Local Government Act 1993* and certifying that these investments have been made in accordance with the Act, regulations, Ministerial Investment Orders and Council's Investment Policy.

The following table illustrates the monthly interest income received by Council and how this tracks against the Original Budget and the Current Budget:

Month	2017/18 Budget (\$)	Actual Monthly (\$)	Actual YTD (\$)	Tracking YTD Original Budget %	Tracking Q3 Adjusted Budget %
July	3,771,040	309,311	309,311	8.20%	7.42%
August	3,771,040	411,445	720,756	19.11%	17.29%
September	3,771,040	336,418	1,057,174	28.03%	25.37%
Q1 Amendment	220,746				
October	3,991,786	328,623	1,385,797	36.75%	33.25%
November	3,991,786	411,011	1,796,808	47.65%	43.11%
December	3,991,786	342,756	2,139,565	56.74%	51.34%
January	3,991,786	313,838	2,453,403	65.06%	58.87%
February	3,991,786	395,245	2,848,648	75.54%	68.35%
March	3,991,786	318,338	3,166,985	83.98%	75.99%
Q3 Amendment	176,041				
April	4,167,827	311,949	3,478,935	92.25%	83.47%
May	4,167,827	417,352	3,896,287	103.32%	93.48%
June	4,167,827	384,846	4,281,133	113.53%	102.72%

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 19 June 2018	CM/7.5/18.06	That Council: <ol style="list-style-type: none"> 1. Receives the Investment Portfolio Reports for May 2018. 2. Notes that all investments have been made in accordance with the requirements of section 625 of the Local Government Act 1993 and directions from the Minister for Local Government, including Ministerial Investment Orders and Council's Investment Policy.

4. Discussion

For the year June 2018, Council's cash investment portfolio generated interest earnings of \$4,281,133 or 102.72% of the Current Budget of \$4,167,827.

Council's investment portfolio posted a return of 2.72% pa for the month of June versus the Ausbond Bank Bill Index benchmark return of 1.86% pa. Based on the 'yield only' calculation (Weighted Return of Investments) the portfolio posted a return of 2.84% pa.

Over the last 12 months, Council's investment portfolio has exceeded the Ausbond bank bill index benchmark by 0.91% pa (2.69% vs 1.78% pa).

Portfolio Value

Council's investment portfolio, as at 30 June 2018, has a current market value of \$173,393,380 which represents a gain of \$1,710,702 on the \$171,682,678 face value of the portfolio with the portfolio generating a 2.75% average yield. The table below provides a summary by investment (asset) type.

Asset Group	Face Value	Current value	\$ Gain / (Loss)	Current Yield
Bonds	\$ 3,000,000	\$ 3,054,122	\$ 54,122	3.50%
Cash	\$ 11,701,050	\$ 11,701,050	\$ -	1.02%
Floating Rate Note	\$ 27,800,000	\$ 28,015,028	\$ 215,028	3.31%
Floating Rate Term Deposits	\$ 12,500,000	\$ 12,524,085	\$ 24,085	2.87%
Managed Funds	\$ 6,681,628	\$ 6,681,628	\$ -	1.86%
Term Deposit	\$ 110,000,000	\$ 111,417,467	\$ 1,417,467	2.77%
Total	\$ 171,682,678	\$ 173,393,380	\$ 1,710,702	2.75%

Analysis

Attached to this report is the Summary of Investment Portfolio for the period ending 30 June 2018. These reports are prepared by Council's independent financial advisor, Prudential Investment Services Corp.

Included in these report are tables showing that Council's investment portfolio for the month of June 2018 has exceeded the AusBond bank bill index by 0.87% pa (2.72% to 1.86%pa). The Portfolio outperformed the stated benchmark measure 'Rate of return on cash exceeds AusBond Bank Bill Index' as illustrated in the table below:

Month	Portfolio Return %	Ausbond BB Index %	Variance %
July-17	3.00	1.73	1.27
Aug-17	2.81	1.69	1.13
Sept-17	2.73	1.74	0.99
Oct-17	2.82	1.74	1.08
Nov -17	2.64	1.63	1.00
Dec-17	2.57	1.70	0.87
Jan-18	2.81	1.85	0.96
Feb-18	2.63	1.76	0.87
Mar-18	2.37	1.64	0.73
Apr-18	2.69	2.01	0.68
May-18	2.51	2.05	0.46
June-18	2.72	1.86	0.87
Average % return Over the last 12 months	2.69	1.78	0.91

Fossil Fuel Lending ADIs vs Non-Fossil Fuel Lending ADIs

As at the end of June 2018, 37% of Council's portfolio was invested in non-fossil fuel lending ADIs, while Fossil Fuel Lending ADIs accounted for 59% of the portfolio. The remaining 4% is invested with TCorp.

The non-fossil fuel lending ADIs yielded 2.97% pa during the month of June, while fossil fuel lending ADIs yielded 2.82% during the month.

5. Financial impact statement/Timeframe/Consultation

This report has been prepared in consultation with Council's independent financial advisor, Prudential Investment Services Corp.

6. Conclusion

Council's investment portfolio has accounted a year to date total interest earning of \$4,281,133 as at 30 June 2018, and has outperformed the budgeted interest of \$4,167,827.

7. Attachments

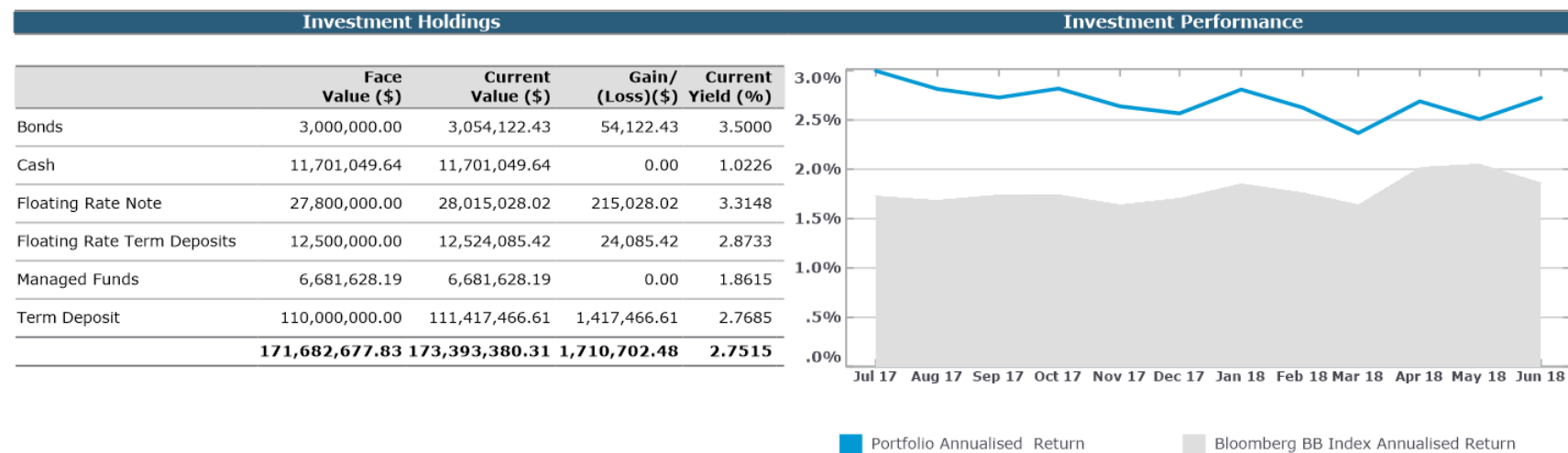
1. Investment Summary Report - June 2018 [↓](#)



Investment Summary Report June 2018

Waverley Council

Executive Summary



Waverley Council

Investment Holdings Report



Cash Accounts								
	Face Value (\$)	Current Yield	Institution	Credit Rating		Current Value (\$)	Deal No.	Reference
	2,650,000.00	1.1000%	Commonwealth Bank of Australia	A-1+		2,650,000.00	120789	24hr Call
	4,132,997.38	1.0000%	Commonwealth Bank of Australia	A-1+		4,132,997.38	120794	General Funds
	216,524.48	1.0000%	Commonwealth Bank of Australia	A-1+		216,524.48	120795	Trust Funds
	2,375,904.35	1.0000%	Commonwealth Bank of Australia	A-1+		2,375,904.35	120796	Cemetery Funds
	2,125,126.65	1.0000%	Commonwealth Bank of Australia	A-1+		2,125,126.65	120797	Depositor Funds
	22,087.84	1.0000%	Commonwealth Bank of Australia	A-1+		22,087.84	120799	Library CP
	115,998.33	1.0000%	Commonwealth Bank of Australia	A-1+		115,998.33	120800	Eastgate CP
	32,266.70	1.0000%	Commonwealth Bank of Australia	A-1+		32,266.70	120801	Hollywood Av CP
	30,143.91	1.0000%	Commonwealth Bank of Australia	A-1+		30,143.91	370151	Library Gift
	11,701,049.64	1.0226%				11,701,049.64		

Managed Funds								
	Face Value (\$)	Current Yield	Institution	Credit Rating	Fund Name	Current Value (\$)	Deal No.	Reference
	2,077,396.74	2.0988%	NSW T-Corp (Cash)	TCc	Strategic Cash Facility	2,077,396.74	411310	Builder Deposits
	4,604,231.45	1.7544%	NSW T-Corp (Cash)	TCc	Cash Facility	4,604,231.45	505262	
	6,681,628.19	1.8615%				6,681,628.19		

Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
10-Jul-18	4,000,000.00	2.7000%	Bank of Queensland	A-2	4,000,000.00	13-Jul-17	4,104,449.32	535454	104,449.32	At Maturity	
17-Jul-18	5,000,000.00	2.6500%	ME Bank	A-2	5,000,000.00	10-Jan-18	5,062,438.36	536129	62,438.36	At Maturity	
24-Jul-18	3,000,000.00	2.5500%	Bank of Queensland	A-2	3,000,000.00	22-Aug-17	3,065,601.37	535631	65,601.37	At Maturity	
14-Aug-18	3,000,000.00	2.6000%	Commonwealth Bank of Australia	A-1+	3,000,000.00	4-Sep-17	3,064,109.59	535686	64,109.59	At Maturity	
21-Aug-18	4,000,000.00	2.6000%	Bank of Queensland	A-2	4,000,000.00	22-Aug-17	4,089,183.56	535632	89,183.56	At Maturity	
24-Aug-18	3,000,000.00	3.1000%	Westpac Group	A-1+	3,000,000.00	24-Aug-16	3,079,241.10	534166	79,241.10	Annually	
29-Aug-18	3,000,000.00	2.6200%	ME Bank	A-2	3,000,000.00	28-Nov-17	3,046,298.63	536003	46,298.63	At Maturity	

Waverley Council

Investment Holdings Report



Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
11-Sep-18	3,000,000.00	2.6000%	National Australia Bank	A-1+	3,000,000.00	13-Sep-17	3,062,186.30	535777	62,186.30	At Maturity	
11-Sep-18	2,500,000.00	2.5800%	Commonwealth Bank of Australia	A-1+	2,500,000.00	30-Aug-17	2,531,808.22	535663	31,808.22	SemiAnnually	
11-Sep-18	4,000,000.00	2.6000%	Commonwealth Bank of Australia	A-1+	4,000,000.00	5-Sep-17	4,051,287.67	535708	51,287.67	SemiAnnually	
26-Sep-18	4,000,000.00	3.1000%	Westpac Group	A-1+	4,000,000.00	20-Sep-16	4,096,482.19	534344	96,482.19	Annually	
26-Sep-18	2,000,000.00	2.6200%	National Australia Bank	A-1+	2,000,000.00	27-Sep-17	2,039,766.58	535804	39,766.58	At Maturity	
2-Oct-18	2,000,000.00	2.6200%	ME Bank	A-2	2,000,000.00	3-Jan-18	2,025,697.53	536118	25,697.53	At Maturity	
16-Oct-18	3,000,000.00	2.7500%	Bank of Queensland	A-2	3,000,000.00	10-Apr-18	3,018,534.25	536529	18,534.25	At Maturity	
23-Oct-18	3,000,000.00	2.6500%	AMP Bank	A-1	3,000,000.00	17-Jan-18	3,035,938.36	536139	35,938.36	At Maturity	
30-Oct-18	3,000,000.00	2.7500%	Bank of Queensland	A-2	3,000,000.00	11-Apr-18	3,018,308.22	536533	18,308.22	At Maturity	
6-Nov-18	2,000,000.00	3.0000%	Westpac Group	A-1+	2,000,000.00	3-Nov-16	2,039,452.05	534489	39,452.05	Annually	
13-Nov-18	2,000,000.00	2.6500%	AMP Bank	A-1	2,000,000.00	8-Feb-18	2,020,764.38	536221	20,764.38	At Maturity	
21-Nov-18	1,000,000.00	2.6000%	Bank of Queensland	A-2	1,000,000.00	22-Nov-17	1,015,742.47	535982	15,742.47	At Maturity	
27-Nov-18	3,000,000.00	2.8200%	Rural Bank	A-2	3,000,000.00	31-May-18	3,007,185.21	536685	7,185.21	At Maturity	
4-Dec-18	2,000,000.00	2.6500%	ME Bank	A-2	2,000,000.00	13-Dec-17	2,029,041.10	536084	29,041.10	At Maturity	
5-Dec-18	3,000,000.00	2.6500%	Credit Union Australia	A-2	3,000,000.00	6-Dec-17	3,045,086.30	536064	45,086.30	At Maturity	
18-Dec-18	3,000,000.00	2.6500%	Credit Union Australia	A-2	3,000,000.00	7-Mar-18	3,025,265.75	536367	25,265.75	At Maturity	
8-Jan-19	3,000,000.00	2.8000%	Suncorp Bank	A-1	3,000,000.00	14-Jun-18	3,003,912.33	536751	3,912.33	At Maturity	
15-Jan-19	1,000,000.00	2.5800%	Commonwealth Bank of Australia	A-1+	1,000,000.00	7-Feb-18	1,010,178.63	536210	10,178.63	At Maturity	
22-Jan-19	2,000,000.00	2.6100%	Commonwealth Bank of Australia	A-1+	2,000,000.00	20-Feb-18	2,018,734.79	536246	18,734.79	At Maturity	
26-Feb-19	3,000,000.00	2.6200%	Westpac Group	A-1+	3,000,000.00	27-Feb-18	3,007,321.64	536315	7,321.64	Quarterly	
12-Mar-19	2,500,000.00	2.6800%	Westpac Group	A-1+	2,500,000.00	14-Mar-18	2,503,120.55	536438	3,120.55	Quarterly	
19-Mar-19	2,500,000.00	2.8000%	Suncorp Bank	A-1	2,500,000.00	19-Jun-18	2,502,301.37	536756	2,301.37	At Maturity	
2-Apr-19	3,000,000.00	2.8300%	Rural Bank	A-2	3,000,000.00	8-May-18	3,012,560.55	536617	12,560.55	At Maturity	
23-Apr-19	2,000,000.00	2.7700%	Westpac Group	A-1+	2,000,000.00	24-Apr-18	2,010,321.10	536548	10,321.10	Quarterly	
15-May-19	3,000,000.00	2.9000%	Bendigo and Adelaide Bank	A-2	3,000,000.00	18-May-17	3,010,487.67	535251	10,487.67	Annually	

Waverley Council

Investment Holdings Report



Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
4-Jun-19	3,000,000.00	2.8200%	Bendigo and Adelaide Bank	A-2	3,000,000.00	30-May-18	3,007,416.99	536672	7,416.99	At Maturity	
26-Aug-19	2,000,000.00	3.2000%	Westpac Group	AA-	2,000,000.00	24-Aug-16	2,054,531.51	534167	54,531.51	Annually	
24-Sep-19	3,000,000.00	2.9000%	Bank of Queensland	BBB+	3,000,000.00	20-Sep-17	3,067,693.15	535796	67,693.15	Annually	
22-Oct-19	4,000,000.00	2.8900%	ING Bank (Australia)	A	4,000,000.00	13-Nov-17	4,072,843.84	535953	72,843.84	Annually	
29-Oct-19	2,500,000.00	2.9700%	ING Bank (Australia)	A	2,500,000.00	1-Nov-17	2,549,228.77	535905	49,228.77	Annually	
8-Jun-21	6,000,000.00	3.1500%	Westpac Group	AA-	6,000,000.00	6-Jun-18	6,012,945.21	536715	12,945.21	Quarterly	
110,000,000.00		2.7685%			110,000,000.00		111,417,466.61		1,417,466.61		

Floating Rate Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
11-Jun-19	3,000,000.00	2.8281%	Westpac Group 3moBBSW+0.76%	A-1+	3,000,000.00	14-Jun-18	3,003,951.59	536749	3,951.59	14-Sep-18	
18-Jun-19	4,000,000.00	2.8281%	Westpac Group 3moBBSW+0.76%	A-1+	4,000,000.00	14-Jun-18	4,005,268.79	536750	5,268.79	18-Sep-18	
16-May-22	2,500,000.00	3.0000%	Westpac Group 3moBBSW+1.10%	AA-	2,500,000.00	16-May-17	2,509,452.05	535241	9,452.05	16-Aug-18	
10-Jun-21	3,000,000.00	3.1361%	Commonwealth Bank of Australia ¾yr@4% then BBSW+1.08%	AA-	3,000,000.00	10-Jun-16	3,005,412.99	535380	5,412.99	10-Sep-18	
12,500,000.00		2.9364%			12,500,000.00		12,524,085.42		24,085.42		

Floating Rate Notes											
Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
14-Nov-18	2,000,000.00	3.1850%	BEN Snr FRN (Nov18) BBSW+1.27%	A-2	2,004,260.00	5-Feb-14	2,013,756.99	420520	8,376.99	14-Aug-18	
29-Nov-19	2,000,000.00	3.4400%	GBS Snr FRN (Nov19) BBSW+1.50%	BBB	2,000,000.00	29-Nov-16	2,008,537.83	534564	6,220.27	29-Aug-18	
21-Feb-20	3,000,000.00	3.0342%	BEN Snr FRN (Feb20) BBSW+1.10%	BBB+	3,000,000.00	21-Nov-16	3,022,884.84	534540	10,224.84	21-Aug-18	
20-Mar-20	3,000,000.00	3.3927%	CUA Snr FRN (Mar20) BBSW+1.30%	BBB	3,000,000.00	20-Mar-17	3,015,277.37	534995	3,067.37	20-Sep-18	

Waverley Council

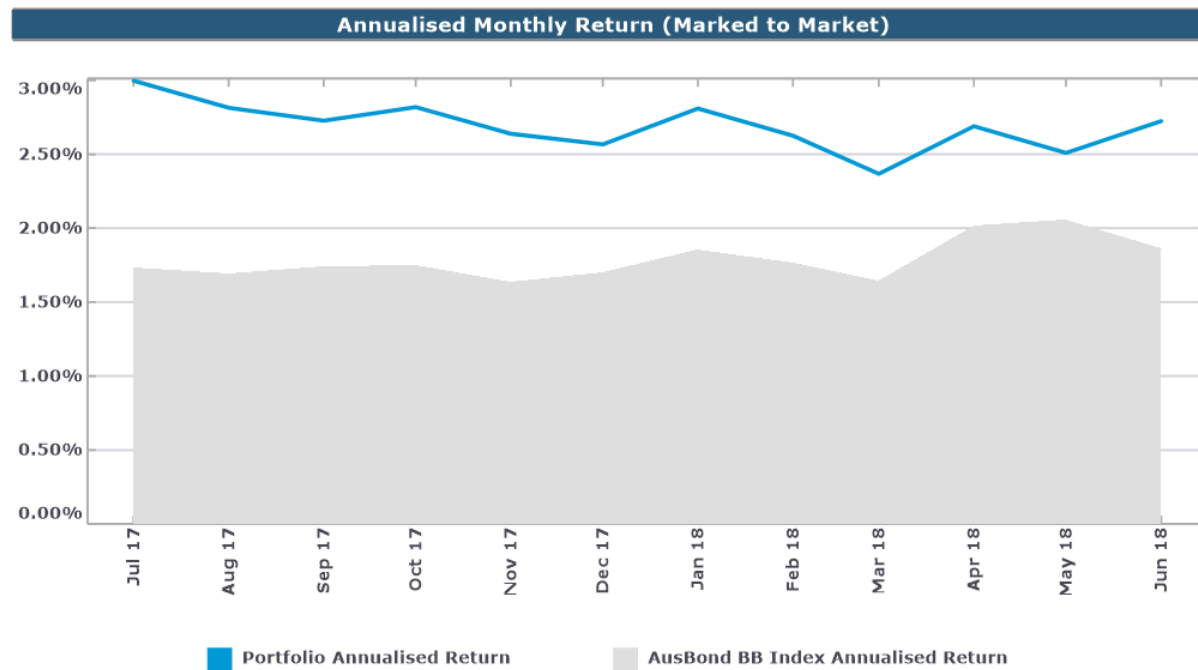
Investment Holdings Report



Floating Rate Notes											
Maturity Date	Face Value (\$)	Current Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Reference Date	
20-Mar-20	3,200,000.00	3.3927%	CUA Snr FRN (Mar20) BBSW+1.30%	BBB	3,235,232.00	24-Nov-17	3,216,295.86	535984	3,271.86	20-Sep-18	
7-Apr-20	3,000,000.00	3.3950%	NPBS Snr FRN (Apr20) BBSW+1.35%	BBB	3,000,000.00	7-Apr-15	3,034,920.41	504013	23,160.41	9-Jul-18	
7-Apr-20	1,000,000.00	3.3950%	NPBS Snr FRN (Apr20) BBSW+1.35%	BBB	1,011,250.00	1-Dec-17	1,011,640.14	536004	7,720.14	9-Jul-18	
9-Nov-20	2,250,000.00	3.2050%	ME Bank Snr FRN (Nov20) BBSW+1.25%	BBB	2,250,000.00	9-Nov-17	2,260,606.13	535919	10,471.13	9-Aug-18	
12-Apr-21	1,500,000.00	3.4350%	SUN Snr FRN (Apr21) BBSW+1.38%	A+	1,500,000.00	12-Apr-16	1,535,353.15	533415	11,293.15	12-Jul-18	
16-Apr-21	2,500,000.00	3.3500%	ME Bank Snr FRN (Apr21) BBSW+1.27%	BBB	2,500,000.00	17-Apr-18	2,515,833.90	536513	17,208.90	16-Jul-18	
18-May-21	2,000,000.00	3.4150%	BoQ Snr FRN (May21) BBSW+1.48%	BBB+	2,000,000.00	18-May-16	2,032,973.42	533605	8,233.42	20-Aug-18	
25-Jan-23	1,250,000.00	3.1050%	BEN Snr FRN (Jan23) BBSW+1.05%	BBB+	1,250,000.00	25-Jan-18	1,247,480.65	536145	7,018.15	25-Jul-18	
6-Feb-23	1,100,000.00	3.3950%	NPBS Snr FRN (Feb23) BBSW+1.40%	BBB	1,100,000.00	6-Feb-18	1,099,467.33	536174	5,627.33	7-Aug-18	
27,800,000.00		3.3148%			27,850,742.00		28,015,028.02		121,893.96		

Fixed Rate Bonds											
Maturity Date	Face Value (\$)	Coupon	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
20-Oct-20	3,000,000.00	3.5000%	SUN Snr Bond (Oct20) 3.50%	A+	3,042,780.00	18-May-18	3,054,122.43	536638	20,432.43	3.0000%	
3,000,000.00					3,042,780.00		3,054,122.43		20,432.43	3.0000%	

Waverley Council
Investment Performance Report



Historical Performance Summary			
	Portfolio	AusBond BB Index	Outperformance
Jun 2018	2.72%	1.86%	0.87%
Last 3 Months	2.64%	1.98%	0.66%
Last 6 Months	2.62%	1.86%	0.76%
Financial Year to Date	2.69%	1.78%	0.91%
Last 12 months	2.69%	1.78%	0.91%

Waverley Council

Accrued Interest Report - June 2018



Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Bonds									
SUN Snr Bond (Oct20) 3.50%	536638		3,000,000.00	18-May-18	20-Oct-20		30	8,513.52	3.45%
Bonds Total								8,513.52	3.45%
Floating Rate Note									
BEN Snr FRN (Nov18) BBSW+1.27%	420520		2,000,000.00	10-Feb-14	14-Nov-18		30	5,235.62	3.19%
WBC Snr FRN (May19) BBSW+1.00%	533331		0.00	11-Mar-16	10-May-19	19,734.25	13	7,329.87	2.94%
GBS Snr FRN (Nov19) BBSW+1.50%	534564		2,000,000.00	29-Nov-16	29-Nov-19		30	5,654.79	3.44%
BEN Snr FRN (Feb20) BBSW+1.10%	534540		3,000,000.00	21-Nov-16	21-Feb-20		30	7,481.59	3.03%
CUA Snr FRN (Mar20) BBSW+1.30%	534995		3,000,000.00	20-Mar-17	20-Mar-20	24,688.77	30	8,166.14	3.31%
CUA Snr FRN (Mar20) BBSW+1.30%	535984		3,200,000.00	24-Nov-17	20-Mar-20	26,334.68	30	8,710.54	3.31%
NPBS Snr FRN (Apr20) BBSW+1.35%	504013		3,000,000.00	07-Apr-15	07-Apr-20		30	8,371.23	3.39%
NPBS Snr FRN (Apr20) BBSW+1.35%	536004		1,000,000.00	01-Dec-17	07-Apr-20		30	2,790.41	3.39%
ME Bank Snr FRN (Nov20) BBSW+1.25%	535919		2,250,000.00	09-Nov-17	09-Nov-20		30	5,927.05	3.20%
SUN Snr FRN (Apr21) BBSW+1.38%	533415		1,500,000.00	12-Apr-16	12-Apr-21		30	4,234.93	3.43%
ME Bank Snr FRN (Apr21) BBSW+1.27%	536513		2,500,000.00	17-Apr-18	16-Apr-21		30	6,883.56	3.35%
BoQ Snr FRN (May21) BBSW+1.48%	533605		2,000,000.00	18-May-16	18-May-21		30	5,613.69	3.41%
BEN Snr FRN (Jan23) BBSW+1.05%	536145		1,250,000.00	25-Jan-18	25-Jan-23		30	3,190.07	3.11%
NPBS Snr FRN (Feb23) BBSW+1.40%	536174		1,100,000.00	06-Feb-18	06-Feb-23		30	3,069.45	3.39%
Floating Rate Note Total						70,757.70		82,658.94	3.26%
Floating Rate Term Deposits									
Westpac Group	535380		3,000,000.00	10-Jun-16	10-Jun-21		17	3,951.59	2.83%
Westpac Group	536750		4,000,000.00	14-Jun-18	18-Jun-19		17	5,268.79	2.83%
Commonwealth Bank of Australia	535380		3,000,000.00	10-Jun-16	10-Jun-21	22,647.12	30	7,605.28	3.08%

Waverley Council
Accrued Interest Report - June 2018



Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Westpac Group	535241		2,500,000.00	16-May-17	16-May-22		30	6,164.38	3.00%
Floating Rate Term Deposits Total						22,647.12		22,990.04	2.95%
Managed Funds									
Strategic Cash Facility	411310	Builder Deposits	2,077,396.74	01-Dec-15			30	3,543.49	2.10%
Cash Facility	505262		4,604,231.45	30-Jul-15			30	6,576.79	1.75%
Managed Funds Total								10,120.28	1.86%
Term Deposits									
Bendigo and Adelaide Bank	535358		6,000,000.00	14-Jun-17	06-Jun-18	158,449.32	5	2,219.18	2.70%
Suncorp Bank	535882		2,500,000.00	18-Oct-17	19-Jun-18	42,616.44	18	3,143.84	2.55%
Suncorp Bank	536049		3,000,000.00	05-Dec-17	26-Jun-18	43,547.67	25	5,363.01	2.61%
Bank of Queensland	535454		4,000,000.00	13-Jul-17	10-Jul-18		30	8,876.72	2.70%
ME Bank	536129		5,000,000.00	10-Jan-18	17-Jul-18		30	10,890.41	2.65%
Bank of Queensland	535631		3,000,000.00	22-Aug-17	24-Jul-18		30	6,287.67	2.55%
Commonwealth Bank of Australia	535686		3,000,000.00	04-Sep-17	14-Aug-18		30	6,410.96	2.60%
Bank of Queensland	535632		4,000,000.00	22-Aug-17	21-Aug-18		30	8,547.94	2.60%
Westpac Group	534166		3,000,000.00	24-Aug-16	24-Aug-18		30	7,643.84	3.10%
ME Bank	536003		3,000,000.00	28-Nov-17	29-Aug-18		30	6,460.27	2.62%
Commonwealth Bank of Australia	535663		2,500,000.00	30-Aug-17	11-Sep-18		30	5,301.37	2.58%
Commonwealth Bank of Australia	535708		4,000,000.00	05-Sep-17	11-Sep-18		30	8,547.94	2.60%
National Australia Bank	535777		3,000,000.00	13-Sep-17	11-Sep-18		30	6,410.96	2.60%
Westpac Group	534344		4,000,000.00	20-Sep-16	26-Sep-18		30	10,191.78	3.10%
National Australia Bank	535804		2,000,000.00	27-Sep-17	26-Sep-18		30	4,306.85	2.62%
ME Bank	536118		2,000,000.00	03-Jan-18	02-Oct-18		30	4,306.85	2.62%

Waverley Council
Accrued Interest Report - June 2018



Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
Bank of Queensland	536529		3,000,000.00	10-Apr-18	16-Oct-18		30	6,780.83	2.75%
AMP Bank	536139		3,000,000.00	17-Jan-18	23-Oct-18		30	6,534.25	2.65%
Bank of Queensland	536533		3,000,000.00	11-Apr-18	30-Oct-18		30	6,780.82	2.75%
Westpac Group	534489		2,000,000.00	03-Nov-16	06-Nov-18		30	4,931.50	3.00%
AMP Bank	536221		2,000,000.00	08-Feb-18	13-Nov-18		30	4,356.16	2.65%
Bank of Queensland	535982		1,000,000.00	22-Nov-17	21-Nov-18		30	2,136.99	2.60%
Rural Bank	536685		3,000,000.00	31-May-18	27-Nov-18		30	6,953.43	2.82%
ME Bank	536084		2,000,000.00	13-Dec-17	04-Dec-18		30	4,356.17	2.65%
Credit Union Australia	536064		3,000,000.00	06-Dec-17	05-Dec-18		30	6,534.25	2.65%
Credit Union Australia	536367		3,000,000.00	07-Mar-18	18-Dec-18		30	6,534.24	2.65%
Suncorp Bank	536751		3,000,000.00	14-Jun-18	08-Jan-19		17	3,912.33	2.80%
Commonwealth Bank of Australia	536210		1,000,000.00	07-Feb-18	15-Jan-19		30	2,120.55	2.58%
Commonwealth Bank of Australia	536246		2,000,000.00	20-Feb-18	22-Jan-19		30	4,290.41	2.61%
Westpac Group	536315		3,000,000.00	27-Feb-18	26-Feb-19		30	6,460.27	2.62%
Westpac Group	536438		2,500,000.00	14-Mar-18	12-Mar-19	16,887.67	30	5,506.85	2.68%
Suncorp Bank	536756		2,500,000.00	19-Jun-18	19-Mar-19		12	2,301.37	2.80%
Rural Bank	536617		3,000,000.00	08-May-18	02-Apr-19		30	6,978.08	2.83%
Westpac Group	536548		2,000,000.00	24-Apr-18	23-Apr-19		30	4,553.43	2.77%
Bendigo and Adelaide Bank	535251		3,000,000.00	18-May-17	15-May-19		30	7,150.68	2.90%
Bendigo and Adelaide Bank	536672		3,000,000.00	30-May-18	04-Jun-19		30	6,953.43	2.82%
Westpac Group	534167		2,000,000.00	24-Aug-16	26-Aug-19		30	5,260.28	3.20%
Bank of Queensland	535796		3,000,000.00	20-Sep-17	24-Sep-19		30	7,150.68	2.90%
ING Bank (Australia)	535953		4,000,000.00	13-Nov-17	22-Oct-19		30	9,501.37	2.89%

Waverley Council - Investment Summary Report



Page 10 of 18.

Waverley Council
Accrued Interest Report - June 2018



Accrued Interest Report									
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return
ING Bank (Australia)	535905		2,500,000.00	01-Nov-17	29-Oct-19		30	6,102.74	2.97%
Westpac Group	536715		6,000,000.00	06-Jun-18	08-Jun-21		25	12,945.21	3.15%
Term Deposits Total						261,501.10		251,995.91	2.76%
						354,905.92		376,278.69	<u>2.84%</u>

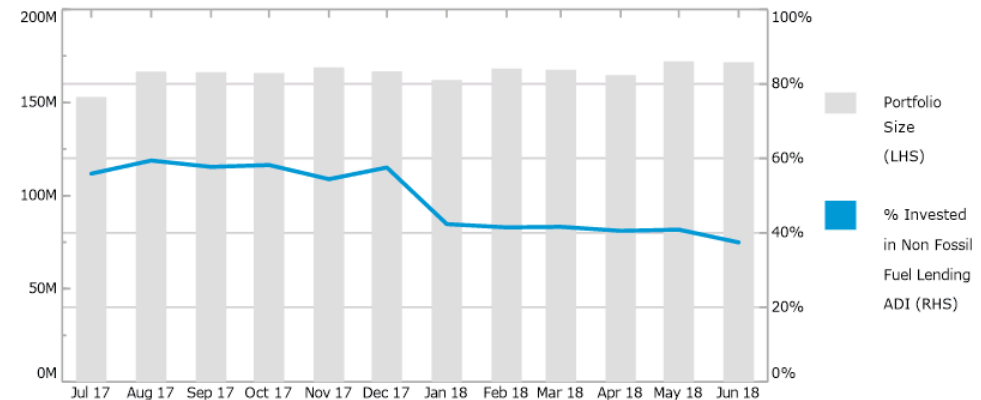
Waverley Council Environmental Commitments Report



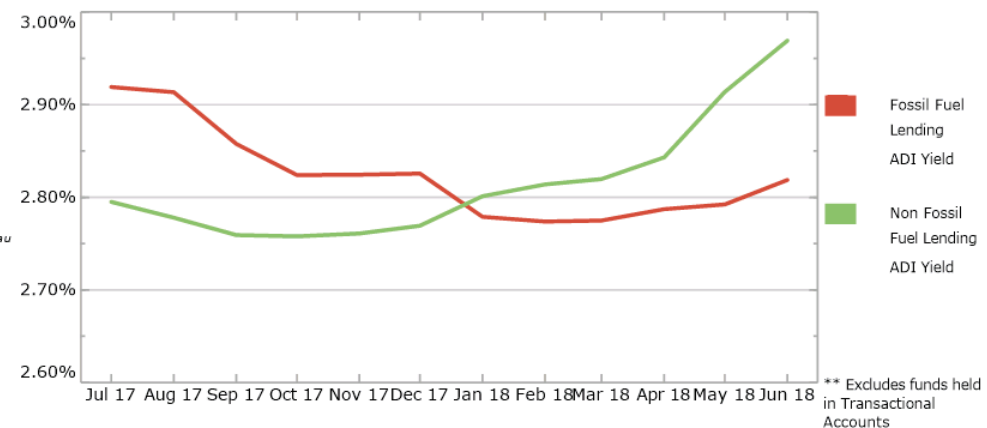
Current Breakdown Historical Portfolio Exposure to Non Fossil Fuel Lending ADIs

ADI Lending Status *	Current Month (\$)	Previous Month (\$)
Fossil Fuel Lending ADIs		
AMP Bank	5,000,000	5,000,000
Bank of Queensland	23,000,000	23,000,000
Commonwealth Bank of Australia	27,201,050	27,540,809
ING Group	6,500,000	6,500,000
National Australia Bank	5,000,000	5,000,000
Westpac Group	34,000,000	28,000,000
	100,701,050	95,040,809
	59%	55%
Non Fossil Fuel Lending ADIs		
Bendigo and Adelaide Bank	12,250,000	18,250,000
Credit Union Australia	12,200,000	12,200,000
Greater Building Society	2,000,000	2,000,000
Members Equity Bank	16,750,000	16,750,000
Newcastle Permanent Building Society	5,100,000	5,100,000
Rural Bank	6,000,000	6,000,000
Suncorp Bank	10,000,000	10,000,000
	64,300,000	70,300,000
	37%	41%
Other		
NSW T-Corp (Cash)	6,681,628	6,671,508
	6,681,628	6,671,508
	4%	4%
	171,682,678	172,012,317

* source: <http://www.marketforces.org.au>

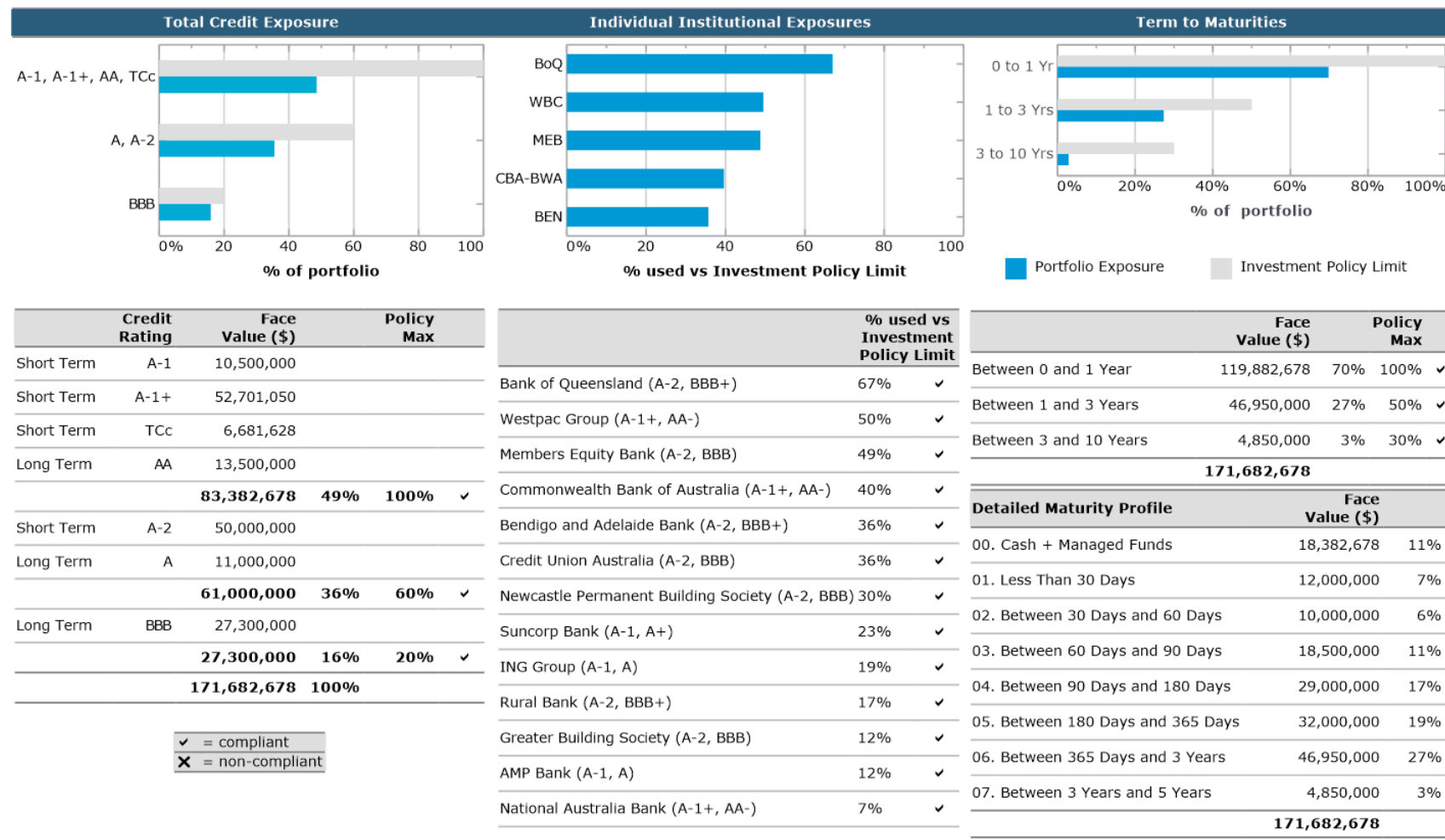


Weighted Average Yield - Fossil Fuel vs Non Fossil Fuel Lending ADI



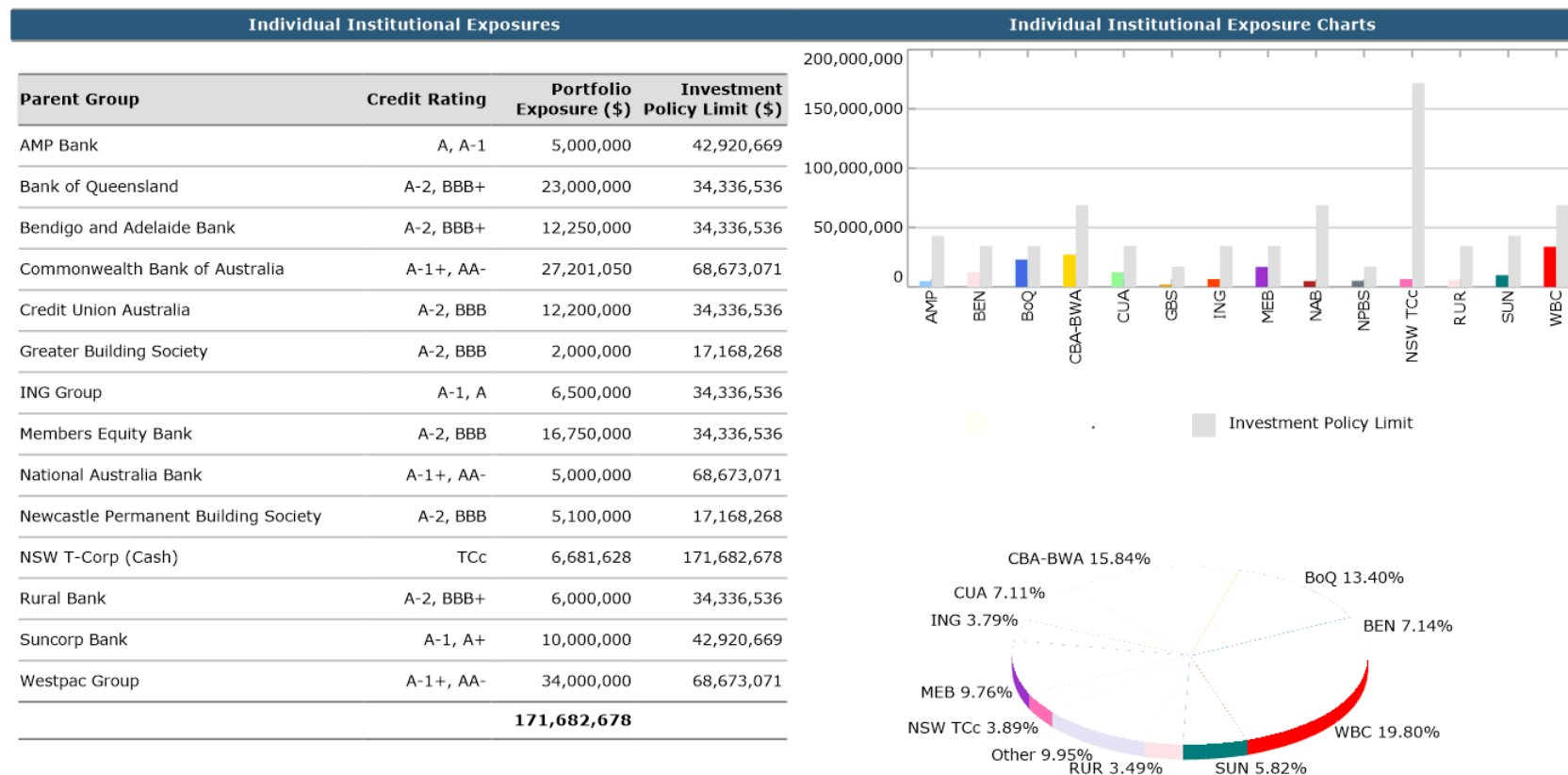
Waverley Council

Investment Policy Compliance Report



Waverley Council

Individual Institutional Exposures Report



Waverley Council Cash Flows Report



Current Month Cashflows						
Transaction Date	Deal No.	Cashflow Counterparty		Asset Type	Cashflow Description	Cashflow Received
6-Jun-18	535358	Bendigo and Adelaide Bank		Term Deposits	Interest - Received	158,449.32
		Bendigo and Adelaide Bank		Term Deposits	Maturity Face Value - Received	6,000,000.00
					Deal Total	6,158,449.32
	536715	Westpac Group		Term Deposits	Settlement Face Value - Paid	-6,000,000.00
					Deal Total	-6,000,000.00
		Day Total				
12-Jun-18	535380	Commonwealth Bank of Australia	Floating Rate Term Deposits		Interest - Received	22,647.12
					Deal Total	22,647.12
		Day Total				
14-Jun-18	533331	Westpac Group	Floating Rate Note	Discount - Received		37,665.75
		Westpac Group	Floating Rate Note	Settlement Accrued Coupon - Received		19,734.25
		Westpac Group	Floating Rate Note	Settlement Face Value - Received		7,000,000.00
					Deal Total	7,057,400.00
	536438	Westpac Group		Term Deposits	Interest - Received	16,887.67
					Deal Total	16,887.67
		536749	Westpac Group	Floating Rate Term Deposits		Settlement Face Value - Paid
				Deal Total	-3,000,000.00	
536750	Westpac Group		Floating Rate Term Deposits		Settlement Face Value - Paid	-4,000,000.00
				Deal Total	-4,000,000.00	
	536751	Suncorp Bank	Term Deposits		Settlement Face Value - Paid	-3,000,000.00
			Deal Total	-3,000,000.00		
Day Total					-2,925,712.33	
19-Jun-18	535882	Suncorp Bank	Term Deposits	Maturity Face Value - Received		2,500,000.00
		Suncorp Bank	Term Deposits	Interest - Received		42,616.44
					Deal Total	2,542,616.44
	536756	Suncorp Bank		Term Deposits	Settlement Face Value - Paid	-2,500,000.00
					Deal Total	-2,500,000.00

Waverley Council Cash Flows Report



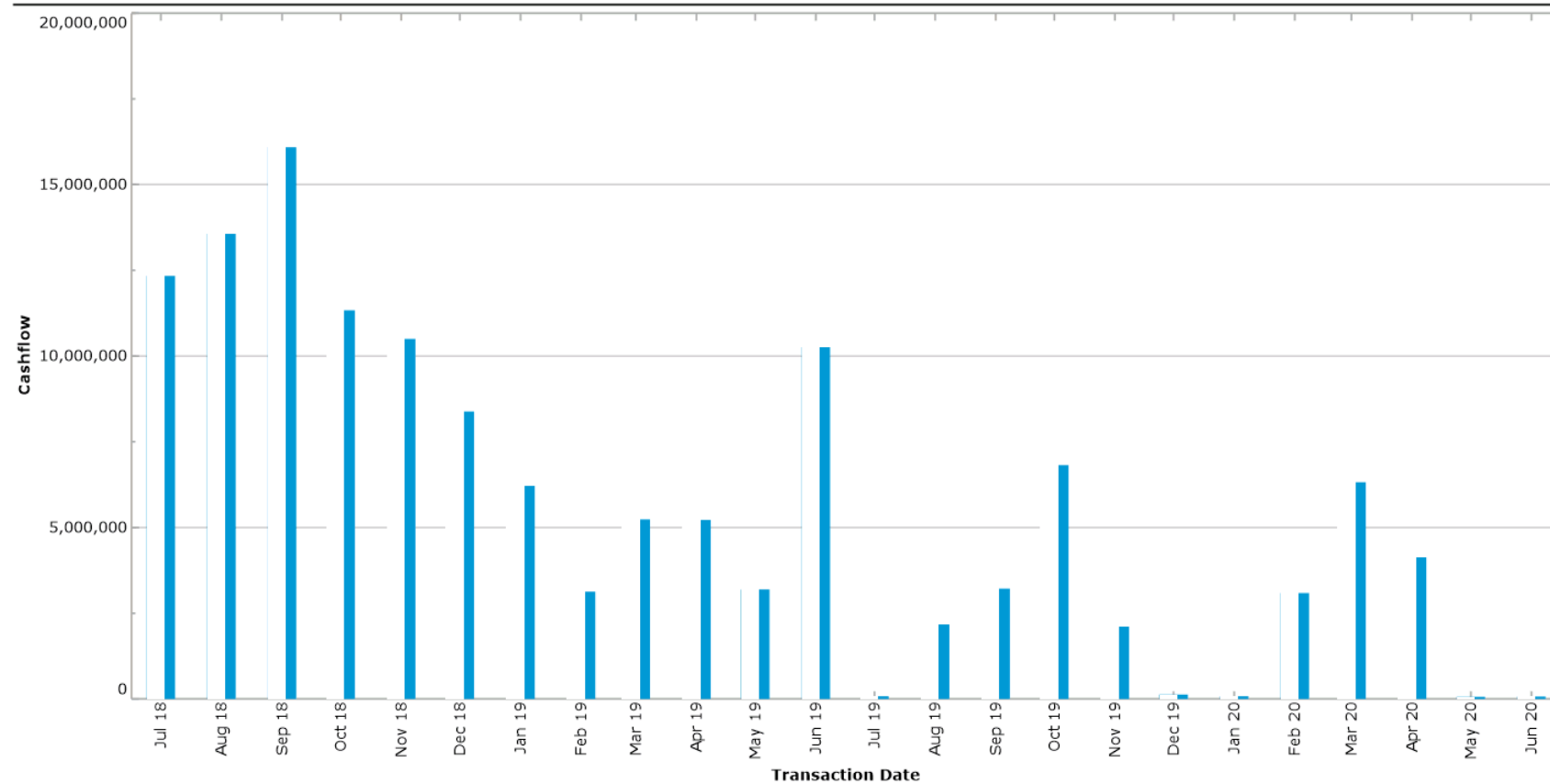
Current Month Cashflows					
<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
Day Total					42,616.44
20-Jun-18	534995	Credit Union Australia	Floating Rate Note	Coupon - Received	24,688.77
<u>Deal Total</u>					<u>24,688.77</u>
	535984	Credit Union Australia	Floating Rate Note	Coupon - Received	26,334.68
<u>Deal Total</u>					<u>26,334.68</u>
Day Total					51,023.45
26-Jun-18	536049	Suncorp Bank	Term Deposits	Maturity Face Value - Received	3,000,000.00
		Suncorp Bank	Term Deposits	Interest - Received	43,547.67
<u>Deal Total</u>					<u>3,043,547.67</u>
Day Total					3,043,547.67
Net Cash Movement for Period					392,571.67

Next Month Cashflows					
<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
9-Jul-18	504013	Newcastle Permanent Building Society	Floating Rate Note	Coupon - Received	25,392.74
<u>Deal Total</u>					<u>25,392.74</u>
	536004	Newcastle Permanent Building Society	Floating Rate Note	Coupon - Received	8,464.25
<u>Deal Total</u>					<u>8,464.25</u>
Day Total					33,856.99
10-Jul-18	535454	Bank of Queensland	Term Deposit	Interest - Received	107,112.33
		Bank of Queensland	Term Deposit	Maturity Face Value - Received	4,000,000.00
<u>Deal Total</u>					<u>4,107,112.33</u>
Day Total					4,107,112.33
12-Jul-18	533415	Suncorp Bank	Floating Rate Note	Coupon - Received	12,845.96
<u>Deal Total</u>					<u>12,845.96</u>
Day Total					12,845.96
16-Jul-18	536513	ME Bank	Floating Rate Note	Coupon - Received	20,650.68
<u>Deal Total</u>					<u>20,650.68</u>

Waverley Council Cash Flows Report



Next Month Cashflows					
<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
Day Total					20,650.68
17-Jul-18	536129	ME Bank	Term Deposit	Interest - Received	68,246.58
		ME Bank	Term Deposit	Maturity Face Value - Received	5,000,000.00
<u>Deal Total</u>					<u>5,068,246.58</u>
Day Total					5,068,246.58
24-Jul-18	535631	Bank of Queensland	Term Deposit	Interest - Received	70,421.92
		Bank of Queensland	Term Deposit	Maturity Face Value - Received	3,000,000.00
<u>Deal Total</u>					<u>3,070,421.92</u>
	536548	Westpac Group	Term Deposit	Interest - Received	13,812.05
<u>Deal Total</u>					<u>13,812.05</u>
Day Total					3,084,233.97
25-Jul-18	536145	Bendigo and Adelaide Bank	Floating Rate Note	Coupon - Received	9,570.21
<u>Deal Total</u>					<u>9,570.21</u>
Day Total					9,570.21
Net Cash Movement for Period					12,336,516.71

Waverley Council
Cash Flows Report

**REPORT
CM/7.6/18.07**

Subject: Status of Council Resolutions

TRIM No.: A17/0673

Author: Natalie Kirkup, Governance and Internal Ombudsman Officer

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council:

1. Receives and notes this report on the status of Mayoral Minutes and Notices of Motion adopted by Council from September 2012 to May 2018.
2. Notes that all resolutions of Council are being tracked, but only Mayoral Minutes and Notices of Motion have been requested to be reported back to Council on a quarterly basis.

1. Executive Summary

At its meeting on 17 April 2018, Council requested Council officers to provide a quarterly progress report to Council on all Notices of Motions and Mayoral Minutes adopted by Council during the 2012–2017 Council term and the 2017–2020 Council term.

The resolutions from the period September 2012 to May 2018 are tracked by Internal Ombudsman, Governance and Civic in a resolution tracking sheet. The tracking sheet is updated by the Executive Leadership Team. Mayoral Minutes and Notices of Motion have been compiled into tables, which detail which resolutions have been finalised and those that remain active, as advised by the Executive Leadership Team. Further detail has been provided on some of the active resolutions, as requested. The tables are attached to this report.

The Mayoral Minute table (Attachment 1) consists of 89 resolutions, of these 75 (84.2%) have been finalised. The Notice of Motion table (Attachment 2) consists of 257 resolutions, of these 183 (71.2%) have been finalised.

It is recommended that Council receives and notes this report.

2. Introduction/Background

At its meeting on 17 April 2018, Council requested Council officers provide a quarterly progress report to Council on all Councillor Notices of Motions and Mayoral Minutes adopted by Council during the 2012-2017 Council term and the 2017-2020 Council term.

A list of all Mayoral Minutes and Notices of Motion from September 2012 to May 2018 has been compiled. The resolutions have been sorted into directorates, and their status identified as 'finalised' or 'active' by the responsible director. 'Finalised' means all actions and/or follow-up have been completed or no further progress can be made to execute the resolution. 'Active' means action has commenced and/or there are items pending for further work and/or follow-up is required to finalise the resolution.

Mayoral Minutes have been grouped into one table and are appended to this report at Attachment 1. The Notices of Motion have been grouped into a separate table and are appended to this report at Attachment 2.

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 17 April 2018	CM/8.4/18.04	That: 1. Council officers provide a quarterly progress report to Council on all Councillor Notices of Motions and Mayoral Minutes adopted by Council during the 2012-2017 and the 2017-2020 Council terms. 2. The report provides a short summary on the progress of each resolution, and completed resolutions remain in the report for ease of reference.
Operations Committee Meeting 21 February 2017	OC/5.6/17.02	That Council: 1. Defers the report for an amended report to be tabled at a future Council meeting. 2. Notes that Appendix 1 and 2 have the incorrect numbers. 3. Notes file no A15/0272 meeting date was 18 and not 22 October 2016. 4. Further clarifies all active items in Attachment 1 to outline exactly which actions have taken place and which ones are yet to take place. 5. Add Motion numbers to each item rather than file numbers as Councillors cannot access internal file numbers. 6. Removes the following motions from the Action list as they have been completed: a. 10.1/ 16.8 Lease 276 Bronte Road. b. 4.3/16.08 Traffic Committee. c. 7.8/16.08 Bronte Pool Relining Tender. 7. Move the following motions from Attachment 2 to Attachment 1 as they have not been completed: a. NM45/14 (16/9/14) RE Council Resolutions. 8. Invites Councillors to forward additional items that have been mis-categorised or where additional information is required to assess whether the item has been acted on or not to the General Manager for inclusion in the future report.

Council Meeting 19 July 2016	CM/9.3/16.07	<p>That:</p> <ol style="list-style-type: none"> 1. Status reports be compiled detailing all the Council motions of the last 4 years requiring action and/or follow up. 2. These reports be presented incrementally at the next and subsequent Council meetings for discussion. 3. These report also be distributed to Councillors (or former Councillors, should amalgamation proceed in the interim) under separate email prior to the Council meeting. 4. The list of outstanding motions be placed on a Council agenda for the administrator's consideration.
Operations Committee Meeting 3 November 2015	OC/5.3/15.11	That Council receives and notes this report on the status of Notices of Motions and Mayoral Minutes adopted by Council from July 2008 to December 2014.
Council Meeting 16 September 2014	NM.45/14	<p>That the General Manager:</p> <ol style="list-style-type: none"> 1. Reviews Council's June 2011 report of outstanding Notices of Motions and Mayoral Minutes, plus those resolved since that time, to determine which: <ul style="list-style-type: none"> • Are outstanding with no action to date, • Have had some action initiated but are not completed; and • Have been actioned and completed. 2. Presents a report to Council on the above review, with Motions being grouped by context, where possible. 3. Implements a system of tracking resolutions via the use of InfoCouncil to ensure they are acted upon in a timely manner. 4. Reports on a six monthly basis on the status of Motions.

4. Discussion

The resolution tracking sheet is compiled by Internal Ombudsman, Governance and Civic, and contains all resolutions requiring action by officers. The tracking sheet is updated after each meeting of Council, where resolutions are allocated to a directorate for action. It is the responsibility of the Executive Leadership Team to update the status of the resolutions for their respective areas.

Following is a breakdown of all resolutions contained in the tracking sheet by year:

- 2012 – 108 resolutions with 1 active.
- 2013 – 370 resolutions with 1 active.
- 2014 – 280 resolutions with 8 active.
- 2015 – 245 resolutions with 7 active.
- 2016 – 205 resolutions with 13 active.
- 2017 – 253 resolutions with 56 active.
- 2018 – 132 resolutions with 78 active.

5. Financial impact statement/Timeframe/Consultation**Financial Impact Statement**

There has been no additional cost to Council in preparing this report.

Timeframe

This report covers the period September 2012 to May 2018.

Consultation

The status of the resolutions contained in the attachments to this report have been provided by the Executive Leadership Team.

6. Conclusion

This report provides the status of Mayoral Minutes and Notices of Motion adopted by Council from September 2012 to May 2018. It is recommended that Council receive and note this report.

7. Attachments

1. Mayoral Minutes - September 2012 to May 2018 [↓](#)
2. Notices of Motion - September 2012 to May 2018 [↓](#)

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
4/09/12	1209.6.1	North Bondi RSL Sub Branch	That Council agree to the matter of the permissibility of 'Registered Clubs' on the site of the North Bondi RSL Sub Branch being considered as part of the forthcoming amendment to the Waverley LEP 2012 following receipt of a timely submission from the Club justifying its position.	Futures	Finalised	
16/10/12	1210.6.1	Tree Management Plan	That Council undertake the 5 year review of the 2007 Waverley Council Tree Management Plan including: 1. Updating Council's Tree Management Plan and educating the community on the changes to private tree management with the imminent gazettal of the Waverley Local Environment Plan 2012 and the Development Control Plan. 2. Investigating amendments to the Tree Preservation Order procedure to improve customer service. 3. Investigating adjoining Councils' private tree control plans in order to better align Waverley's policies with theirs. 4. Updating Legislative changes such as the NSW Trees (Dispute between Neighbours) Act 2006. 5. Ensuring alignment with the community's Strategic Plan and Environmental Action Plan. 6. Identifying enhancements to Council's public tree management. 7. Consulting with the community on any recommended changes.	Renewal	Finalised	
20/11/12	1211.6.1	World Kindness Australia (A10/0804)	That Council accept the Membership Certificate awarded to Waverley Council by World Kindness Australia.	Corporate	Finalised	
20/11/12	1211.6.2	SES Week – 12-18 November 2012 (A02/0171)	That the Mayor write to Ms. Kim Edwards, the controller of the Waverley / Woollahra SES to congratulate all her volunteers for the amazing work that they do for our municipality, and when called on, the rest of New South Wales.	Corporate	Finalised	
20/11/12	1211.6.3	Asbestos Awareness Week (A05/0191)	That: 1. Council draw the Waverley community's attention to information that has been produced by NSW Health and NSW Work Cover Authority on the risks posed by asbestos as part Asbestos Awareness Week. 2. Council provide links on its website to these relevant areas so that members of the public can obtain the required information to assist them in dealing with suspected asbestos in their homes. 3. The link be advertised in the Mayor's column.	Life	Finalised	
20/11/12	1211.6.4	Opening Prayer and Acknowledgement of Indigenous Heritage (A02/0649)	That: 1. Council reinstate the Opening Prayer which places an emphasis on seeking wisdom in how our decisions are arrived at, and that this replace the current Statement of Affirmation. 2. Councillors and Officers attending the meeting stand to recite the Opening Prayer, the wording of which is to be: God we pray for wisdom to govern with justice and equity. That we may see clearly and speak the truth and That we work together in harmony and mutual respect. May our actions demonstrate courage and leadership So that in all our works, Thy will be done. Amen. 3. Councillors and Council Officers who do not wish to recite the prayer or the Acknowledgement of Indigenous Heritage should stand whilst the prayer and Acknowledgement of Indigenous Heritage is being recited. 4. This Opening Prayer be printed in the Council Agenda and its Standing Committee Agendas with it to be recited at the commencement of each of these meetings. 5. An acknowledgement of Indigenous Heritage immediately follow the Opening Prayer and this also be printed in the above agendas and be read out by the Presiding Officer. 6. The Acknowledgement of Indigenous Heritage will be: "Waverley Council respectfully acknowledges our indigenous heritage and recognises the ongoing Aboriginal traditional custodianship of the land which forms our Local Government Area."	Corporate	Finalised	
20/11/12	1211.6.5	Repeal of moratorium of outdoor seating in Macpherson Street East, Charing Cross, Murray and Belgrave Streets, Waverley and Hall Street, Bondi (A12/0664)	That: Council repeal the moratorium on new outdoor seating in Macpherson Street east, Charing Cross, Murray and Belgrave Streets in Waverley and Hall Street in Bondi that was approved by Council in December 2011.	Futures	Finalised	
11/12/12	1212.6.1	Margaret Whitlam Recreation Centre Award (A08/0929-08)	That Council congratulate National Buildplan on the Margaret Whitlam Recreation Centre being awarded the most prestigious award of the best commercial construction for a sporting facility to the value of \$50m and give a big thank you to all the Council staff that were involved in the design and construction of the centre.	Life	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
11/12/12	1212.6.2	Ramp entry signage to reinforce the "No Smoking" ban on Waverley beaches (A04/0512)	That Council: 1. Enhance existing spray painted "No Smoking" stencils at the top of each ramp entry point to all Waverley beaches with the Australian Standard "No Smoking" signage. 2. Continue to support the "No Smoking" ban on Waverley beaches. 3. Commends and thanks the Bondi Beach Responsible Runners for voluntarily removing cigarette butts from Bondi Beach and presenting the statistical evidence to Council.	Life	Finalised	Council's painters have put the repainting of the No Smoking stencils on a six monthly schedule.
11/12/12	1212.6.3	Independent Local Government Review Panel – Local Government Reform – Resource Sharing with Woollahra and Randwick Councils (A12/0619)	That Council: 1. Note the release of the Local Government Independent Review Panel's paper 'Case for Sustainable Change' and the emphasis on significant consolidation of Sydney Councils. 2. Resolve that Waverley should commence discussions with Woollahra and Randwick Councils regarding the local government reform process including possible resource sharing, joint tendering, and potential boundary adjustments, identifying benefits and drawbacks whilst ensuring that any changes that take place protect the integrity of Waverley's financial position and product delivery to its residents. 3. States clearly its opposition to forced amalgamations by this or any State Government without demonstrated benefits to the Waverley community that cannot otherwise be achieved in our current structure and size.	Corporate	Finalised	
19/02/13	1302.6.1	Interim Voluntary Planning Agreement Policy (A13/0099)	That: 1. The current Waverley Voluntary Planning Agreement Policy 2007 be reviewed and updated. 2. An interim Voluntary Planning Agreement Policy be prepared as soon as practical and forwarded to Council for adoption to provide guidelines for the assessment of future applications accompanied by voluntary planning agreements.	Futures	Finalised	
16/04/13	1304.6.1	Draft Metropolitan Strategy for Sydney 2031 (A10/0225)	That: 1. Waverley Council contact the Minister of Planning and Infrastructure seeking an extension to 28 June 2013 for the exhibition period for the draft Metropolitan Strategy. 2. All Councils within the proposed Central Subregion be notified of Council's decision and be encouraged to make similar representations to the Minister.	Futures	Finalised	Extension to exhibition period letter to Minister and letter to other Councils sent 23 April 2013.
16/04/13	1304.6.2	Southern Sydney Regional Organisation of Councils Governance Structure (A08/1115)	That Council: 1. Note the decision of SSROC to develop a model structure for the Southern Sydney Regional Organisation of Councils that will address many of the issues raised in the Case for Sustainable Change. The structure will focus on a greater role for Mayors and a more strategic focus by Councils and will propose a new regional structure which could be a pilot program for service delivery and advocacy. 2. Agree to provide partial funding for the submission to the Independent Local Government Review Panel. 3. Agree that a copy of the submission to the Independent Local Government Review Panel be distributed to Councillors when it is finalised.	Corporate	Finalised	
21/05/13	1305.6.1	Performance Review of the General Manager (P05/053)	That Council: 1. Nominate the Mayor, Councillor Sally Betts; Deputy Mayor, Councillor Tony Kay; Councillor Ingrid Strewe, Councillor Miriam Guttman-Jones and Councillor Kanak as the panel for the performance review of the General Manager for the period from 21 June 2012 to 20 June 2013. 2. Nominate Management Solutions (Local Government NSW) as the technical advisor and administrative support for the performance review.	Corporate	Finalised	
21/05/13	1305.6.2	Waverley Transport Plan 2011 (A10/0165)	That Council Officers coordinate a workshop with Councillors and staff to review the Waverley Transport Plan 2011 and ensure the plan's strategic intent and high priority projects are in line with the recent transport planning initiatives currently being undertaken across Council.	Futures	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/06/13	1306.6.1	Proposal to change the Constitution to recognise local government (A08/115)	That Council: 1. Support the 'Yes' campaign for the proposal to change the Constitution to recognise local government. 2. Agree that Communications and Engagement use a range of existing tools to promote to the local community the benefit of voting 'yes' in the Local Government Referendum. These include: Mayoral Column, web page and home page promotion, direct mail to residents, media events / releases, Customer Service Visual / Hold Script / Fact Sheet, social media, Meet the Mayor. 3. Write to the Premier of NSW, the Hon Barry O'Farrell, asking him to support Federal recognition of local government. 4. Write to the Minister for Local Government, the Hon Don Page, asking him to support Federal recognition of local government. 5. Send copies of both letters to the Federal Member for Wentworth, the Hon Malcolm Turnbull; the Member for Vacluse, Gabrielle Upton and the Member for Coogee, Bruce Notley-Smith.	Corporate	Finalised	
18/06/13	1306.6.1	Planning Proposal for 105 Wellington Street, Bondi (PP-5/2013)	1. In view of the previous refusal to rezone this specific site, Council notify residents abutting or adjoining the Wellington Street Tennis Courts and the Bondi West Precinct Committee that a Planning Proposal has been submitted to rezone the site from its current zoning of RE2 Private Recreation to R3 Medium Density residential. The notification letter should also outline the planning proposal process. 2. Council Officers prepare a report on the Planning Proposal so that it can be considered by Council as soon as practicable. If Council decides to proceed with the proposal it will then be forwarded to the Department of Planning's Gateway determination process. That process will then involve a statutory requirement for community consultation and will include a minimum period for public exhibition. 3. Because of the previous concerns about traffic generation in particular it is felt that an immediate notification of neighbours is important rather than waiting for the broader consultation that may occur as part of a future gateway determination process.	Futures	Finalised	
20/08/13	1308.6.1	Motorcycle Parking in Waverley Local Government Area (A03/1214)	That: 1. Council continue the current roll-out of motorbike parking in residential areas under the current plan of converting spaces between driveways to motorbike parking. 2. Council also investigate the best places in the Bondi Junction and Bondi Beach commercial centres to place more spaces dedicated for motorbikes to park free but time restricted. 3. A report be provided identifying a minimum of 2 new motorbike pod locations for Bondi Beach commercial centre and 3 new motorbike pod locations in Bondi Junction commercial centre for dedicated motorbike parking on a free but time restricted basis. Each pod should deliver a minimum of four free motorbike spaces. The report is to detail any options for time restrictions, details of logistical roll-out, as well as the social, environmental and economic benefits and costs of any proposals. 4. The report also includes updated information on the progress made towards achieving a 5% per annum increase in motorbike parking in Bondi Junction, as resolved by Council on 16 March 2010.	Renewal	Finalised	
17/09/13	1309.6.1	Waverley Cemetery (A02/0658-06)	That: 1. Council reconsider the priority of infrastructure renewal works in our current adopted SAMP4 and Long Term Financial Plan 4 with a view to bringing forward more of the most urgent renewal works that are required on degraded infrastructure in Waverley Cemetery. 2. Officers prepare a report for the October 2013 meeting of Council on the financial impacts of: (a) bringing forward the work currently programmed for 2017/18 on the cemetery's internal fencing to commence instead in early 2014/15 (b) commencing work to fully restore the heritage ceremonial entrance gates and existing ornate fencing curtilage at the main entrance of the cemetery on the St Thomas and Trafalgar Street corner (c) finishing the replacement of the sandstone facing on the recently repaired large heritage retaining wall above the row of mausolea in the roadway, known as Daley Close, in the south eastern section of the cemetery. 3. In considering acceleration and appropriate timing of these projects, regard also be given to whether ash niche memorial space may be cost effectively accommodated in the Daley Close retaining wall. 4. Officers also prepare a report on the financial impact and possible funding sources for installing new kerb works and marked parking spaces in Trafalgar Street, near the corner of St Thomas Street and advise on other measures to ease parking congestion and nuisance (including boat parking) in Trafalgar Street. 5. The report also includes information about the arrangement with the National Trust and the heritage gate restoration funding.	Renewal	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/09/13	1309.6.2	Bondi Junction 2030 Project (A13/0135)	That in order to ensure that Waverley Council's ongoing commitment to enhancing Bondi Junction is carried out in a co-ordinated and integrated way, Council: 1. Approves the establishment of a Bondi Junction 2030 Councillor Steering Committee with membership comprising the Mayor, Deputy Mayor and Ward Councillors Burrill, Cusack and Masselos and notes that: (a) Any Councillor may attend the Councillor Steering Committee Meetings. (b) The agenda of each Councillor Steering Committee meeting is to be provided to all Councillors. (c) The minutes of each Councillor Steering Committee's meeting are to be presented to a full Council meeting. 2. Approves the establishment of a Bondi Junction 2030 Officer Working Group with membership as established by the General Manager. 3. Approves the appointment of a Bondi Junction 2030 Vision Project Manager on a fixed term contract of a length and terms as determined by the General Manager but not to exceed 3 years from appointment.	Futures	Finalised	
15/10/13	1310.6.1	Recruitment of Waverley Council's General Manager (A13/0558)	That: 1. Council delegates the task of facilitating the appointment of an interim General Manager for a period of up to six months to the Mayor. In accordance with the Local Government Act (Section 351) the interim General Manager will be a temporary employee engaged consistent with requirements of the DLG standard contract of employment. 2. A selection panel consisting of the Mayor, Deputy Mayor, Crs Strewé, Burrill, GuttmanJones and Kanak, or their nominees, is established for the recruitment of the permanent General Manager. The recruitment process will be facilitated by Stephen Blackadder and Associates. 3. On completion of the recruitment process a confidential selection panel report will be prepared. The report will detail the search and selection process, recommend a range of remuneration and recommend the most meritorious applicant or recommends no appointment is to be made. 4. On Council resolution the Mayor will make the offer of employment within the approved remuneration range and establish a five year DLG standard contract of employment with the successful candidate. 5. Council resolves to delegate duties and functions to the interim General Manager consistent with the Delegations Policy adopted on 18 June 2013.	Corporate	Finalised	
15/10/13	1310.6.2	Wellington Street and Bondi Road, Bondi - RMS Proposal - Left-In / Left-Out only Turning Restriction	That Council: 1. Endorse Council's position objecting to the RMS proposal to introduce Left In / Left Out traffic management at the intersection of Wellington Street and Bondi Road, Bondi. 2. Endorse Council and the community's preferred option of an integrated traffic lights solution at the intersections of Watson Street, Wellington Street and Bondi Road. 3. Distribute the attached Council information leaflet to local residents, businesses, and schools on the RMS proposal to implement Left-In / Left-Out traffic management rather than an integrated traffic lights solution. 4. Agree that the Mayor make a submission to the RMS as per points 1 and 2 above and the feedback received from Council's Information Leaflet. 5. Write to the Minister of Roads, The Hon. Duncan Gay, with a copy to the State Members for Vaucluse and Coogee, outlining Council's concerns about the process that has been undertaken, Council's concerns about the RMS preferred option, and the benefits of the option preferred by Council and the community.	Renewal	Finalised	
22/10/13	1310R.6.1	Bushfire Assistance (A02/0065)	That Council provide clean up assistance to Wingecarribee Council following the bushfire emergency in the most practical form as agreed between the General Managers of Waverley and Wingecarribee Councils in liaison with Emergency Service personnel as appropriate.	Corporate	Finalised	
19/11/13	1311.6.1	Sculptures on loan (A02/0459-10)	That Council: 1. Note the kind offer by artists via Sculptures by the Sea for loans of sculptures as follows: (a). 'Returning to the Sea' by Peter Lundberg, on an approximately 12 month loan, and (b). 'Ocean Cathedral' by Debbie Harding, on an approximately 6 month loan. 2. Note and endorse the placement of these sculptures at Marks Park for the duration of the temporary loan 3. Note and endorse the temporary placement of 'Twice Twist Bands' by Keizo Ushio at Calga Reserve as a 12 month trial.	Life	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/02/14	MM.1/14	Response to Planning Assessment Commission (PAC) recommendation for Bronte RSL (PP-4/2013)	That: 1. Council write to the Minister and advise that for all the reasons previously expressed, Council and the community are of the opinion that the Planning Proposal does not have strategic planning merit and request the Minister to determine not to proceed with the Planning Proposal. 2. Should the Minister decide otherwise, then request that a "Gateway Determination" not be issued until all the urban design and public domain matters be resolved before a Gateway Determination is issued. Also that Council and the Design Review Panel (DRP) be involved in the process. 3. Should a Gateway Determination be issued, then all the urban design and public domain matters should be resolved as a condition of the Gateway Determination prior to public exhibition of the Planning Proposal. The proposed amendments should be subject to the approval of the SEPP 65 Design Review Panel and Waverley Council. 4. Council advises the Department of Planning and Infrastructure (DoPI) that it accepts the role of Relevant Planning Authority. 5. Council offer the Minister the use of Council's Urban Design and 3D Modelling services to assist with the resolution of the urban design and public domain issues. 6. Council request the Department of Planning and Infrastructure nominate an officer that will be continuously working with the Council in its assessment and consideration of the Planning Proposal to ensure that the Department is fully aware of both the technical planning issues and the Council's and community's issues of concern with the proposal.	Futures	Finalised	
18/02/14	MM.2/14	Local School Needs (A04/0958)	That Council: 1. Identify the number of primary and secondary school places locally available to children living in Waverley. 2. Estimate trends in demand for primary and secondary school places for Waverley, and identify whether demand for school places is likely to exceed supply now or at some point in the future. 3. Seek information where appropriate from the NSW Department of Education about schools planning for the area and that a report be brought back to Council, including any recommendations for future action if needed.	Life	Finalised	
18/02/14	MM.3/14	Bronte Dog Exercise Zones Trial (A11/0440)	That Council: A. Noting that the 12 month trial of dog exercise zones in Bronte Park started on 16 December 2013, make the following alterations to the trial: 1. Expand the dog on leash areas so that it spans much of the east of Bronte Park, subject to dogs prohibited: a within ten metres of playground equipment and BBQs as required by the Companion Animals Act; and b in the fenced train enclosure area, in the toilets, in the pool and adjacent grassed areas, and on the beach as shown in the attached draft plan. 2. Expand the time restricted dog off leash area to the north and to the west, so as to allow dogs access to the lower level of the Bronte Creek, as shown in the attached draft plan. B. Endorse the attached draft plan to apply for the remainder of the trial of dog exercise zones in Bronte Park. C. Ensure signage at Bronte Park is adjusted as soon as possible, with the above alterations to take effect once adjusted signage is in place, expected to be 1 March 2014. D. Prepare a new information leaflet to letter box drop to residents and distribute to dog owners and visitors in Bronte Park. E. Investigate expanding the dog on-leash permitted area to the north and north west of the Bronte Park playground, including the rough pedestrian access routes (excluding the dog prohibited zone within 10 metres of playground equipment), with a report to come back to Council for consideration. F. Provide an increased ranger presence for educational purposes beyond February, 2014.	Life	Finalised	
18/03/14	MM.4/14	Second Sydney Airport at Badgery's Creek (A05/1341)	That: 1. Council agree that the creation and placement of a second Sydney Airport at Badgery's Creek may improve noise sharing in Waverley for residents of Waverley. 2. A report be presented to Councillors detailing the aircraft noise issues in our municipality, as soon as possible.	Life	Finalised	1. Finalised 2. Obsolete

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/03/14	MM.5/14	NSW Public Library Funding (A02/0635/02)	That Council: 1. Provide support to the campaign mounted by the NSW Public Library Associations for increased State funding to local government for public libraries by: a. Making representation to the local State Member in relation to the need for additional funding from the NSW State Government for the provision of public library services; b. Writing to the Hon. George Souris, Minister for the Arts, requesting the Government to implement the Reforming Public Library Funding submission of the Library Council of NSW in 2012 for the reform of the funding system for NSW public libraries; c. Approving the distribution of NSW Public Library Associations campaign information in Council libraries; d. Taking a lead role in activating the campaign locally.	Life	Finalised	
22/04/14	MM.6/14	Waverley Bus Depot (A13/0636)	That Council: 1. Notes the advice from the Hon. Gladys Berejiklian MP, NSW Minister for Transport and the local member for Coogee, Bruce Notley-Smith that the State Government has abandoned plans to call for expressions of interest for the possible future redevelopment of the Waverley Bus Depot; 2. Supports the state governments current position that the Waverley Bus Depot site is required to be maintained as a public transport hub serving the public transport needs of the eastern suburbs; 3. Encourages the Design Charette Teams to investigate measures that would solely improve the external appearance of and access to / from the Bus Depot, its integration into the surrounding locality, and the movement of pedestrians, buses, bikes and other private vehicles.	Futures	Finalised	
22/04/14	MM.7/14	Acting Mayor during absence of Mayor and Deputy Mayor (A03/0029)	That Cr Leon Goltsman be appointed Acting Mayor for the period 23 – 29 April 2014 with the responsibilities and authorities as defined within Council's Instrument of Authority for the Mayor as per our Delegations Policy.	Corporate	Finalised	
20/05/14	MM.8/14	Review of Prices for Council's on-street and off-street parking system.	That Council: 1. Conduct a full review of all prices for Waverley's on-and off-street parking, including seasonal and daily application of prices, with a view to ensuring that pricing across the entire system is set in the most sensible and integrated way to help achieve sustainable use of Waverley's most scarce resource – our parking spots. 2. That a Councillor Officer Working Group, similar to the groups that conducted the major reviews of our parking system in 2009 and 2013, be established for this purpose, and the outcomes be tabled at a Councillor workshop, prior to going to Council. 3. That the Working Group consist of: • the Mayor and Deputy Mayor, • Crs Burrill, Wakefield, Guttman-Jones and Kanak, • relevant officers as usual. 4. That the Working Group assesses all options against the principles established in the 2009 and 2013 reviews and against the 14 criteria previously used for this purpose. 5. That the Working Group revise and update as necessary the principles used for decision making in 2009 to ensure that parking prices are distributed to maximise parking availability and amenity in all areas, but particularly those residential areas that are nearest to commercial centres. 6. That Councillors be encouraged to submit options and rationales for pricing changes across the system to the Working Group for consideration, including in particular options for turning meters on and/or off at night in our two biggest business districts of Bondi Junction and Bondi Beach. 7. That Council's unanimous resolution of March 2014 in relation to the Notice of Motion raised by Cr Masselos to review prices, times, other options and contractual and maintenance agreements at Bronte be dealt with in this holistic review.	Life	Finalised	
17/06/14	MM.10/14	Wayfinding Traffic and Parking Signage Policy (A08/0261)	That Council: 1. Urgently develops a signage Policy to cover a whole of Council approach to the proliferation of Wayfinding, Traffic and Parking signage throughout the Municipality 2. Develops a community consultation strategy so that the placement of Wayfinding Traffic and Parking signs are discussed with the community. 3. Arranges a workshop for all interested Councillors to discuss a draft Policy as soon as possible.	Renewal	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
15/07/14	MM.10/14	Congratulating Minister Family and Community Services for restoring funding to specialist women's services in the inner city and eastern suburbs (A05/0965)	That Council: 1. Writes to our State Member for Vaucluse and the Minister for Family and Community Services, Hon Gabrielle Upton MP and thank her for confirming that: • She has reinstated the \$8.6m for specialist homelessness services in the inner city • This includes \$2m per year specifically for women's services • New specialist women's services in the inner city and eastern suburbs will receive almost three times its original budget • Funding for B Miles Women's Foundation was not withdrawn and they will be delivering these services 2. Congratulates the Minister on restoring the funding to the inner city to reduce homelessness and assure her of Waverley's commitment to working with her Department and specifically Norman Andrews House, Jewish House, B Miles Women's Foundation and Mission Australia to reduce homelessness in our municipality	Life	Finalised	
15/07/14	MM.11/14	Lifeguard Risk Management Strategy (A07/0046)	That Council: 1. Sends its most sincere condolences to Matthew Richell's wife Hannah and his family following his tragic death at Tamarama Beach and acknowledges how devastating this must be for their whole family. 2. Acknowledges that Council is already investigating the circumstances of this tragic death and investigating where our procedures can be improved to prevent a similar incident. 3. Recognises the risks for surfers in difficult ocean conditions and increases Jet-ski patrols of Bondi, Tamarama and Bronte surf breaks during high risk periods. 4. Proceeds to install CCTV at Tamarama Beach as recommended as part of the regular lifeguard service risk management review. 5. Funds these actions from operational savings. 6. Notes that further actions from the current risk plan are being implemented including the construction of a new lifeguard tower at Bronte Beach. 7. Notes that, as part of the regular risk management review, the lifeguard service along with Council's Risk & Safety Manager are working with Gold Coast City Council in order to benchmark risk management practices. 8. Acknowledges that our lifeguards do an incredible job and it is due to their efforts that deaths happen so rarely at our beaches.	Life	Finalised	
19/08/14	MM.12/14	Waverley Park – Synthetic Turf, and Multi-level Sporting Facility (A03/0088)	That Council: 1. Undertakes a preliminary investigation into the feasibility of growing the use and number of our sporting facilities in Waverley Park by: a) Using synthetic turf on some playing fields, and/or b) Creating other opportunities for increasing facilities, such as constructing an additional multi-level sports facility. 2. Prepares a report, including next steps if the project is recommended to proceed.	Life	Finalised	
19/08/14	MM.13/14	Lifeguard Service at Bronte and Tamarama Beaches during Winter (A07/0046)	That Council: 1. Notes the following activities have taken place since the last Mayoral Minute on 15 July 2014: a) The CCTV camera is now being installed at Tamarama Beach, b) Regular Jet-ski patrols of Bondi, Bronte and Tamarama surfbreaks have commenced, and c) The summer season at Bronte and Tamarama beaches has been extended by two weeks at the start and end so that they will be patrolled from the beginning of September until mid June. 2. Investigates bringing forward the capital works allocation for the structural renewal of the Bronte Promenade and seawalls, scheduled for 2019/20, so that the Life Guard Tower at Bronte can be constructed in 2014/15. 3. Investigates the introduction of an Ambassador/Beach Inspector role to oversee the Bronte and Tamarama beaches and parks during the winter months, and whether some additional community service activities can be included in their role. 4. Investigates housing a jet-ski at Bronte Surf Club.	Life	Finalised	
16/09/14	MM.14/14	Bronte House – Bamboo Removal (A02/0304)	1. Undertakes landscaping works in accordance with Policy 10 of the Bronte House Conservation Management Plan as part of the current conservation works being carried out, whilst the House is empty. The works would require that portions of the Giant Bamboo (V5) and other plantings located in the eastern garden be cut back with the object of partially reinstating views from the house to the east to Bronte Beach and the Ocean. 2. Ensures that any plantings removed are under the supervision and direction of Miles Baldwin.	Life	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
16/09/14	MM.15/14	Campbell Parade Footpath Seating (A08/0935-02)	That Council: 1. Officers conduct a workshop with Councillors to consider: a) A brief for the engagement of consultants to review the Footpath Seating provisions in the DCP relating to Campbell Parade. The brief might address: i. Allowances for inviting interest and/or a competitive process for architects to be involved in the design of the areas; ii. A review of shopfronts usage of outdoor seating; iii. A review of existing public art installations and opportunities for renewed and/or additional public art; iv. A review of the designated areas; v. Recommendations for amendments to clauses of the DCP, if required; and vi. A community engagement strategy. b) An analysis of the existing income generated by the lease arrangements associated with the existing footpath seating areas and projected future income from adjusted footpath seating areas. The analysis is to include the change of land usage along Campbell Parade. 2. Requests the Waverley Traffic Committee to investigate the area immediately adjacent to the Pacific Development at 180 Campbell Parade that is currently signposted as 'No Stopping, Buses/Coaches excluded' to be converted to allow for paid parking consistent with the adjoining spaces to the south.	Futures	Finalised	
18/11/14	CM/5.1/14.1	Waverley Traffic, Parking, Pedestrian Circulation and Land Use Study (A14/0546)	That 1. Council Officers prepare a report to the December meeting of the Council considering the need to prepare a Waverley wide integrated traffic, parking, pedestrian and land use study; and 2. The report outlines the study scope, time frame and budget for consideration by Council.	Futures	Finalised	
16/12/14	CM/5.1/14.12	Condolence Book (A02/0017)	That Council places a condolence book at the Customer Service Centre, Waverley Library and at the Bondi Beach Pavilion, to be made available to all who wish to sign in support and sympathy for the Lindt Cafe hostages and their families.	Corporate	Finalised	
16/12/14	CM/5.2/14.12	Keep NSW Beautiful Overall Clean Beach Award (A03/1850)	That Council congratulates all staff involved in the Keep NSW Beautiful Overall Clean Beach Award submission for Bondi Beach and recognise the contribution of all Waverley staff involved in the daily management of Bondi Beach, Park and Pavilion from our award winning management planning to the sustainability retrofits, public place recycling, heritage conservation planning, innovative sustainability education and public safety programs.	Futures	Finalised	
17/02/15	CM/5.1/15.02	Open Space Review (A14/0493)	1. A report be prepared and presented to Council which reviews all land in Waverley currently being used for Recreation or Open Space purposes. The review is to identify the land ownership, details regarding size, use and zoning and make recommendations regarding the future uses of that site, whether any changes to the zoning is necessary and the implications of any rezoning. 2. The Mayor forward to all Councillors a copy of the correspondence between Council and the Minister Kevin Humphreys MP in regards to Niblick Street Park Reserve.	Renewal	Finalised	
17/02/15	CM/5.2/15.02	Driving Greater Sustainable Development Outcomes in the Waverley LGA (PP-3/2013)	That Council Officers prepare a report that identifies what opportunities exist to embed Council's sustainability vision into the Waverley Local Environment Plan and Development Control Plan with particular consideration given to including appropriate sustainability metrics and incentives above and beyond existing requirements. Consideration should also be given to best practice Local Environment Plans in NSW that have successfully sought to gain environmental benefits through their LEP's (e.g. Bankstown Council).	Futures	Finalised	
17/03/15	CM/5.1/15.03	One Tree per Child (A03/1991)	1. Council endorse the participation of Waverley Council in the 'One Tree Per Child' Initiative for 2015. 2. Council liaise with the school principals from all primary schools from within the municipality to actively encourage cooperation and support of the schools with a view to planting some of the trees within the school grounds or surrounding parks. 3. The trees be planted in areas where ongoing maintenance is able to be provided. 4. The Mayor be authorised to approve Council's participation in any promotion of the 'One Tree Per Child' concept aimed at awareness and increasing participation. 5. Council notes the interest of Bourke Shire Council in this project. 6. Council also notes the environmental sustainability link with the Indigenous philosophy of planting breathing trees. 7. Council give consideration to facilitating students from the Bourke region to attend the launch of this project.	Futures	Finalised	
21/04/15	CM/5.1/15.04	Driving Greater Sustainability Outcomes across the Eastern Suburbs (A13/0130)	That Council requests that the Steering Committee for the 3-Council Regional Environment Program investigates the incorporation of community-wide water, waste, and greenhouse gas reduction targets into the draft Regional Environment Strategy to drive greater sustainability outcomes across the Eastern Suburbs.	Futures	Finalised	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
21/04/15	CM/5.2/15.04	Subregional Delivery Plan (A10/0225)	1. Council makes a submission for the Department of Planning and Environment's consideration in preparing the Central Subregional Delivery Plan. The submission should identify matters of strategic planning importance to Council and the Waverley community that need to be taken into consideration in preparing the Subregional Delivery Plan. 2. Council needs to address in the submission how Waverley can accommodate expected population growth and community concerns about residential housing intensification and the resulting traffic generation and access to open space. 3. Council officers conduct a Councillor workshop to compile a list of issues to be considered and included in the submission, and report back to Council. 4. The Council submission become a part of the Council's Agenda.	Futures	Finalised	
18/08/15	CM/5.1/15.08	National Clean Beaches Award (A03/1850)	That Council staff be congratulated for their work in winning the National Environmental Sustainability award at the Keep Australia Beautiful, Australian Clean Beaches Awards 2015 which were presented last Friday, 14 August.	Futures	Finalised	
17/11/15	CM/5.2/15.11	Recent Awards (A15/0088, A14/0584 and A15/0046)	That Council: 1. Notes the following prizes recently awarded: (a) Multicultural Excellence Award, presented to Waverley Council by the NSW Public Libraries Association today, for Council's program 'Eat Pray Naches: Jewish Community Stories'. (b) Best Planning Ideas – Small Projects Planning Excellence Award, presented by the Planning Institute of Australia, for Waverley Council's urban intervention (pop-ups) program in Bondi Junction. (c) Improving Planning Processes and Practices Commendation Award, presented by the Planning Institute of Australia, for the Waverley Council Planning Agreement Policy 2014. 2. Congratulates participating community members, Councillors and staff.	Futures and Life	Finalised	
17/11/15	CM/5.1/15.11	CONFIDENTIAL MAYORAL MINUTE – General Manager's Performance Review (P13/093)	That Council: 1. Treats this Mayoral Minute as confidential in accordance with section 11(3) of the Local Government Act 1993 as it relates to a matter specified in section 10A(2) of the Local Government Act 1993. 2. Receives and notes the Confidential Performance Report attached to the Mayoral Minute and that the Performance Review Committee rated the General Manager's performance positively in all areas. 3. Establishes a panel for the General Manager's next performance review in February 2016. The panel will comprise the Mayor, the Deputy Mayor and Cr Strewe. The guidelines provide the opportunity for the General Manager to nominate a fourth Councillor. 4. Utilises the services of a suitable independent facilitator to be appointed as soon as possible for the next Review. 5. Requests the General Manager to conduct a workshop as soon as practical, and thereafter provide a draft Performance Agreement for the 12 months to 24 February 2017 for the consideration of Council at the February 2016 Council meeting. 6. Awards the General Manager a 3% performance increase as detailed in the Background to the Mayoral Minute. 7. Provides anonymous Councillor feedback from the Performance Review to the General Manager.	Corporate	Finalised	
16/02/16	CM/5.1/16.02	Waverley Coastal Walk – Signage at Bronte Beach South	That Council investigate placing new signage at the southern end of Bronte Beach to indicate the route of our Coastal Walk.	Renewal	Finalised	
16/02/16	CM/5.2/16.02	Protection and Conservation of Waverley Cemetery	1. Congratulates staff and residents on their recent submissions for State and Federal Heritage listing for Waverley Cemetery. 2. Officers review the status of the draft Conservation Management Plan (2002) prepared by Allen Jack and Cottier. 3. Endorses the Draft Conservation Management Plan (2002) prepared by Allen, Jack and Cottier as a protection measure. 4. Reviews the Conservation Management Plan (2002) in light of the outcome of the applications submissions for State and Federal Heritage listing.	Renewal	Finalised	
16/02/16	CM/5.3/16.02	Bondi Pavilion Upgrade & Conservation Project Consultation Deadline	1. Extends the deadline for submissions on the Bondi Pavilion Upgrade & Conservation Project by two weeks to 13 March 2016, and that in order to assist the consultation process the square metre break down of space be released to the public as soon as possible and the detail in this Mayoral Minutes be put on Council's website. 2. Officers distribute the costing study and the feasibility study to councillors under confidential cover	Life	Finalised	
19/04/16	CM/5.1/16.04	Parking in Wairoa Avenue (A03/0864)	That Council Investigates whether it is possible to have some angle parking in Wairoa Avenue between Blair Street and Hastings Parade as the street is very wide in that block.	Renewal	Active	Under investigation.

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
19/04/16	CM/5.2/16.04	General Manager Performance Review (P13/093)	1. The report of the General Manager Performance Review Committee for the review period ending 24 February 2016 be noted. 2. It be noted in the unanimous opinion of the Review Committee the General Manager, Arthur Kyron is performing at a very high level and in recognition of that performance the General Manager's Total Remuneration Package be increased in accordance with Clause 8.3 of his Contract of Employment by 3.5% as from 24 February 2016. 3. In recognition of Mr Kyron's family situation he be granted an additional week of annual leave. 4. For the 2016/17 Performance Review period the Performance Agreement include the major projects and issues outlined in the background to this Mayoral Minute.	Corporate	Finalised	
19/04/16	CM/5.3/16.04	General Manager's Resignation (P13/093)	1. Accepts with regret the resignation of General Manager, Arthur Kyron, effective 17 May 2016. 2. Notes that Mr Kyron's last day of work will be 29 April 2016. 3. Agrees to pay out the remaining notice period up to 17 May 2016 plus any other entitlements that are due. 4. Conveys its deepest appreciation to Mr Kyron for his outstanding service to Waverley Council and the Waverley community since 2014 and congratulates him on his significant achievements in the role.	Corporate	Finalised	
19/04/16	CM/5.4/16.04	Appointment of Interim General Manager (P13/080)	1. Appoints Peter Brown as Interim General Manager for a period of 3 months from 5.00 pm on 29 April 2016. The appointment is to be a temporary appointment in accordance with s351 of the Local Government Act 1993. 2. Requests the Executive Manager Performance Waverley to facilitate and finalise Mr Brown's appointment and remuneration on the terms outlined in this mayoral minute. 3. Accepts the fee for recruitment service with Blackadder and Associates on the terms outlined in this mayoral minute. 4. Revokes all delegations of functions made by Council to ARTHUR KYRON effective 29 April 2016. 5. Delegates to PETER BROWN, the new Interim General Manager of Council, or to the person acting in the position of General Manager during any period of absence from duty of PETER BROWN, all the powers and functions of the Council that it may under any Act of Parliament lawfully delegate, other than the functions prescribed in s377(1) of the Local Government Act 1993 which may not be delegated, effective from 5 pm, 29 April 2016, subject to the limitations as set out in the Instrument of Delegation attached to this report.	Corporate	Finalised	
17/05/16	CM/5.1/16.05	Bondi Beach National Surfing Reserve (SF16/406)	1. Supports the nomination of Bondi Beach as a National Surfing Reserve and where applicable provide a letter of support as part of the nomination process. 2. Notes that a surfing reserve does not attempt to exclude any user group and there are no statutory provisions associated with it.	Life	Finalised	
20/09/16	CM/5.1/16.09	Bondi Pavilion Upgrade and Conservation Project (A15/0272)	1. Council notes that the following reports about the Bondi Pavilion Upgrade & Conservation Project will be provided later in 2016: Results of the further consultation period which is currently in progress; the community and cultural impact assessment; theatre programming; Fair Use Policy; music studios; pottery studios; business case; and commercial tender processes. 2. An additional report be provided to Council on the possibility of a staged implementation approach for the project as follows: 2.1. First Stage work is proposed for the ground floor northern courtyard to include: 1. Construction of new public toilets and amenities; 2. Construction of expanded community space/s adjoining the northern courtyard which may include a relocated pottery studio and/or space allocated for a future music studio, with potential deletion of the proposed commercial space in that location; 3. Internal colonnades and landscaping of the northern courtyard; 4. Loading dock and relocated improved waste arrangements; 5. Heritage works including removal of front façade modern addition; 6. Renovation of the northern commercial space facing the beach, with consideration given to this being a single commercial tenancy rather than two tenancies as shown on the current concept plan; 7. Solar panels and other environmentally sustainable design measures; 8. Any other necessary works located on the ground floor northern side of the building; 2.2. Decisions on further stages of the project to take place following Council elections in September 2017. 3. The report to include information about implications for costs, funding, and development application and assessment processes should the staged approach be adopted as above.	Life	Finalised	
42837	CM/5.1/17.04	High Tide Room, Bondi Pavilion - Invest	1. Agrees to investigate options for the repair or replacement of the roof of the High Tide room at the Bondi Pavilion. 2. Agrees that a report come back to Council outlining the benefits and costs of the two options at the soonest opportunity.	Life	Finalised	
12/04/17	CM/5.2/17.04	Waverley Oval - Installation of Cricket Sight Screen (A10/0864)	That Council installs new cricket sight screens at Waverley Oval, with adaption to make it suitable as a ball net for winter football codes.	Life	Finalised	Finalised

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
12/04/17	CM/5.3/17.04	Audit of Phasing of Pedestrian Lights (A03/0042-04)	<ol style="list-style-type: none"> 1. Requests RMS to assess crossing times at signalised pedestrian crossings in the Waverley LGA to determine whether they meet the standards and community expectation for time to cross the road, especially for the elderly and mobility-impaired, and that a report come back to Council indicating outcomes achieved. 2. Requests that the audit commence with the traffic lights in Bondi Junction. 3. Requests that, where appropriate, the maximum permissible phasing for pedestrians be instituted. 	Renewal	Finalised	<p>RMS has advised:</p> <ol style="list-style-type: none"> 1. It does not have resources to check and review the operation of all the traffic signals in the Waverley LGA area. 2. Traffic signal phase times are set to provide a balance between traffic flow and pedestrian crossing times. 3. Traffic signals in the Bondi Junction CBD area are coordinated to optimise/provide a balance between traffic flow and pedestrian movements. 4. Specific sites where crossing times are of concern, should be forwarded to the RMS for crews to follow up.
20/06/17	CM/5.1/17.06	Extension of General Manager's Employment Contract (P12/040)	<ol style="list-style-type: none"> 1. Treats Attachment 1 to this report as confidential in accordance with section 11(3) of the Local Government Act 1993, as it relates to a matter specified in section 10A(2)(a) of the Local Government Act 1993. The report contains personnel matters concerning particular individuals (other than councillors). 2. Extends the contract of Cathy Henderson as Acting General Manager under section 336(1) of the Local Government Act 1993 from 5 pm on 15 August 2017 to 5 pm on 14 February 2018 on the same terms and conditions of the previous agreement, which is attached to this report as Attachment 1. 3. Delegates to Cathy Henderson, the Acting General Manager of Council, or to the person acting in the position of General Manager during any period of absence from duty of Cathy Henderson, all the powers and functions of the Council as outlined in Attachment 2 to this report, effective from 5 pm, 15 August 2017, to 5 pm, 14 February 2018, inclusive. 4. Considers a further report on the process for the permanent filling of the position of General Manager once there is further clarity around the direction of current local government reform processes. 	Corporate	Finalised	
20/06/17	CM/5.2/17.06	Rodney Reserve Sports Field Upgrade (A10/0336)	<ol style="list-style-type: none"> 1. Proceeds with the upgrade to the sports field at Rodney Reserve, which will include levelling of the field and underground irrigation. 2. Prioritises the traffic study to determine the impact of the improved sporting facilities on local roads and local amenity. 3. Conducts further consultation with residents regarding the results of the traffic study. 	Renewal/Life	Finalised	Actions finalised
8/08/17	CM/5.1/17.08	Support for the Jewish Community (DA-134/2016)	<ol style="list-style-type: none"> 1. Council is disappointed that the Jewish community has been distressed by inaccurate information being spread by the media in relation to the refusal by the Land and Environment Court (LEC) of Friends of Refugees of Eastern Europe's (FREE's) development application (DA) for two three-storey blocks of units and a place of worship. 2. Council confirms that the LEC refusal relates to a development application for a number of buildings and is not a discussion about freedom of religion in Australia. 3. Council confirms that Council did not refuse the DA for a synagogue as has been widely reported, and reaffirms Council's continued support for the Jewish community, who are an essential and integral part of the Waverley community. 4. Council notes that Council has approved added security measures for many Jewish organisations, synagogues and schools without the DAs being taken to court and without much publicity. 5. Council notes that all DAs are subject to rigorous assessment under planning controls and State Government legislation and that no DAs are assessed on religious grounds. 6. Council notes the applicant submitted a Preliminary Risk and Threat Analysis report that included significant security risks for the subject property and did not satisfactorily address impacts upon passers-by or adjoining properties, and that led the LEC Commissioner to conclude that 'a more sophisticated risk assessment process could be required for matters such as a potential terrorist threat...Having found that Contention 3 identifies a potential unacceptable risk of threat and there is a factual basis for the contention, the onus to address the contention rests with the applicant' (paragraphs 63 and 64 of the judgement). 7. Council advises Councillors that the Mayor approached Rabbi Ulman and FREE, and they have agreed to meet with Council tomorrow with the General Manager and a Senior Planner to talk through their options in the future and to see if, jointly, Council and FREE can reassure our community that Waverley is a safe and friendly place to live. 8. To minimise any probity issues related to the presence of the Mayor at the proposed meeting, Council officers take minutes that are subsequently distributed under confidential cover to all Councillors. 	Corporate/Future	Active	

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
10/10/17	CM/5.1/17.10	Recruitment of General Manager (A13/0558)	1. Resolves to commence a recruitment process by an independent, outside company for the position of General Manager immediately. 2. Appoints a selection panel of Mayor, Deputy Mayor and Crs Betts, Keenan and Masselos to manage the recruitment, including the appointment of an external recruitment agency to facilitate the process. 3. At the conclusion of the selection process, considers a report from the Executive Manager, People & Culture, and endorsed by the selection panel, to appoint a General Manager.	Corporate	Finalised	
10/10/17	CM/5.2/17.10	Parking Fees (A17/0529)	1. Council reopens negotiations with the adjacent shopping centre owner with a view to remove the first hour fee for parking in Eastgate. 2. Council receives a report, by the March 2018 Council meeting at the latest, outlining the implications of and options for: (a) Removing the fee for the first parking residential permit. (b) Removing the fee for residents' beach permits. (c) Turning off meters in Bondi Beach at 7 pm and Bondi Junction at 6 pm daily, year-round. 3. The report should detail timing of potential changes, including increased inflow and increased movement; resource and financial implications; benefits to residential amenity; and impacts on the future operation of the respective parking systems.	Life	Finalised	
10/10/17	CM/5.3/17.10	Bondi Park - Underground Car Park (A12/0445)	That Council not proceeds with the feasibility study for an underground car park in Bondi Park, and Council's budgets and plans be adjusted accordingly.	Renewal	Finalised	Project stopped. Project to be removed from Capital Works Plan in Q2.
10/10/17	CM/5.4/17.10	Interim Heritage Order - 1 Sir Thomas Mitchell Road, Bondi Beach (DA-13/2017)	1. Makes an Interim Heritage Order in relation to 1 Sir Thomas Mitchell Road, Bondi Beach, to enable a heritage assessment to be undertaken by an independent heritage consultant. 2. Subject to the outcome of the heritage assessment, either amends the Waverley Local Environmental Plan 2012 to include 1 Sir Thomas Mitchell Road on Schedule 5 – Environmental Heritage or allows the Interim Heritage Order to lapse.	Futures	Finalised	
21/11/17	CM/5.1/17.11	Additional Amenities in Bondi Park (A17/0422)	That Council Officers investigate the feasibility of additional toilet facilities within Bondi Park including, but not limited to: 1. Underneath Queen Elizabeth Drive, facing out to the existing promenade to the south of Bondi Lifeguard Tower. 2. Within the Biddigal Reserve embankment (noting the retaining wall requires a full replacement in the future).	Renewal	Active	Feasibility study completed. Councillor workshop scheduled for 29 May 2018.
21/11/17	CM/5.2/17.11	Creation of Satellite Depots in Waverley Local Government Area (A07/0041)	That Council Officers investigate the available options and feasibility of one or more, smaller satellite depots within the Local Government Area (LGA) to improve service delivery, reduce travel times and improve staff and plant productivity. All available options will be considered with the exclusion of Hugh Bamford Reserve, Barracluff Reserve, Dudley Page Reserve and Rodney Reserve.	Renewal	Active	Options analysis has been undertaken of all locations accross LGA. Feasibility study of top four priorities undertaken. Councillor Workshop held on 8 May 2018
21/11/17	CM/5.3/17.11	Corruption Prevention at Waverley (A07/0944)	That Council, in light of the recent Independent Commission Against Corruption (ICAC) investigation into Botany Council: 1. Reaffirms its commitment to an open and ethical Council with strong governance processes, transparency and accountability including the important role performed by the Internal Ombudsman. 2. Calls for a report from the Internal Ombudsman to Council and the Audit Committee considering ways to: (a) Strengthen the independence and effectiveness of Council's internal audit functions and processes. (b) Ensure ongoing and mandatory awareness and training of Council staff and Councillors about corruption prevention, probity and conduct related matters. (c) Provide regular reporting to Council on complaints management, probity and corruption issues, and service and business improvement. 3. And that the Mayor writes to ICAC thanking them for their recent briefing to Waverley Councillors.	Corporate	Active	IO is currently developing a governance framework for the organisation which will establish a roadmap for the organisation to ensure the community has trust and confidence in the decisions and activities of Waverley Council. The framework will ensure all Council's governance documents and processes are co-located and integrated into one strategic document. It will cover all aspects of ensuring Council decision-making and operations are robust, open and accountable. As part of this work Governance is also currently working with the new Internal Auditor to review Council's Internal Audit Committee as it plays a critical role within Council's governance framework. We will work with the new GM before bringing a progress report back to Council.

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
21/11/17	CM/5.4/17.11	Consulting the Community about Potential Changes to Parking Fees (A17/0529)	<ol style="list-style-type: none"> Council officers prepare a costs and benefits analysis report on the following potential changes to parking fees in Waverley: <ol style="list-style-type: none"> Providing a free Beach Parking permit for residents. All meters in Bondi Junction turned off after 6pm. All meters in Bondi Beach turned off after 7pm. 15 minute free parking in metered zone. 15 minute free "drop in" zones near/in local shopping strips. The costs and benefits analysis report be considered by Council prior to community consultation. 	Life	Finalised	
12/12/17	CM/5.1/17.12	Support for Establishment of New Public High School (A12/0030)	<ol style="list-style-type: none"> Supports the establishment of a new comprehensive co-educational public high school in Sydney's East. Commends Woollahra Council on its 27 November 2017 decision in regard to identifying opportunities for a High School in the Edgecliff Commercial Corridor. Undertakes to participate with Woollahra Council to identify an appropriate site for a Public High School in the Eastern Districts. Requests the State Government to work with Council to identify suitable sites for a new public High School. 	Life	Finalised	Actions finalised
12/12/17	CM/5.2/17.12	Events Policy (A11/0687)	<ol style="list-style-type: none"> Council officers review all high impact events delivered since the introduction of the Events Management Policy and Guidelines in 2015 in terms of compliance with the Policy and Guidelines, with a particular focus on waste, noise and traffic management. Council receives a report on the Review including any recommendations for changes to and compliance with the current restrictions. Council officers provide a quarterly report to the Strategic Planning Committee including: <ol style="list-style-type: none"> Numbers of requests for events. Number of events held in the previous quarter, including related issues and outcomes of events held. All future proposed high impact events (as defined in the Events Management Policy) be submitted to Council for approval. 	Life	Finalised	Superseded and replaced by CM/7.2/18.03
20/02/18	CM/5.1/18.02	Bondi Pavilion Interim Works (A15/0272)	<ol style="list-style-type: none"> Undertakes as soon as practical renovation of the three sets of public toilets in the main central section of the Bondi Pavilion. This could include a re-paint, repair of fixtures, and a mural or display or information presentation appropriate for the Pavilion. Implements a comprehensive cleaning and maintenance regime to ensure the toilets are kept clean and maintained to a proper standard. Replants all planter boxes in internal courtyard and considers seeking heritage exemption for the removal of the planter box in the foyer. Investigates the painting of a mural on either the north internal or the western internal wall, in conjunction with the Public Art Committee. Develops a youth band concert program for Autumn 2018 to be held within the northern internal courtyard. Investigates expanding the 'Winter Magic' busking program to include the Bondi Pavilion forecourt and internal courtyards. Notes that the High Tide Room roof and awning are scheduled for refurbishment and that all window and door wood joinery throughout the Pavilion will be repaired and re-painted over the next three months Prepares a new media campaign including a new display to inform the public about ongoing progress in the refurbishment of the Pavilion. Undertakes industrial bleaching of tiles and pre-emptive eeling to remove smell from the toilets. 	Life/Renewal	Active	<ol style="list-style-type: none"> Scheduled and to commence June Finalised Scheduled In progress Homegrown series of concerts delivered In progress High Tide Roof completed, painting currently being scheduled In progress To be scheduled
20/02/18	CM/5.2/18.02	Dockless Bikes (A17/0445)	<ol style="list-style-type: none"> Utilises its powers under the Impounding Act 1993 to impound any bikes that are considered by Council staff to be abandoned or left unattended from Council's streets, parks and beaches. In exercising its powers under the Impounding Act 1993 Council will deem to be attended dockless bikes standing upright with a suitable bicycle helmet attached and not causing an obstruction or a public safety hazard. Seeks legal advice on use of a dumped rubbish clean up order under the Protection of the Environment Act to have the owners of dockless bikes remove their polluting property. Identifies broken and discarded dockless bikes in Council's streets, parks and beaches and takes action to ensure their removal. Affirms support for the share bike economy and encourages operators of docked bicycle systems to establish in Waverley, providing that they manage their operation in such a way that does not cause public disruption, and the collection and redistribution of bikes is a priority activity for the operator. 	Life/Futures	Active	<ol style="list-style-type: none"> Coordinated effort 5 May and 27 May Implemented Shaping Waverley Implemented Finalised

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/02/18	CM/5.3/18.02	Place Managers (A04/2016)	1. Council officers prepare a report of Council's operational and staffing structure to incorporate the role of 'Place Managers' to oversee service delivery for improved public place cleansing and maintenance at a local level. 2. Staffing, resource and financial implications be considered.	Renewal	Active	To be considered as part of SAMP 5
20/02/18	CM/5.4/18.02	Dumped Rubbish (A06/1732)	That Council officers investigate the operational changes required to remove illegally dumped rubbish from Waverley streets within 48 hours of reporting, assess the potential impacts of these changes, and report back to Council with the assessment and a media strategy for promotion of these changes.	Renewal	Active	C&A are currently working with Sustainable Waverley on a policy and procedure to achieve this outcome. C&A are currently working to achieve this outcome within the current operational environment.
20/02/18	CM/5.5/18.02	Employment and Apprenticeship Program (A16/0374)	1. Council examines currently allocated funds spent on temporary staff and consultants to find opportunities: (a) For reduction in overall costs. (b) For the appointment of permanent job placements. (c) For expansion of Council's current traineeship and apprenticeship program. 2. A workshop of Councillors be held on the financial and industrial relations aspects of this proposal. 3. A report on all aspects of the proposal be prepared for consideration of Council.	Corporate	Active	
20/02/18	CM/5.6/18.02	Rainbow Flags on Council Buildings (A03/0416)	That Council flies the rainbow flag on its Council Chambers and Bondi Pavilion buildings to mark the 2018 annual Gay and Lesbian Mardi Gras Festival. This will help promote an important cultural event in our region and support and celebrate the diversity of our residents, staff members, family and friends who are LGBTIQ.	Life	Finalised	
20/03/18	CM/5.2/18.03	Inclusion of Bondi Junction in the Property Council of Australia's Office Market Report (A18/0181)	That Council officers approach the Property Council of Australia to include the Bondi Junction Commercial Centre in the Property Council's regular Office Market Report (OMR), and report back to Council with a detailed proposal including timetable.	Futures	Active	
20/03/18	CM/5.3/18.03	Beach Amenity and Safety (A18/0182)	That Council: 1. Reviews detailed signage at the approaches to Bondi Park and on the entrance to the ramps at Bondi Beach to include as a priority: (a) Clear and prominent beach safety warnings. (b) Standard regulatory advice regarding 'No dogs allowed', 'No smoking', 'No littering', 'No alcohol' and a ranger phone number. (c) Positive messaging. (d) International signage for non-English speakers. 2. Plans for the construction of additional outdoor shower stems associated with ramps along the Bondi Beach promenade and with extra stems in high demand areas, and ensures adequate water pressure is available. 3. Improves signage of the pedestrian crossing and shared zone on Queen Elizabeth Drive directly in front of the Bondi Pavilion 4. Officers consult staff, Councillors, surf clubs, and the community on the following: (a) The current policy in regard to designated surf zone 'red and yellow' flag area including the potential for the introduction of flagged buffer zones on either side to preclude surf craft boards (with a fin). (b) Review Council's current definition of surf boards to include 'soft' boards with fins. (c) The need, under standard surf conditions, for a minimum of two sets of flags on Bondi Beach. (d) Review current operations of lifeguards to ensure best practice risk minimisation. (e) Prepare a policy for 'beach amelioration grading' to pre-emptively minimise 'rip and gutter' outcomes as a result of the formation of a beach berm. (f) The issue of bike-riding and skateboarding on the promenade be considered. (g) Consider the implications of implementation across Waverley's beaches.	Life/Renewal	Active	1) Renewal - In progress 2) Renewal - In Progress 3) Renewal - In Progress 4) Consultation to be conducted in July
20/03/18	CM/5.4/18.03	Teacher's Beach Parking Permit (A18/0183)	1. Council introduces a new category of Beach Parking Permit for use by teachers employed at schools within the Waverley LGA for a trial period of 12 months. 2. The new Teacher's Beach Parking Permit be valid Monday-Friday during school terms between the hours of 7.30 am-6 pm only, and valid for use in line with the terms and conditions of the existing beach parking permit. 3. Council publicly exhibits the proposed introduction of a Teacher's Beach Parking Permit to be included in the Beach Parking Permits Fees section of the Pricing Policy, Fees and Charges 2017-18 for a period of 28 days, in accordance with section 610F of the Local Government Act 1993, with the fee set at \$450 per annum. 4. Council officers investigate the introduction of a similar 'teacher-only' parking permit for use at Hollywood Avenue Car Park in Bondi Junction, and report back to Council. 5. A limit be placed on the total number of passes issued to teachers in each school in consultation with the school.	Life	Finalised	Report back to Council in May 2018

MAYORAL MINUTES

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/04/18	CM/5.1/18.04	New Child Care Centre - Feasibility Study (A09/0290-02)	That Council prepares a feasibility study for the construction of a new child care facility in Waverley. The study should analyse land acquisition, if required, and construction costs; any loan requirements and servicing; future demand and competitive supply issues; staffing; possible locations; child age and centre size recommendations; regulatory issues; and other issues staff believe important for Councillors' consideration.	Life	Active	1. Finalised 2. Finalised 3. In progress - will be implemented 1 July 4. Report will go to June Traffic Committee 5. In progress - free Permit will be implemented 1 July and report will go to August Council 6. Report will go to August Council (to include 17/18 data) 7. Finalised 8. Finalised
17/04/18	CM/5.2/18.04	Additional Bus Shelters (A02/0225-02)	That Council notes the current tender for the installation of bus shelters in Waverley expires in 2020 and, in preparing new tender documents for the future installation and maintenance of bus shelters, includes a requirement for additional bus shelters to be provided throughout Waverley than those at present.	Renewal	Active	
15/05/18	CM/5.1/18.05	Voluntary Planning Agreements (A15/0046)	1. Prepares educational material for public consultation on the process, policy and practice of voluntary planning agreements, including an educational program schedule for precincts and interested residents to commence in the second half of this year in relation to VPAs. 2. Reviews the potential for variation in the clauses of Council's VPA Policy, particularly in regard to increasing the current 10% contribution to Council's Affordable Housing Program 3. Considers the pros and cons of financial versus in-kind contributions for VPAs, including the potential for receipt of property in perpetuity that contributes to Council programs, such as Affordable Housing. 4. Notes the planned Councillor workshop on the subject of VPAs and incorporates consideration of these matters into that workshop.	Futures	Finalised	
15/05/18	CM/5.2/18.05	Street Swings (A18/0316)	That Council investigates developing a policy to allow residents to install nature strip swings in residential areas. The investigation to include general and public liability insurance considerations, public safety, risk minimisation, preservation of community trees and building standards, as well as community support for such a policy.	Renewal	Finalised	Actions finalised
15/05/18	CM/5.3/18.05	Surf Clubs (A14/0534)	1. Takes actions necessary to: (a) Have all Waverley surf club buildings at SAMP 2 minimum level of maintenance within five years. (b) Enable all surf clubs to be self-funding within five years. 2. Establishes discussions with clubs represented in the Surf Club Committee to achieve these goals, including negotiating template base leases under the Crown Lands Act. 3. Reports back to Council regarding development plans of each club, including current costings, with minimum six-monthly follow up reports until the end of 2020. 4. Completes as soon as possible all necessary planning instruments, particularly Conservation Management Plans, where required for each club facility. 5. Seeks State and Federal funding for each proposal additional and/or in co-operation with individual clubs. 6. Works with surf clubs on an ongoing basis to promote greater diversity and inclusion. 7. Prepares regular minutes of the Surf Club Committee to be submitted to Council.	Life	Finalised	Actions finalised

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
16/10/12	1210.11.1	Heritage and Inundation Fees for Development Applications	That a report be submitted to the December Council Meeting investigating the merits or otherwise of the following: 1. Council waiving the additional Development Application fee charged on Waverley Heritage Assessment listed buildings – approximately \$900 for advertising. 2. Council waiving the proposed additional Coastal Risk Management Development Application fee for Inundation Zones – approximately \$500 (but not cliff zones). 3. All Waverley Development Applications being charged an additional small fee to cover the additional Development Application costs for Waverley heritage listed buildings and inundation zones.	Futures	Finalised	
16/10/12	1210.11.2	Residential Parking Scheme	That this matter be deferred to the November Council Meeting.	Life	Finalised	
16/10/12	1210.11.3	15 Minute 'hop in' parking spaces within metered streets of Waverley	That this matter be deferred to the November Council Meeting.	Life	Finalised	
16/10/12	1210.11.4	Alternative Waste Technology	That Council: 1. Notes the proposed workshop to be held prior to the commencement of the November 2012 Finance, Ethics & Strategic Planning Committee meeting will include a detailed briefing on Alternative Waste Technology and the related Southern Sydney Regional Organisation of Councils (SSROC) tender. 2. Notes that representatives from Hyder Consulting, the consultants supporting the Alternative Waste Technology tender and the SSROC Waste Management Strategy, and SSROC will be attending the briefing.	Futures	Finalised	
16/10/12	1210.11.5	Fair Trade Footballs	That Council officers promote Council's Fair Trade and Fair Wear policy to Community Sporting Groups and the general community.	Life	Finalised	
16/10/12	1210.11.6	World Kindness Week	That: 1. Council show support for World Kindness Week. 2. Cr Goltsman and Cr Guttman-Jones attend the morning tea for Mayors and Goodwill Ambassadors at Government House on 14 November 2012.	Corporate	Finalised	
20/11/12	1211.11.1	Residential Parking Scheme (A03/2581)	"That Council provides the first permit for parking in Residential Preferential Parking Scheme areas at no cost to residents". That this Notice of Motion be deferred to the Council Meeting to be held on 19 February 2013.	Life	Finalised	
20/11/12	1211.11.2	15 Minute 'hop in' parking spaces within metered streets of Waverley (A02/0638)	1. Council investigate the installation of 15 minute 'hop in' spaces within currently metered streets of Waverley. These spaces will be in close proximity to retail strips to allow customers to park and efficiently purchase products. 2. A report be submitted to Council detailing the logistical and financial aspects of the introduction of these 'hop in' spaces." That this Notice of Motion be deferred to the Council Meeting to be held on 19 February 2013.	Life	Finalised	
20/11/12	1211.11.3	Display of premises numbering in the Waverley Local Government Area (A03/1381)	That Council: 1. Prepare a Premises Numbering Policy that requires all premises in the Waverley Local Government Area to be identified by a premises number on the building exterior and / or mailbox, clearly visible from the street frontage. Reference should be made to the policies of other Councils and consideration given to minimum numbering sizes for residential, commercial and industrial properties. 2. Ensure a standard premises numbering condition continues to be applied to development consents. 3. Prepare a communication and compliance strategy to ensure appropriate premises numbering appears on all Waverley premises. The communication component would include educating the community about the importance of clear and visible premises numbering, and how the new policy is to be introduced. 4. Receive a report on the above initiatives.	Corporate/Futures	Active	1. New Policy has been prepared and is in force. 2. Condition relating to street numbers is included in general list of conditions which is imposed on DA approval. This condition will be reviewed and rectified once the policy is in force
20/11/12	1211.11.4	Bronte House Maintenance (A02/0304)	That: 1. The following be undertaken: (a) A report be provided to Councillors detailing expenditure over the past four years on repairs undertaken on Bronte House in accordance with the terms of the Repairing Lease. Included in the report would be the process for inspection and assessment of repairs needed, and quotes / costs, and then inspection post repair of adequacy or otherwise of work done and actual costs. (b) A thorough inspection and condition assessment report with cost estimate for repairs and ongoing maintenance from a suitably qualified building and gardening assessor. (c) Valuation advice obtained based on that report and market assessment with a couple of lease term scenarios. 2. The reports to be provided in a timely manner to Councillors to inform a Councillors' workshop leading to: (a) Lawyers to draft a repairing lease (b) Advertising for expression of interest with full disclosure (c) Assessment of Expressions of Interest (d) Selection of tenant. (e) Council and ministerial input and approvals at appropriate junctures.	Life	Finalised	
20/11/12	1211.11.7	Plastic Bag Free Bondi (A02/0134)	That: 1. Council convene a workshop to explore processes to achieve a plastic bag free Waverley. 2. The Mayor writes to Bondi Beach Responsible Runners and thanks them for their energy and enthusiasm in raising these issues with Council.	Futures	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
11/12/12	1212.11.1	Bronte Public School Mural (A05/1643)	That Council: 1. Investigate whether a Civic Pride project, or an alternative more simple initiative, would be supported by the Bronte Public School, Bronte Precinct Committee and local residents for a mural or other appropriate measures or treatment, such as planting, on the outside of the long school wall at the eastern end of Palmerston Avenue to address the occurrence of graffiti. 2. Receive a brief report of any agreed outcomes, and if a mural is being proposed, the matter be referred to the Waverley Public Art Committee.	Life	Finalised	
11/12/12	1212.11.2	Change to S94A Development Contributions Plan 2006 (A12/0307)	That Council, as part of the report that will be prepared on changes to the Development Contributions Levy, investigate further possible amendments to the S94A Development Contributions Plan 2006 (the 'Plan') to include a set of criteria within the 'Plan' that clarifies circumstances where the levy may be waived.	Futures	Finalised	
11/12/12	1212.11.3	Waverley Council Swimming Pool to Pond Conversion Information Program for Waverley Municipality Residents (A08/1210)	That this Notice of Motion be deferred to the Council Meeting to be held on 19 February 2013. "That as Waverley Council acknowledges the importance of biodiversity in the Waverley Local Government Area: 1. The appropriate Council Officers investigate Ku-ring-gai Council's Wild Things Program which is a program that actively encourages households to do something good for the environment with their unused / underused swimming pools. 2. A representative from Ku-ring-gai Council be invited to speak to Councillors and Council Staff about this program, its merits and benefits, and learnings. 3. Council develop an information pack about how to convert swimming pools to ponds, provide advice and guidance about how to keep the pond healthy and contributing to Waverley's biodiversity. 4. A public lecture about pool to pond conversions be offered to the residents of Waverley. 5. A new category be introduced into Waverley's Garden Awards for best Pond Garden.	Futures	Finalised	
11/12/12	1212.11.4	Repair of Waverley Cemetery Boundary Fences and Internal Barriers / Guard Railings (A04/0264-02)	That this Notice of Motion be deferred to the Council Meeting to be held on 19 February 2013. "That as the orange tape in and around Waverley Cemetery has been creating an eyesore for a long period of time: 1. The fences that have orange safety tape surrounding Waverley Cemetery be repaired as a matter of urgency. 2. The barriers / guard railings inside Waverley Cemetery that contain orange safety tape be repaired as a matter of urgency. 3. A report be presented to Council detailing the number of instances of vandalism in Waverley Cemetery as compared to damage caused by natural weathering and exposure to the elements. 4. This report is to also compare vandalism incidents with other cemeteries in Sydney's East and South East. 5. The Allan Jack and Cottier Report be made available to all Councillors.	Renewal	Finalised	
11/12/12	1212.11.5	Waverley Council Becomes a Supporter of OzHarvest (A11/0141)	That this Notice of Motion be deferred to the Council Meeting to be held on 19 February 2013. "That Waverley Council becomes an active supporter of OzHarvest by donating any suitable surplus food as a result of any Council meetings and functions.	Corporate	Finalised	
19/02/13	1302.11.1	Residential Parking Scheme (A03/2581)	That Council: 1. Acknowledge a first residential permit at no cost to residents was considered during the 2009 comprehensive parking review with Council resolving to charge a nominal fee for the first permit. 2. Defer further assessment of first permit at no cost to residents until the current fee structure for Council's Resident Parking Permit Scheme is considered by Waverley's Residential Parking Scheme Review Working Group (Issue 30).	Life	Finalised	
19/02/13	1302.11.4	Repair of Waverley Cemetery Boundary Fences and Internal Barriers / Guard Railings (A04/0264-02)	That as the orange tape in and around Waverley Cemetery has been creating an eyesore for a long period of time: 1. Council call for a report on the options and costs for properly replacing the perimeter fencing of Waverley Cemetery with fencing that is compliant with the requirements of the Cemetery's adopted Statutory Plan of Management. 2. The Allan Jack and Cottier Report be made available to all Councillors.	Renewal	Finalised	
19/02/13	1302.11.6	NSW Planning Changes White Paper - Community Consultation (A11/0500)	That, in anticipation of the forthcoming release of a Planning Reform White Paper by the NSW Government, Council: 1. Recognises the potential for widespread impacts on the Waverley Community and on its built and natural fabric. 2. Calls on the NSW Government to ensure there is extensive public consultation on the White Paper following its release. 3. Requests the Mayor to write to the Hon Brad Hazzard, Minister for Planning and Infrastructure and Minister Assisting the Premier on Infrastructure, informing him of Council's position.	Futures	Finalised	
19/02/13	1302.11.7	Investment Strategy (A04/1773-05)	That major policy recommendations, such as what is to be referred to the Investment Strategy meetings, are first clearly explained in a report to the Finance, Ethics and Strategic Planning Committee for a decision.	Corporate	Finalised	
12/03/13	1303.11.1	The Urban Taskforce Australia – Local Government Reforms (A03/2631)	That Council: 1. Notes that the Urban Taskforce Australia is inviting councils to join as associate members, and further, that it held a forum on Local Government Reform and Council amalgamations at its 27 February 2013 Industry Breakfast at which Mayor Betts represented Waverley Council. 2. Notes with concern, the potential for conflicts of interest to arise from any Council membership of the Urban Taskforce – a pro-development lobby group. 3. Notes it has never been an intention of Council to be part of the Urban Taskforce Australia. 4. In order to maintain its real and perceived independence, formally resolves not to become a member of the Urban Taskforce. 5. Requests that the Mayor table the presentation she made at the above Industry Breakfast.	Corporate	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
12/03/13	1303.11.2	Commercial Fitness & Personal Training Policy – Enforcement of Existing Policy Provisions (A04/0382)	That Council investigate opportunities to improve compliance with the Commercial Fitness & Personal Trainers Policy exclusion zones through education, issuing of warnings, enforcement or other means.	Life	Finalised	
16/04/13	1304.11.2	Beach Cleaning	That: 1. Waverley Council investigates varying its beach rake schedule through the summer peak and on weekends and public holidays in the swimming seasons to include late evening or night cleaning as an addition, or alternative to, early morning cleaning, particularly at Bondi Beach. 2. An intermediate step in the Waste Recovery process be introduced to ensure that recyclable materials, estimated to comprise up to half of all beach waste, are separated from general waste in order for it to possibly be recycled from the beach rake intake. 3. A report is submitted to Council prior to the commencement of the 2013 swimming season identifying potential for a revised schedule reflecting this request and its associated costs and benefits.	Renewal	Finalised	
21/05/13	1305.11.1	Land and Environment Court decision - Illegal Backpackers (A12/0245-04)	That Council: 1. Notes with appreciation and relief the win in the Land and Environment Court contempt proceedings (Waverley Council –v- Tovir Investments Pty Ltd & Rappaport (No 3) Land & Environment Court Proceedings Numbers 40917 of 2010 and 40918 of 2010) against an illegal backpacker operator who had made the lives of neighbours in several Waverley suburbs a misery. 2. Thank the officers involved for the time and effort that they put in on behalf of the residents. 3. Thank the residents for their patience and assistance in dealing with this matter.	Futures	Finalised	
21/05/13	1305.11.2	Boot Factory (A08/1326)	That: 1. Council, together with the Waverley Historical Society and Waverley Library, work closely to curate all existing photographs and other historical records of the Boot Factory and preserve these for exhibition at an appropriate future time and venue. 2. In the event that demolition is fully approved, as much of the original building is to be saved, cleaned and stored for later use either in a new building or as an exhibition. 3. Without pre-empting any DA process, either for demolition or for a future development on the site, the area in front of the Boot Factory, known now as Norman Lee Place, remains open space with landscape design concepts for its future to be considered in tandem with discussions on any and all new developments on the site. 4. Council officers investigate, and report back to Council, the following possibilities: (a) Placing a caveat over the title. (b) Excising and rezoning a portion of the land such as to protect the open space element now known as Norman Lee Place. (c) The reclassification of Norman Lee Place as community land. 5. A report is provided detailing the costs and feasibility of the items detailed in clause 2 of this Motion, together with a comparison to the cost of repairing the Boot Factory.	Futures	Finalised	
21/05/13	1305.11.3	Stormwater Drain Pits Stencilling (A02/0134)	That Council seeks funding for a programme to stencil advice near stormwater drains (gully pits) with information such as "This drain leads to Bondi Beach" or other better information.	Renewal	Finalised	
21/05/13	1305.11.4	Electronic lobbying and submissions (A08/1339)	That: 1. As part of Council's review of its Petitions Policy that it examine how it can receive and process electronic lobbying received by e-mail, text message, or other forms of telecommunication from the public, including social media and websites. 2. A draft policy and procedures be prepared by appropriate Council officers, in consultation with precinct groups and the community, for Council consideration.	Corporate	Finalised	
21/05/13	1305.11.5	Waverley Primary School - Request for Assistance (A02/0023-03)	That the Director of Recreation, Customer and Community Services approaches Waverley Primary School to enquire whether or not Council can be of any assistance in obtaining a second flagpole to fly the Aboriginal flag at the front of the School.	Life	Finalised	
21/05/13	1305.11.6	378 Bus Terminus Bronte Road (A02/0225-02)	That: 1. Any report or documentation on the previous investigation into a possible trial move of the terminating bus stop from the south side of Bronte Road at the Bronte cafes to the actual terminus (old tram building in the park) is made available for Councillors. 2. A report be prepared, for consideration by Council, detailing the following investigations which are to be undertaken: (a) Widening the footpath outside all the shops on the southern side of Bronte Road. (b) Removal of the bus setdown from the southern side of Bronte Road. (c) A possible trial of the shifting of the setdown on the southern side of Bronte Road on weekends. 3 Council fully endorses and resources the creation of the 10 kilometre speed limit in the subject area.	Renewal	Finalised	
21/05/13	1305.11.7	Motor Bike Parking in Notts Avenue Bondi Beach (A02/0637-02)	That: 1. Officers from Council's Technical Services Division investigate providing dedicated motor bike parking at the southern, dead end of Notts Avenue, Bondi Beach. 2. A report outlining the outcome of the investigation be submitted to the Waverley Traffic Committee.	Renewal	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
21/05/13	1305.11.8	Waste Services (A08/1210)	That: 1. Council prepare a comprehensive community engagement strategy to assist in meeting the Environmental Action Plan target of 75% diversion from landfill by 2020, and to further address the issue of dumped rubbish and littering in Waverley. 2. A report be submitted to Council within 3 months on the engagement strategy and proposed actions, including how Council has addressed the issues of recycling, dumped rubbish and littering in the past. 3. Consideration is given to how Container Deposit Legislation may assist Council.	Futures	Finalised	
18/06/13	1306.11.1	Public Domain Improvements Policy	That Council investigate a new Policy that allows community members to participate in public domain improvements at their own cost or sharing the cost with Council, with a draft of this Policy to come back to Council for consideration.	Corporate	Finalised	
18/06/13	1306.11.2	Local Village Centres – Public Domain Improvement Plan 2006 - Review	That: 1. The newly formed Integrated Design Working Group review the design standards and treatments in Council's Local Village Centres - Public Domain Improvement Plan 2006 and make recommendations about any appropriate amendments to the Plan that would achieve potentially better improvements to the public domain of Waverley. 2. In reviewing the Plan, the Working Group is requested to specifically review the current design of the Glenayr Avenue and Blair Street treatment (at Seven Ways) and make recommendations for amendments to the current design.	Renewal	Finalised	
18/06/13	1306.11.3	New Street Reserve Upgrade	That: 1. Council's newly formed Integrated Design Working Group be requested to review the Concept Plan for a potential upgrade to the New Street Reserve proposed by the applicant of the development application DA 294/2011 for the property at 227-229 Old South Head Road and as set out in Condition 10 of Council's planning approval dated 23 April 2013. 2. A report is to come back to Council that includes: a. alternative New Street Reserve design proposals b. estimated budget for any revised designs c. funding options d. proposal for consultation with local residents and other stakeholders e. suggested project timing f. the process for Council consent as landowner. 3. Council note the applicant has the opportunity within the development application consent for the Section 94A contribution to fund all or part of the cost of the New Street Reserve upgrade works in lieu of a cash payment. 4. The Director of Planning & Environmental Services is to negotiate with the applicant to determine the manner in which an upgrade to the New Street Reserve can best be achieved. Outcomes from this negotiation are to be included in the report referred to in Point 2 above.	Renewal	Finalised	
18/06/13	1306.11.4	Aboriginal and Torres Strait Islander people – Council's Website	That Council: 1. Ensure in the redesign of Council's website that the section in relation to Aboriginal and Torres Strait Islander (ATSI) people is given a greater level of prominence and is updated. 2. Bring together relevant information and links related to Council's past and present work, and information held related to ATSI people, including policy, partnerships and events and photographs and include in this area of the website. 3. Consider taking this further to include information on local ATSI culture, history and pharmacology, not limited to Waverley Council's collected works. 4. Examine options for the development of an experiential site, physical or virtual, to create a space that residents and tourists can visit to enjoy and understand local culture and history. 5. Investigate how Council can involve local schools.	Corporate	Finalised	
16/07/13	1307.11.1	Bondi Park and Pavilion Plan of Management (A12/0445)	That the Bondi Park and Pavilion Plan of Management incorporates all and any Aboriginal archaeological studies, including identification of sites, activities, post European contact that has been undertaken in consultation with the La Perouse Local Aboriginal Land Council and the Australian Museum and Aboriginal people with connection to the 'Country' of Bondi.	Life	Finalised	
16/07/13	1307.11.2	Constitutional Recognition of Local Government – Withdrawal of unqualified support by the Federal Opposition Leader (A02/0764)	That Council: (a) Reaffirms its support for financial Constitutional Recognition of Local Government. (b) Calls on the Leader of the Federal Opposition, Mr Tony Abbott, to support the referendum of the financial Constitutional Recognition of Local Government.	Corporate	Finalised	
17/09/13	1309.11.1	Community Engagement Strategy for Waste (A08/1210)	That the Community Engagement Strategy for Waste that was endorsed at the Finance, Ethics & Strategic Planning Committee meeting on 6 August 2013, and which is yet to be implemented, be refined as set out below: Refer table in minutes - page 11 to 15 http://www.waverley.nsw.gov.au/_data/assets/pdf_file/0008/61388/Council_Minutes_-_17_September_2013.pdf	Futures	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/09/13	1309.11.2	Boot Factory - Independent Heritage Engineer Assessment (A08/1326)	That: 1. Council note concerned residents have engaged an Independent Heritage Engineer to view and assess the condition of the Boot Factory distinct from that to be engaged by Council. 2. Subject to Points 3 and 4 below, Council allow this Heritage Engineer access to the interior and exterior of the Boot Factory to make a separate assessment of its condition. 3. The General Manager is to: (a) Endorse, on behalf of Council, the suitability of the Independent Heritage Engineer to professionally perform the work. (b) Ensure all reasonable standards and practices are adhered to, including Occupational, Health & Safety requirements. (c) Provide an appropriate Council representative to accompany the Heritage Engineer during the inspection. 4. The report produced by the Independent Heritage Engineer is made available to Council's General Manager as soon as it is completed.	Futures	Finalised	
17/09/13	1309.11.3	Pilot program of recording and documenting the migration experiences of post war Jewish immigrants and their descendants (A03/0336-24)	That Waverley Council, together with the Waverley library, begin the following process: 1. Investigate a program of recording and documenting the migration experiences of post war Jewish immigrants and their descendants who initially settled in Waverley after their arrival in Sydney. 2. Approach Rose Bay Secondary College to see if their senior students would like to participate in the project, as they did in our sesquicentenary project. 3. Work with organisations such as Jewish Care to facilitate the project and to ensure no overlap in any program they may be developing. 4. Once the program is underway, it should be broadened to include other post war groups specifically targeting Russians, as we have such a large population of both Jewish and Orthodox Russian.	Life	Finalised	
15/10/13	1310.11.1	Waverley Cemetery Plan of Management (A09/0722)	That: 1. The Waverley Cemetery perimeter fencing matter be deferred to allow a decision on the preferred option to be considered within the context of a broader vision for the Waverley Cemetery site and services. 2. Council develop a draft vision for Waverley Cemetery taking the current adopted Plan of Management as the platform on which clear ideas can be developed of: (a). how all parts of the site should look in landscape and built form, (b). how the key heritage items (those listed as Category A in the POM) should be conserved, (c). how the vital service of interment and remembrance of the dead provided by the site for the past 137 years should be protected and sustained, (d). the types of activities that should be fostered on the site, and (e). how the cemetery business may be developed to best support the site and service into the future. 3. A Councillor Officer working group be charged with development of the draft vision and consist of the Mayor, Deputy Mayor, ward councillors and appropriate officers including at least the management of the Cemetery, the Divisional Manager Technical Services and as necessary, Council's heritage advisor or other relevant staff. 4. The working group develop a draft vision including any necessary maps, audio-visuals, and descriptions of preferred approaches to the site and operation, and convene a workshop with all councillors on the working group findings prior to consideration of a draft vision by Council in March 2014. 5. Council note that once a draft vision is endorsed by Council, there may be a requirement to update the adopted Plan of Management.	Renewal	Finalised	
15/10/13	1310.11.2	Flag Protocol (03/0416)	1. Council investigate the Flag Protocols that would allow Council to annually lower its flags to half mast as a sign of respect and remembrance marking both Aboriginal deaths in police and prison custody and the deaths of Police Officers who have died in the line of duty, as well as any other additional occasions on which it is appropriate to lower flags to half mast in remembrance and respect. 2. A report outlining actions to achieve this result, such as any changes to the Australian Flag Protocols, be brought back to the Community, Housing, Environmental Services & Public Works Committee in November.	Renewal Life	Finalised	
22/10/13	1310R.11.2	Flag Protocol (03/0416)	1. Council investigate the Flag Protocols that would allow Council to annually lower its flags to half mast as a sign of respect and remembrance marking both Aboriginal deaths in police and prison custody and the deaths of Police Officers who have died in the line of duty, as well as any other additional occasions on which it is appropriate to lower flags to half mast in remembrance and respect. 2. A report outlining actions to achieve this result, such as any changes to the Australian Flag Protocols, be brought back to the Community, Housing, Environmental Services & Public Works Committee in November.	Renewal Life	Finalised	
19/11/13	1311.11.1	Waverley Cemetery (A02/0658-06)	That Council Officers: 1. Investigate what is required for the listing of Waverley Cemetery on either the State or National Heritage Register, or both. 2. Include in the investigation research of all heritage options for listing, what information is required for heritage listing and Council's obligations once listed. 3. Prepare a report of findings for consideration by the Visioning Committee as part of its deliberations. 4. Invite a cemetery heritage expert to address the visioning workshop about the value of listing.	Renewal	Finalised	A separate application to heritage list Waverley Cemetery on the State Register has been submitted and is being assessed by the NSW Heritage Council. Report completed by Strategic Planning. Trim file number A15/0174.

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
19/11/13	1311.11.2	Hunter Sculpture Park (A03/2480)	That: 1. Hunter Sculpture Park is signposted on its two frontages the Coastal Walk and Bondi Road / Campbell Parade. 2. Council investigates the requirements for the signposting of other parks in relation to public art.	Life	Finalised	A new sign was installed for Hunter Sculpture Park.
19/11/13	1311.11.4	Public Open Space (A04/1096)	“That Council requests that Council Officers circulate information to Councillors on: (a) Any change in the amount of public open space under Council control since 2001/02; and (b) Pressures on Council owned public open space.	Life-Renewal	Finalised	
19/11/13	1311.11.5	Bondi Pavilion – Space vacated by the Marine Discover Centre (A02/0280-09)	That: 1. Council notes an expression of interest process has taken place for the temporary occupancy of the former Marine Discovery Centre space in Bondi Pavilion. 2. The terms of any future tender for the long-term use of the former Marine Discovery Centre space be brought back to a Council meeting for approval prior to such a tender being advertised. 3. Any future tender for the long-term use of the former Marine Discovery Centre space footprint be aimed at not-for-profit and community-based uses and organisations.	Life	Finalised	
19/11/13	1311.11.6	Library – DVD Collection (A05/0327)	That: 1. Council officers, in cooperation with Council’s Multicultural Committee, prepare a report wherein community harmony building and anti-discrimination based strategies and programs can be run at Council and community venues such as Waverley Library, Bondi Pavilion and the Margaret Whitlam Recreation Centre and, where appropriate, these programs promote items from Waverley Library’s DVD collection that have a theme of multicultural education and community harmony building messages. 2. Council’s practice of featuring themed booklists and genre sheets for library browsers/users be expanded to include lists for Waverley Library DVDs depicting examinations and explorations of multicultural community harmony building educational themes. 3. Council officers liaise with International Film Festival organisers in Sydney to procure multicultural community harmony building educative DVDs for the benefit of Waverley’s library patrons as these Film Festivals often feature films/documentaries around the themes of dispelling cultural myths and debunking stereotypes. 4. Council requests it’s Multicultural Advisory Committee to assist Council staff in: (a) Selecting other suitable titles for the Waverley Library catalogue relating to harmony building education within our community. (b) Preparing a report wherein community harmony building and anti-discrimination based strategies and programs which can be run at Council and community venues such as Waverley Library, Bondi Pavilion and the Margaret Whitlam Recreation Centre and, where appropriate, these programs promote items from Waverley Library’s DVD collection that have a theme of multicultural education and community harmony build messages.	Life	Finalised	
10/12/13	1312.11.1	Scout Hall, Victoria Park, Victoria Street, Queens Park (A03/0990)	That, considering that the Waverley Development Assessment Panel has now granted approval for the demolition of the Scout Hall in Victoria Park, Council: 1. Encourage Scouts Australia NSW branch to demolish the Hall with some urgency. 2. Organise a community meeting of the neighbouring Queens Park residents to take place with the Ward Councillors, the Mayor and the La Perouse Land Council in early February to discuss extending and /or upgrading the Children’s playground or options the residents wish to pursue. 3. Table a condition of assessment of the current playground equipment at that meeting.	Futures	Finalised	Scout Hall has been demolished.
10/12/13	1312.11.2	Promotion of Planning Alerts (A03/0509)	That Council: 1. Using appropriate communication tools, promotes the ability for Waverley residents to sign up to receive free email planning alerts of Development Applications near them 2. Increases the prominence of the link to sign up to the planning alerts on Council’s website.	Futures	Finalised	
10/12/13	1312.11.3	Upgrade to Playground and its surrounds in Stephen Street Reserve, Bondi (A08/0833)	That: 1. Council investigate upgrade, maintenance and addition options of playground equipment and its surrounds within Stephen Street Reserve, Bondi, through community consultation with local families and Child Care Centres. 2. A report comes back to Council to include recommendations on the issues mentioned in the background to this motion, funding, and timing.	Renewal	Finalised	
18/02/14	NM.1/14	Graffiti Prevention Measures (A05/1643)	That Council: 1. Investigate what graffiti prevention measures can be put in place to deter the incidence of graffiti, particularly at hot spots within the LGA that are frequently targeted. 2. Assess the procedures and success of graffiti management and removal at other councils, including at least Woollahra, Randwick and City of Sydney, for graffiti that is on private property and accessible from the public domain, and compare to Waverley. This would include but not be limited to service standards, actual removal times, quote management, offensive graffiti removal and how well resident requests for graffiti removal are actioned. 3. If possible, determine the intent of the Department of Attorney General and Justice to revise the Graffiti Control Act and how it could impact councils in general and Waverley in particular. 4. Prepare a report on the above issues with recommendations for any changes to Waverley’s approach to graffiti management and Graffiti Management Policy, to come back to Council at the time of the next Graffiti Management Report, expected around April/May.	Renewal	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/02/14	NM.2/14	Dads Read Program to Support Early Literacy (A13/0280)	That: 1. The Library develop an early childhood literacy program similar to the Queensland program Dads Read. 2. A report come back to Council on conclusion of a pilot program.	Life	Finalised	
18/03/14	NM.3/14	Events Policy - exclusion of family gatherings (A11/0687)	That Council: 1. Notes that the Events Policy adopted February 2013 does not require an application for social and family gatherings of 50 people or less. 2. For clarification and communication purposes, makes the following amendments to the Events Policy: (a) Page 11, "Exclusions" section, add in an additional dot point as a first dot point so that it reads: "Specific exclusions to this definition of events in Waverley are: ▣ Social and family gatherings of 50 people or less." (b) Page 16, in the "Special Considerations and Conditions" section, before the 'Specific Exclusions' heading, insert new text as follows: "Advertising and Social Media Organisers of community and social events may use social media to promote their event. Event organisers are responsible for correctly estimating event attendance numbers, making an application if required, and putting in place appropriate safety management and crowd management measures."	Life	Finalised	
18/03/14	NM.5/14	Events Policy - relationship to Social Media (A11/0687)	That Council receives a report from the appropriate officer seeking clarity on the Events Policy in relation to social media promotion and advertising for commercial events.	Life	Finalised	
18/03/14	NM.7/14	Bronte Road Parking Meters (A03/1214)	That: 1. Council investigates the following options in relation to parking meters on the cafe strip on Bronte Road at Bronte Beach and between 484 to 520 Bronte Road, on both sides of the road: ▣ the feasibility of reducing the present parking meter rate of \$6.60 per hour to \$4.00 per hour, during winter months, ▣ the feasibility of increasing parking meter allowable time to 2 hours (up from 1 hour) during winter months, ▣ the feasibility of turning off the parking meters during the winter months, ie free parking 24 hours per day, ▣ the feasibility of turning off parking meters at 6.00 pm in the summer months, and ▣ consider any other options as appropriate. 2 The following information be provided to Council: ▣ the nature of any contractual arrangement (including but not limited to, costs, terms and duration) with suppliers of parking meters, ▣ the nature of any ongoing maintenance agreements including but not limited to costs, terms and duration.	Life	Finalised	
18/03/14	NM.8/14	Waverley Bus Depot - Development Potential (A13/0636)	That the Director of Planning and Environmental Services report to Council, in confidential session, regarding the development potential of the Waverley Bus Depot site on Oxford Street, Bondi Junction. The report will include details on the statutory basis of the current zoning, impacts of possible height and floor space outcomes and how Council might better ensure that any future development is in keeping with the surrounding residential neighbourhood and parkland.	Futures	Finalised	
18/03/14	NM.9/14	Waverley Bus Depot Sale – Expressions of Interest (A13/0636)	That: 1. The General Manager approach the NSW Minister of Finance and Services and request access to documentation related to the Expressions of Interest campaign including timetable for sale, the State Government's indication to developers of the development capacity of site and the future of bus operations. 2. A report be presented to Council as soon as possible.	Futures	Finalised	
18/03/14	NM.10/14	Waverley Bus Depot - Meeting with State Government (A13/0636)	That the Mayor provides Council with a written report detailing: 1. The recent meeting with the State Department of Finance and Services where the Waverley Bus Depot and West Oxford Street Precinct were discussed, 2. Outline the nature of the discussion and provide to Councillors any documentation exchanged by Council or the Department of Finance and Services or any other government agency, including the Department of Education and Communities, in relation to the Waverley Bus Depot and the West Oxford Street Precinct, 3. Decisions or undertakings made as a result of the meeting with the Department of Finance and Services or any other department, including the Department of Education and Communities and including any deadlines discussed, 4. Offers made to the State Government by Council such as joint investigations, the location of a school on the bus depot site or any other offers, 5. Details of who initiated the meeting with the Department of Finance and Services and who attended the meeting, and that the report be provide to Councillors as soon as possible and no later than 25 March, 2014.	Futures	Finalised	
18/03/14	NM.11/14	Hall Street, Bondi Beach - Traffic issues (A03/0042-04)	That Council officers recommend changes to traffic movement, parking restrictions and pedestrian safety devices in the commercial part of Hall Street, Bondi Beach, and the streets running off Hall Street in the designated area, to alleviate the traffic issues resulting from the redevelopment of the Hakoah Club.	Renewal	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/03/14	NM.12/14	Bus services on Bondi Road at Denham Street (A03/0189)	That: 1. Council note that since the Bondi Road scheduled bus service to the City commencing at Denham Street was removed over five years ago, local precincts and residents have complained that city bound buses on Bondi Road are often full west of Denham Street. Council has already requested Sydney Buses to reinstate the service but this has not yet occurred. 2. The matter of reintroducing a scheduled Bondi Road bus service to the City starting at Denham Street at least during peak times be referred to the upcoming meeting between Transport for NSW and Council. 3. A report be prepared for consideration by the Waverley Traffic Committee	Renewal	Finalised	
18/03/14	NM.13/14	Hakoah Club historical plaque (A03/0176)	That: 1. Council place an historical plaque on the public footpath in Hall Street, Bondi Beach at the location of the old Hakoah Club, now the TOGA Adina building, to acknowledge the importance of the Hakoah Club's history to Bondi and the community. 2. This plaque and/or process acknowledge the work of Mr Richard Davis who has been petitioning for this plaque since the old Hakoah Club closed. 3. Council work with relevant internal and external stakeholders and potential donors/funders of the Hakoah Club, Hall Street public footpath plaque in the context of civic pride. 4. A report on this Hakoah Club, Hall Street public footpath historical plaque come to Waverley Council's Operations Committee, preferably in April, or soon thereafter.	Life	Finalised	
22/04/14	NM.16/14	Waverley Bus Depot – Representations to the State Government (A13/0636)	1. That the Mayor actively lobbies the State government including the Department of Transport and the Department of Finance, and clearly conveys that Waverley Council: a. Strongly supports the appropriate level of public transport for the Waverley LGA. b. Understands that public transport plays a significant role in ameliorating traffic congestion in the Waverley LGA. c. Sees the Waverley Bus Depot as essential infrastructure in meeting the existing and future transport needs for the Waverley LGA.	Futures	Finalised	
22/04/14	NM.18/14	Tender for removal of underground storage tanks at the Waverley Bus Depot (A13/0636)	That: 1. The General Manager urgently seeks information / clarification from the State Transit Authority and the Environmental Protection Authority about: a. Details concerning the Invitation to Tender STA2014/04 for the removal of underground storage tanks, and associated remediation and site validation works for the Waverley Bus Depot site. b. Concentration levels of Polycyclic Aromatic Hydrocarbon (PAH) and of naphthalene which have been assessed as being "above site assessment criteria" (i.e. permissible levels). c. Groundwater within the bus depot site "not meeting the ANZECC (2000) Guidelines for Fresh Water and Quality in regard to Polycyclic Aromatic Hydrocarbons". d. Verification that this contamination which was cited in the report "Groundwater Assessment" report prepared by A.D. Envirotech Australia Pty Ltd for the STA on 27th November 2012, was not reported to Waverley Council at any time since the release of the report. 2. Waverley Council urgently seeks reasons why this contamination was not reported to it at the time of the report i.e. 18 months ago.	Futures	Finalised	
22/04/14	NM.19/14	Public Use of Open Space next to the Bondi Waverley School of Arts Building, Bondi Road (A03/0907)	That: 1. Council receives a report with recommendations on what might be done on the land adjacent to the Bondi Waverley School of Arts in a cost effective manner. 2. The report considers how the project would be implemented, including community consultation, and if a Civic Pride or placemaking 'Lighter, Quicker, Cheaper' approach would be appropriate, amongst other alternative design options. 3. The Public Art Committee be consulted in the case that public art is proposed.	Life	Finalised	
22/04/14	NM.20/14	Dickson Park Upgrade (A03/1967)	That a report be prepared for Council on the proposed upgrade to Dickson Park to accommodate a range of users and include proposed ongoing management and maintenance schedules appropriate to Council's decision on whether the southern portion of Dickson Park remain an off leash area or not. The report should also address the removal or relocation of the basket ball hoops.	Renewal	Finalised	
22/04/14	NM.21/14	NSW Crown Lands White Paper Submission (A03/0176)	That: 1. A report is prepared for Council consideration on the recommendations of the Crown Lands Legislation White Paper; and 2. This report, subject to adoption by Council, be submitted to the Crown Lands Management Review prior to the closing date for submissions of 20 June 2014.	Futures	Finalised	
20/05/14	NM.24/14	Section 18C of the Racial Discrimination Act 1975 (A08/0362)	That Council: 1. Understands the fundamental importance of section 18C of the Racial Discrimination Act 1975. 2. Reaffirms its commitment to a multicultural society based on mutual respect, diversity of views and the rule of law. 3. Recognises that freedom of speech is critical to the proper function of a free society. 4. Affirms that there is no place in our society for discrimination based on race, religion or ethnicity. 5. Notes its grave concerns about the proposals which are set out in the Commonwealth Attorney-General's exposure draft for changes to Part II of the Racial Discrimination Act and urges the government to adopt the recommendations of the Executive Council of Australian Jewry in their submission to the review of the Racial Discrimination Act.	Life	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/05/14	NM.25/14	Section 18C of the Racial Discrimination Act 1975 (A08/0362)	That Council writes to the Member for Wentworth, Hon Malcolm Turnbull MP, asking him to vote against any changes to Section 18C of the Racial Discrimination Act 1975, and forwards him a copy of Motion NM.24/14.	Corporate	Finalised	
20/05/14	NM.26/14	Bronte House (A13/0628)	That the Mayor provide a written report to the next Council detailing times, dates, and content of any correspondence, emails, meetings, discussions, and informal conversations she has had with the outgoing lessee of Bronte House on their status as potential future lessee of Bronte House.	Corporate	Finalised	
17/06/14	NM.28/14	Plastic Bag Free Waverley (A02/0134)	That: 1. A brief, precise report be prepared for Council and Councillors describing progress so far and give a date as to when we can expect Waverley to be plastic bag free. 2. The report comes to Council after the Environmental Sustainability Advisory Committee meets.	Futures	Finalised	
17/06/14	NM.29/14	Parking Advisory Signs at Bondi & Bronte beaches (A02/0637-02)	That Council removes the large new black on white parking advisory signs at Bondi and Bronte beaches and the large new electronic parking spaces advisory sign in the median strip in Campbell Parade as soon as possible.	Renewal	Finalised	
17/06/14	NM.30/14	Pre Gateway Review process (PP-4/2013/A & PP-5/2013)	That the Director of Planning and Environmental Services write to the Acting Secretary of the Department of Planning and Environment: 1. Expressing Council's concerns about the Pre Gateway Review process; 2. Seeking clarification about the progress of any proposed internal review; and 3. Confirming the status of current planning proposals if an internal review is underway.	Futures	Finalised	
17/06/14	NM.31/14	Letter of support for continuation of funding for Women's Refuges and Women's Homelessness Support Services (A05/0965)	That Council advocates on behalf of Waverley's community by writing to our Local State Member for Vaucluse and Minister for NSW Community Services, Gabrielle Upton, seeking the continuation of funding to Women's Refuges and specialist women's homelessness support services in the inner city and eastern suburbs.	Life	Finalised	
17/06/14	NM.32/14	Norman Andrews House – Clarification from the Uniting Church (A03/0403-03)	That Council: 1. Affirms its commitment to the provision of the Norman Andrews House homelessness support service at Bondi Beach, in partnership with the Uniting Church. 2. Requests an officer's report be provided to Council on how best to continue the homelessness support service including a revised deed of agreement and any budget changes required.	Life	Finalised	
17/06/14	NM.33/14	Wellington Street Tennis Court Redevelopment (A06/0847-02)	That Council's Director of Planning forward to the Hon. Stuart Laurence Ayres, Minister for Sport and Recreation, Council's planning assessment of the Wellington Street tennis court re-development proposal informing the Minister of: 1. Council's support for the continued operation of the recreation facility 2. Council's opposition to the proposed re-development, and 3. Requests that he supports our opposition through representation to the NSW Minister for Planning, the Hon. Pru Goward, MP.	Futures	Finalised	
17/06/14	NM.36/14	Councillor sites and services visits (A04/0699)	That the General Manager arranges for Elected Members to visit places and services in Waverley Council as a familiarisation method and when impending Council decisions are to be made in relation to a facility or service.	Corporate	Finalised	
15/07/14	NM.37/14	Babi Yar Massacre Plaque (A04/0553)	That: 1. Council erects a plaque in the Waverley Memorial Gardens in memory of the Babi Yar massacre of 1941, and it be unveiled on the commemoration ceremony being held on Sunday, 28 September 2014. 2. The cost be borne by Waverley Council with donations from the Jewish community. 3. Council officers work closely with the organising committee as to the wording and the best location of this plaque.	Life	Finalised	
19/08/14	NM.38/14	Marine Life Protection (A04/0548)	That Council: 1. Strictly enforces the "no picking" laws of marine life between the high tide and low tide marks and especially in the Bronte rock pools. 2. Officers investigate how these 'no picking' laws can be better enforced or improved. 3. Officers report to the September 2014 Council meeting with recommendations and in time for the summer season. 4. Investigates the possibility for funding for a marine life count in and around the protected areas and the Bronte rocks.	Futures	Finalised	
19/08/14	NM.41/14	Belgrave & Murray Streets Parks Upgrade (A04/1118)	That Council consults with the local community via the Bronte Precinct Committee and Waverley Ward Councillors to identify priorities and a plan for the two small reserves at the intersection of Belgrave and Murray Streets.	Renewal	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
19/08/14	NM.42/14	NSW Civil and Administrative Tribunal (A04/0104)	1. Council notes the findings of the Civil and Administrative Tribunal of New South Wales in the matter of Phillips v Director General, Department of Premier and Cabinet - [2014] NSWCATOD 48 http://www.caselaw.nsw.gov.au/action/PJUDG?jgmid=171212 , relating to the disclosure of supposed confidential information by a Councillor; and in particular paragraphs 40 onward which deal with the process for handling requests that information provided to Council be kept confidential. 2. Council requests the NSW Minister of Local Government, the NSW Division of Local Government and the Department of Premier and Cabinet to consider the following as it applies to Councils within NSW, and to provide a response to Waverley Council, and that a report then be prepared for consideration by Council: a) The compliance of Council's confidential information policies with these findings; b) The extent to which the requirements in sections 10A, 10B and 10D of the Local Government Act are applied by Council in accordance with these findings, particularly the need for consideration of the public interest when determining matters of confidentiality.	Corporate	Active	We are unable to locate any record of action taken resolve this resolution.
16/09/14	NM.45/14	Council Resolutions Review (A02/0649)	That the General Manager: 1. Reviews Council's June 2011 report of outstanding Notices of Motions and Mayoral Minutes, plus those resolved since that time, to determine which: • Are outstanding with no action to date, • Have had some action initiated but are not completed; and • Have been actioned and completed. 2. Presents a report to Council on the above review, with Motions being grouped by context, where possible. 3. Implements a system of tracking resolutions via the use of InfoCouncil to ensure they are acted upon in a timely manner. 4. Reports on a six monthly basis on the status of Motions.	Corporate	Finalised	
16/09/14	NM.52/14	Electronic 'spaces available' parking sign for Wellington Street Car Park (A02/0637-02)	That Council installs an electronic digital spaces available parking sign on either Bondi Road at Wellington Street or Wellington Street at Wellington Place that will advise people wishing to park in the car park of the number of available spaces in the Wellington Street Car Park.	Life	Active	A feasibility study will be conducted in 2018/19 to investigate the occupancy vs the cost of implementation.
14/10/14	CM/8.1/14.10	Council Amalgamations (A12/0619)	That Council does not support amalgamation with any other Council unless it can be demonstrated that there are sufficient benefits of a preferred amalgamation to Waverley, and this is supported by the Waverley community.	Corporate	Finalised	
14/10/14	CM/8.4/14.10	Fit for the Future – Discussion with City of Sydney (A12/0619)	That Council opens discussions with the City of Sydney Council and Botany Council along the same lines as those already in place with Randwick and Woollahra.	Corporate	Finalised	
14/10/14	CM/8.6/14.10	Healthy Ageing and Residential Aged Care (A03/0005)	That Council: 1. Requests the following information be provided in a report to the Operations Committee: a) Residential care facilities, including nursing homes, operating in Waverley and an estimated supply of places; b) Planned future residential care facilities; c) Demographic data about seniors in Waverley and any estimate of demand; d) Comments about whether there is a sufficient supply of residential aged care to meet future Waverley resident needs according to trends in demand, noting the recent loss of proposed aged care in Waverley at the former Benevolent Society site, Ocean Street, Bondi; e) The relevant objectives and actions within existing Waverley Council plans which support ageing in place for older residents and their participation in an inclusive and liveable community; f) In-home and community services provided to older residents in Waverley; g) Any updated information, where available, from relevant Federal and State departments about NSW and Sydney planning for residential aged care and ageing in place, and how it impacts Waverley; h) Recommendations for any short-term and long-term actions that Waverley should take. 2. Sends a draft of the report to the NSW State Minister for Ageing John Ajaka and the Waverley Community & Seniors Centre Association to provide an opportunity for comment. 3. Requests a Councillor workshop about the above information prior to the Operations Committee meeting. 4. Subject to outcomes and recommendations in the report, organises a Forum in 2015 that focuses on healthy ageing, inclusion, liveability, ageing in place, and residential aged care for the Waverley community.	Life	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/11/14	CM/8.1/14.11	Electronic and Chemical Waste Drop Off Points (A11/0635)	That Council: 1. Identifies the various measures currently in place to reduce e-waste and household problem wastes such as bi-annual collections, drop off points and other programs run by industry organisations such as Mobile Muster. 2. Reviews the effectiveness of the current locations, timings and collection frequency of e-waste and other problem wastes. 3. Investigates options for expanding Council's current e-waste recycling and household waste collection programs to maximise participation rates of residents and businesses and increase diversion of problem wastes from landfill. 4. Identifies any external grant funding opportunities available to Council to expand our current program. 5. Provides a report to the Operations Committee that addresses the above issues.	Futures	Finalised	
18/11/14	CM/8.2/14.11	Walk 21 – International Charter for Walking (A12/0728)	That Council signs up to the Walk 21, International Charter for Walking.	Corporate	Finalised	
18/11/14	CM/8.3/14.11	Amalgamations – Mayor's meeting with Electoral Commissioner (A12/0619)	That the Mayor provide a detailed public account of Councillor Sally Betts' contact with the Electoral Commissioner regarding the proposal for Waverley to conduct a poll of its Electors on the question of Waverley Council's amalgamation with other local councils at the same time as the March 2015 NSW State Elections Polling Day.	Corporate	Finalised	
16/12/14	CM/8.1/14.12	Protecting Waverley's Aboriginal Rock Engravings and Heritage	That in the interests of Recognizing the ongoing Aboriginal Custodianship of the Land that forms Waverley, Council help convene and progress roundtable discussions with Council Officers, the La Perouse Local Aboriginal Lands Council, Aboriginal Site Conservationists and the North Bondi Golf and Diggers Club Staff to implement better Site Custodianship for the North Bondi Golf Course Aboriginal Sandstone Rock Engravings.	Life	Finalised	
16/12/14	CM/8.2/14.12	Swimmer Safety – Shark Conservation (A03/2191)	That as custodian of swimmer safety at its beaches, Waverley Council: 1. Calls for a report into how it can promote implementation of more sustainable, contemporary shark protection technology options at its beaches. 2. Recognises the Federal government's role under the Environmental Protection and Biodiversity Conservation Act (EPBC) Act 2000 to manage protection of vulnerable Great White and other threatened shark species by funding assistance for the NSW government to trial contemporary shark detection technologies. 3. Calls on the NSW government to review its 70-year long netting programme and update its response to swimmer protection in light of a 90% crash in shark numbers worldwide, and the significant catch of other marine creatures including turtles, rays, dolphins and penguins by the nets. 4. Initiates discussions with the Member for Vaucluse, Gabrielle Upton, Member for Coogee, Bruce Notley-Smith, NSW Minister for the Environment, Rob Stokes and Federal Member for Wentworth, Malcolm Turnbull, to highlight the urgency for updating swimming safety technology at its ocean beaches. 5. Liaises with the relevant State and Federal authorities to progress Local Government implementation of the National Plan Of Action for the Conservation and Management of Sharks ('Shark Plan 2') as part of Australia's domestic response to the United Nations Food And Agriculture Organisation's International Plan Of Action for the Conservation and Management of Sharks. 6. Acknowledges the ongoing Aboriginal Traditional Custodian relationship with Marine species and seeks input from Aboriginal Community on Swimmer Safety-Shark Deterrent and Conservation strategies.	Life- Life/Futures	Finalised	
17/02/15	CM/8.1/15.02	Establishment of Waverley Cemetery Foundation (A02/0658-06)	That a report come back to Council on the work that has been done towards setting up a Foundation for Waverley.	Renewal	Active	A report to be submitted to the 3 July 2018 Operations Committee Meeting
17/02/15	CM/8.2/15.02	Waverley Cemetery consideration for State and National Heritage listing (A02/0658-06)	1. Council Investigates the issues and opportunities that should be taken into account in considering whether Council should pursue the listing of the Waverley Cemetery on the State Heritage Register, or the Register of National Estate. 2. A report be prepared and come back Council on this.	Futures	Finalised	
17/02/15	CM/8.3/15.02	Provision of information to the Public regarding visits to the Waverley Cemetery (A02/0658-06)	1. Council investigates the approach and costs to implement a digital map, or other type of map that would provide information about famous, infamous and interesting people buried in the Waverley Cemetery that would be available on smart phones, tablets and other mobile devices for public walking tours of the Cemetery. 2. A report come back to Council.	Renewal	Finalised	
17/02/15	CM/8.6/15.02	Flying of Rainbow Flag in support of the Sydney Gay and Lesbian Mardi Gras (A03/0416)	That Council fly the Rainbow Flag at Bondi Pavilion in the week prior to and on the day of the Gay and Lesbian Mardi Gras to be held on Saturday 7 March. By so doing Waverley Council will help promote an important cultural event in our region and support and celebrate the diversity of our residents, staff members, family and friends that are Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and/or Intersex (LGBTQI).	Life	Finalised	
17/03/15	CM/8.2/15.03	Upgrade intersection of Blake Street and Military Road, Dover Heights (A03/0580)	1. As part of the 2nd quarterly review, allocate SAMP funding to upgrade the footpath and kerbs at the intersections of Blake Street and Military Road. 2. Officers meet with representatives of the Dover Heights Precinct to identify additional improvements to the amenity and safety of local residents at the intersection.	Renewal	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/03/15	CM/8.3/15.03	Looking Good Project at Liverpool Street, Rose Bay (A03/0518)	1. Investigates how to improve the look and feel, and in particular safety of the upper portion of Liverpool Street adjacent to Bangalla Road, west of Hardy Street. 2. As a matter of urgency improves the signage for traffic entering Bangalla Road off Liverpool Street for safety reasons. 3. Ensure that the aluminium steel fence located on the median in upper Liverpool Street is replaced as a matter of urgency. 4. Agrees that the upper Liverpool Street cement and brick wall and surrounds be the next Looking Good Project, and organises a community meeting to identify amenity improvements for the local residents, including but not limited to planting some vegetation.	Renewal	Finalised	
21/04/15	CM/8.5/15.04	B1 Neighbourhood Centre under the WLEP (2012) 100sqm gross floor area cap (PP-2/2013)	That Council officers investigate, as part of the annual review of the WLEP (2012), the implications of imposing a 100sqm gross floor area cap on retail premises for all land zoned R3 and B1 Neighbourhood Centre and retail uses in other zones under WLEP (2012). A Councillor workshop is to be included as part of the investigation; this is to ensure the small-scale character and operation of retail premises as well as the amenity of residential areas is maintained in neighbourhood centres throughout Waverley.	Futures	Finalised	
19/05/15	CM/8.1/15.05	2015 Local Government Aboriginal Network Conference (A03/0027)	That Council and its administration support: 1. The attendance of Indigenous Greens Councillor Dominic Wy Kanak boondiboondi at the 2015 Local Government Aboriginal Network Conference. 2. The attendance of Waverley Councillors and officers at the 2015 Local Government Aboriginal Network Conference.	Corporate	Finalised	
19/05/15	CM/8.2/15.05	Centennial Parklands Fees (A05/0837)	That Council works with Centennial Parklands and the Public School Sports Association to encourage Centennial Parklands to offer ongoing affordable access to sports fields at Centennial Parklands for public school inter-school sports competitions.	Life	Finalised	
19/05/15	CM/8.3/15.05	Planning proposal to change zoning of 109–113 Macpherson Street, Bronte, under the WLEP (2012) (PP-4/2013)	That Council, as part of its annual review of the WLEP, investigates changing the zoning of 109–113 Macpherson Street, Bronte, from B1 Neighbourhood Centre to R3 medium density residential, to be consistent with the adjoining zoning; and which should also consider including a new clause under Part 6, Additional Provisions, that requires the ground floor use of any future development on the land at 109-113 Macpherson Street to be retained as an RSL club. In the instance that an RSL club is no longer financially viable for the site, the ground floor use is to revert to a use permissible in the R3 zone.	Futures	Finalised	
19/05/15	CM/8.4/15.05	Urgent submission to IPART on Fit for the Future assessment criteria (A12/0619)	1. Makes an urgent submission to the Independent Pricing and Regulatory Tribunal ('IPART') seeking the need for more specific, objective and realistic criteria to be applied to IPART's Fit for the Future assessment methodology. 2. Urgently requests that the IPART submission deadline for methodology assessment criteria be extended from 25 May 2015 to allow Councils, in consultation with their community, adequate time to make quality submissions on the methodology assessment criteria. 3. Consults with Waverley precincts before finalising a submission to IPART on methodology assessment. 4. Receives and includes comment from Waverley councillors and precincts in Council's submission to IPART on the methodology assessment, and provides all Waverley councillors and precincts with a copy of Council's final submission to IPART on the methodology assessment criteria.	Corporate	Finalised	
19/05/15	CM/8.5/15.05	Mayor's Message in Wentworth Courier and other media regarding Sorry Day and Reconciliation Week (A07/0432)	That the Mayor's Message in the Wentworth Courier Column and other media include explanations on the significance of Sorry Day (26 May) and Reconciliation Week (27 May–3 June).	Corporate	Finalised	
16/06/15	CM/8.1/15.06	Rescission Motion – CM/4.3/15.05 Special Meeting of the Waverley Traffic Committee – Minutes – 30 April 2015	UPON THE ADOPTION OF THE RESCISSION MOTION THE FOLLOWING MOTION WAS THEN MOVED, SECONDED AND DECLARED CARRIED: 1. The Recommendation of the Waverley Traffic Committee made at its Special Meeting on 30 April 2015 in relation to Item TL.01/15.04S – Bondi Junction Cycleway / Streetscape – Drawing L003 Revision D – Oxford Street, west of Denison Street to west of Ruthven Street be deferred until the results of the workshop to be held on Tuesday 30th June 2015 are known. 2. The Recommendation of the Waverley Traffic Committee made at its Special Meeting on 30 April 2015 in relation to Item TL.02/15.04S – Bondi Junction Cycleway / Streetscape – Drawing L005 Revision D – Intersection of Spring Street and Denison Street be deferred until the results of the workshop to be held on Tuesday 30th June 2015 are known. 3. The Recommendation of the Waverley Traffic Committee made at its Special Meeting on 30 April 2015 in relation to Item TL.03/15.04S – Bondi Junction Cycleway / Streetscape – Drawing L008 Revision F attached to the WTC agenda and L008 Revision G tabled at the meeting – Intersection of Bronte Road and Spring Street be deferred until the results of the workshop to be held on Tuesday 30th June 2015 are known.	Renewal	Finalised	
16/06/15	CM/8.2/15.06	Marriage Equality	1. Publicly support marriage equality irrespective of sex or gender identity. 2. Write to all Federal Members of Parliament and the Commonwealth Human Rights and Equal Opportunity Commission advising them of Council's support. 3. Write to all political parties with representation in the Federal Parliament encouraging them to prioritise debating changes to the Marriage Act and allow a conscience vote on marriage equality.	Corporate	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
16/06/15	CM/8.4/15.06	Complete Streets – Syd Einfield Drive	<p>1. Notes that considering the many decisions that have been made with regard to the Bondi Junction cycleway, the Special Traffic Committee meeting of 30 April 2015 deferring the design of three intersections along the route and the subsequent rescission, and general Councillor concern about the Spring Street route, it would be fruitful for a Councillor workshop to be held to reassess the current route and all decisions made to date, and then determine whether any other Council resolutions need to be rescinded.</p> <p>2. Conducts a workshop that includes but is not limited to:</p> <p>(a) the current route and any proposed issues with the current design;</p> <p>(b) the investigation and design component of the Complete Streets Report recommendations relating to Syd Einfield Drive to 2015/16;</p> <p>(c) the suggested Grafton Street roundabout raised in the West Oxford Street design charette to redirect traffic directly onto Syd Enfield Drive rather than go through the Nelson Street S bend;</p> <p>(d) options for a cycleway on either the northern or southern side of Syd Enfield Drive as raised in the Complete Streets program; and</p> <p>(e) whether Council needs to further communicate with residents, businesses and other stakeholders on their preferred options.</p> <p>3. Officers prepare a report to Council on the outcome of the workshop.</p> <p>4. Conducts a community education program to educate other road users and pedestrians about the cycleway and to be aware of cyclists</p>	Renewal	Finalised	
16/06/15	CM/8.6/15.06	Fit for the Future Submission	That Council not finalise its Fit for the Future submission until after the proposed councillor workshop on 23 June 2015, and the IPART submission include reference to the NSW Legislative Council Public Inquiry.	Corporate	Finalised	
16/06/15	CM/8.7/15.06	Celebrating Australian Heritage and NAIDOC Week 2015	<p>That Council refer the matter to the Multicultural Advisory Committee for them to investigate and make further recommendations in regard to the following:</p> <p>1. To identify other complimentary initiatives and opportunities consistent with the NAIDOC themes, and</p> <p>2. To liaise with Council officers and give consideration to the Bondi Beach Plan of Management.</p> <p>3. Waverley Council in Celebrating Australian Heritage and NAIDOC Week restores, or commences the process of restoring , the 'Jedda' movie poster into the iconic Bondi archway on the Bondi Pavilion stairway leading from the ground level foyer to the upper theatre level where it has been previously.</p> <p>4. Contacts the National Film Sound Archives for any assistance in restoring and replicating the Jedda poster.</p> <p>5. Organises a Community event to unveil the restoration and replacement of the poster, and if possible invite the star of that movie, Aboriginal Elder, Rosalie Kunoth-Monks as well as Robert Tudawali Family Members and representatives of the Chauvel Cinema/Foundation.</p> <p>6. Moves the plaque and photos of David Gulpilil, former Prime Minister Gough Whitlam and Margaret Whitlam taken at the opening of the Bondi Pavilion Theatre from the ante-entrance to be more prominently displayed in the main counter/bar area of the Theatre level.</p>	Life	Finalised	
21/07/15	CM/8.1/15.07	Planning Proposal – 105 Wellington Street, Bondi Beach (PP-5/2013/1)	<p>1. Notes the announced Determination of the Planning proposal at close of business on Friday 10 July 2015.</p> <p>2. Notes the original motion proposed that Council:</p> <p>(a) Continues to encourage the Minister for Planning and the Secretary of the Planning Department to refuse the Planning Proposal for 105 Wellington Street.</p> <p>(b) Pursues all options for the potential acquisition of the site through, but not limited to:</p> <p>(i) A potential purchase of the property through private treaty and/or</p> <p>(ii) Investigating the acquisition of the property through the compulsory acquisition provisions of the Land Acquisition (Just Terms Compensation) Act 1991 (NSW).</p> <p>3. Writes to the Minister for Planning and the Environment and the Secretary of the Department of Planning and Environment to express its deepest disappointment that the planning proposal to rezone 105 Wellington Street, Bondi Beach, from RE2 Private Recreation to R3 Medium Density Residential was approved on 10 July 2015 given that:</p> <p>(a) This rezoning of open space will result in the loss of important scarce community and recreation land in Waverley.</p> <p>(b) The rezoning is not necessary as Waverley is already meeting its housing targets.</p> <p>(c) 81% of the 583 public submissions made on the proposal opposed the rezoning.</p> <p>4. Investigates all options for the potential acquisition of the site and pursues rezoning of the site from R3 Medium Density Residential to RE1 Public Recreation.</p> <p>5. Requests that Council officers prepare a briefing paper on the implications and issues associated with the acquisition and rezoning of the site, and for this paper to be discussed at a Councillor workshop to be held on 28 July 2015.</p> <p>6. Circulates the letter to the Minister for Planning from the Honourable Gabrielle Upton, Member for Vaucluse, supporting Council's position, to Councillors, the Wentworth Courier, the Sydney Morning Herald and the Daily Telegraph.</p>	Futures	Finalised	
18/08/15	CM/8.3/15.08	Anti-violence against women Councillor Training (A03/2680-02)	<p>1. Agrees that violence against women and bullying behaviour is unacceptable.</p> <p>2. Conducts a Councillor workshop on Violence Prevention, Intervention and Respectful Relationships Education to inform the development of a Violence Prevention and Respectful Relationships policy.</p> <p>3. Develops strategies and a policy to reduce violence against women in the municipality.</p> <p>4. Investigates White Ribbon's Accreditation Program, in order for Council to consider becoming accredited. This would further empower women and strengthen Council's stance in relation to anti-bullying legislation. http://www.whiteribbon.org.au/workplaces</p>	Life	Finalised	Actions finalised

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/08/15	CM/8.4/15.08	Investigation of options for public pedestrian access to 362B Birrell Street, Tamarama and community use of the site (A05/2046-03)	<ol style="list-style-type: none"> 1. Investigates options to provide public pedestrian access to 362B Birrell Street, Tamarama. 2. Investigates options for the community to use the site as a place for quiet contemplation and enjoyment of the view to the sea. 3. Officers prepare a report of the outcomes from the above work, including estimated costs and a phased timetable of proposed actions. 	Renewal	Finalised	
18/08/15	CM/8.5/15.08	Letter to Minister on reducing the Shared Path Speed Limit for Cyclists (A11/0612)	<p>That the Mayor writes to the Minister for Roads, Maritime and Freight copying the National Roads & Motorists Association (NRMA), the Pedestrian Council of Australia, and the state members for Vaucluse and Coogee requesting that:</p> <ol style="list-style-type: none"> 1. The current Roads and Maritime Services (RMS) methodology for setting the speed limit of a Shared Path be discontinued. 2. A speed limit of 10 kilometres per hour becomes applicable for areas designated as Shared Paths. 	Renewal	Finalised	
15/09/15	CM/8.1/15.09	Developing a Council Media Strategy to Promote Anti-Racism within Waverley (A02/0447)	<p>That Council:</p> <ol style="list-style-type: none"> 1. Supports the view that there is no place for racism in Australia. 2. Requests the Multicultural Advisory Committee (MAC) to work with Council staff to review its existing policies and develop a media strategy that promotes anti-racism throughout the Waverley LGA and refers to the: <ul style="list-style-type: none"> (a) 'National Anti-Racism' strategy presentation to the MAC by the Australian Human Rights Commission, available at: http://www.waverley.nsw.gov.au/__data/assets/powerpoint_doc/0006/86451/AHRC_presentation.ppt (b) 'Building Social Cohesion In Our Communities' booklet, a summary of the online resource for local Government 2015. The full resource is available at: http://www.acelg.org.au/socialcohesion 3. Notes the National Anti-Racism Campaign resolution (OC/5.4/15.05) unanimously endorsed at the May 2015 Operations Committee meeting. 	Life	Finalised	
15/12/15	CM/8.1/15.12	Shopping Trolley Management Policy (A09/1003)	<ol style="list-style-type: none"> 1. Reviews the Shopping Trolley Management Policy and its implementation with a view to identifying further opportunities to reduce and eliminate unsafe and unsightly shopping trolleys on our streets. 2. Writes to the Mayors of Woollahra and Randwick informing them of Waverley Council's initiatives and requesting that their Councils contact the supermarkets in their Municipalities to keep shopping trolleys off the streets. 	Life	Finalised	
16/02/16	CM/8.1/16.02	Improving the Sustainability and Visual Appearance of Residential Verges in Waverley	<ol style="list-style-type: none"> 1. Under its 'Second Nature' program, investigates how to better promote and support sustainable, low maintenance residential street gardens. 2. Prepares a report on the outcomes of the above investigation for Council consideration, including funding impacts, priorities, a street garden promotion plan, and recommendations for new 'Street Garden Guidelines' and plans to implement them. 3. Undertakes an analysis of alternatives to grass verge planting when Council upgrades residential streetscapes (footpaths, kerb and gutter), and presents a report to Council for consideration. 4. When investigating the cost of implementing garden verges also do a comparative cost analysis of maintaining garden verges as opposed to providing the service of mowing grass verges once or twice a year. 	Futures	Finalised	
15/03/16	CM/8.1/16.03	Precincts and Council Amalgamations (A12/0619) Amended Notice of Motion submitted by Cr Masselos.	<p>That Council recommends the following for consideration by any new interim body managing the Council amalgamation process:</p> <ol style="list-style-type: none"> 1. Supports the concept of participatory democracy as a key tenet of local government. 2. Supports the direct participation of the community at the local government level. 3. Recognises the role of the precinct committees. 4. Continues with the present precinct system during the transition period. 	Corporate	Finalised	
15/03/16	CM/8.2/16.03	Short-Term Rentals (A12/0190)	<ol style="list-style-type: none"> 1. Notes that the NSW Department of Finance, Services and Innovation has conducted a study to investigate issues arising from accommodation services in NSW that involve Airbnb. This study informs an inquiry currently being conducted by the Legislative Assembly's Environment and Planning Committee into the adequacy of the regulation of short-term holiday letting in New South Wales. 2. Conducts a councillor workshop to discuss Waverley's situation on short-term rentals, the gaps in Council's current position, the regulatory and enforcement issues on amenity concerns (principally noise) arising from such uses, required resources for increasing operational unit compliance, and officers provide examples of the economics of Airbnb listings within Waverley. 3. Sends a submission to the Environment and Planning Committee Inquiry on issues relating to shortterm accommodation, including Airbnb, and Waverley's suggested ideas and planned actions to address these issues. 4. In the submission, advises the Inquiry Committee that considering Waverley has one of the highest concentrations of short-term accommodation in NSW, that it be considered a key stakeholder for the purposes of the Department's development of future policy for the collaborative economy and testing of any regulatory solutions. 5. Distributes the submission to the following people: the NSW Premier the Hon Mike Baird MP; the NSW Minister for Innovation & Better Regulation the Hon Victor Dominello MP; the Federal Minister for Industry, Innovation and Science the Hon Christopher Pyne MP; the Federal Minister for Tourism & International Education Senator the Hon Richard Colbeck; the Federal Assistant Minister for Innovation the Hon Wyatt Roy MP; and the local NSW state members of Coogee and Vaucluse. 	Futures	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
15/03/16	CM/8.3/16.03	Annual Chemical Waste Collection Service (A16/0227)	That Council investigates a system that provides residents with an annual chemical waste collection service, with a report to come back to Council for consideration.	Futures	Active	There is an annual chemical clean up collection at Clovelly but not in the Waverley LGA. Council has not identified a suitable location for an annual chemical waste collection service in the Waverley area. This is largely due to managing health and safety issues. A more frequent chemical waste collection point is being investigated with our neighbouring Councils but it is likely that this will not be in the Waverley LGA.
15/03/16	CM/8.4/16.03	Waverley Development Control Plan – Living Design Guidelines (A15/0395)	<ol style="list-style-type: none"> Investigates the integration of Living Design Guidelines into the Waverley Development Control Plan (WDCP) as one response to Council's 'Living Local, Staying Connected' Forum held on Friday 4 March 2016. Conducts a councillor workshop in the next two months on this initiative. Prepares a progress report to come back to Council by June 2016. 	Futures	Finalised	
15/03/16	CM/8.6/16.03	Increasing Native Species Planting (A14/0270)	<p>That Council acknowledges that Sustainable Waverley is currently implementing a number of programmes to increase native plantings that are further improving the condition of our remnant vegetation and habitat connectivity including:</p> <ol style="list-style-type: none"> Planting more native species of plants in the public domain and Council landscaping works. Taking any opportunity for landscape works in the public domain to include native plant species, and that native trees giving canopy cover and shade to Waverley's streets are planted whenever possible. 	Futures	Finalised	
19/04/16	CM/8.1/16.04	Amalgamations - Information strategy about changes to service provision (A16/0054)	That Councillors be advised of any detailed information strategy prepared by the General Manager to keep Waverley residents informed of the likely impacts resulting from amalgamations with Randwick on services in Waverley, and that Council note the additional report at item CM/7.14/16.04.	Corporate	Finalised	
17/05/16	CM/8.2/16.05	Amalgamations - Submission to Minister for Local Government about current councillors forming interim committee (A16/0054)	<p><i>Subsequent to the adjournment of this meeting a motion to rescind this decision was lodged with the General Manager. The Rescission Motion was considered by Council at its Extraordinary Meeting on 23 May 2016. At that meeting Council deferred the matter to the reconvened part of this meeting held on 24 May 2016 and was dealt with as urgent business under section 9.1 below.</i></p> <ol style="list-style-type: none"> Notes the Minister for Local Government's recent request for Expressions of Interest from Councillors in regard to future merged councils. Makes a submission to the Minister for Local Government stating that: <ol style="list-style-type: none"> Council believes that community outcomes would be best served by the current Councillors forming a "committee of the whole" as an interim arrangement to oversee any merger. This Interim Committee would operate until the next Local Government Election. 	Corporate	Finalised	
17/05/16	CM/8.3/16.05	Waverley Aboriginal Cultural Heritage Study (A07/1307-02)	<ol style="list-style-type: none"> Notes that a number of recommendations from the Waverley Aboriginal Cultural Heritage Study prepared by Dominic Steele in 2009 have been adopted in the Waverley Development Control Plan (WDCP). They are currently included in WDCP B9 9.15 'Aboriginal Sites', as well as a standard condition of consent. Further notes that earlier this year, as part of the review of the WDCP Housekeeping Amendment No. 5, the Waverley Aboriginal Cultural Heritage Study was again reviewed following Reconciliation Action Plan recommendations. This review has led to a number of additional amendments being proposed to the WDCP, and these will be detailed in the report scheduled for the June 2016 Operations Committee meeting. 	Futures	Finalised	
17/05/16	CM/8.4/16.05	Waste Education Officers (A04/0430)	<p>That Councillors receive a report on:</p> <ol style="list-style-type: none"> How many waste education officers Council employs. How many waste compliance officers Council employs. What is the current waste education and compliance program to help households better manage waste. Whether this program has been reduced. 	Futures	Finalised	
17/05/16	CM/8.5/16.05	Poll on Merger (A16/0054)	<p><i>Subsequent to the adjournment of this meeting a motion to rescind this decision was lodged with the General Manager. The Rescission Motion was considered by Council at its Extraordinary Meeting on 23 May 2016.</i></p> <p>That Council:</p> <ol style="list-style-type: none"> Undertakes a Poll as defined in the Local Government Act 1993 of all eligible voters as soon as practical. The wording of the Poll to be "Do you want Waverley Municipal Council to amalgamate with another Council?" Writes to the Premier and the relevant Boundaries Commission Delegate to inform them of our decision. Writes to the Hon Malcolm Turnbull MP, Member for Wentworth and Prime Minister and the Australian Electoral Commission to ask them about the facility to hold a poll on this issue at the same time as the Federal Election. 	Corporate	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/05/16	CM/8.6/16.05	Minister's Guidelines (A16/0054)	<p><i>Subsequent to the adjournment of this meeting a motion to rescind this decision was lodged with the General Manager. The Rescission Motion was considered by Council at its Extraordinary Meeting on 23 May 2016</i></p> <p>1. Provides detailed information to the Minister for Local Government to inform him of the Bondi Pavilion proposal. This information will be made available to all Councillors and the public.</p> <p>2. Seeks clarification from the Minister whether the Bondi Pavilion proposal is consistent with the Guidelines "Council Decision Making During Merger Proposal Periods" issued on 18th December 2015. These guidelines, issued under Section 23A of the Act, provide guidance to Councils which are the subject of merger proposals on the appropriate exercise of their functions during the period in which a merger proposal is under consideration. Waverley Council is subject to a merger proposal and is therefore required to consider these Guidelines when exercising its functions. Under the Guidelines, Councils need to act in the best interests of their community and for the purposes of meeting the needs of that community. Councils should not make decisions that needlessly impose an avoidable cost on a new (merged) Council. The Guidelines require Councils to ensure that they do not make decisions during the merger proposal period which would (inter alia) impede the operational effectiveness of a new Council by:</p> <ul style="list-style-type: none"> - Making significant and/or ongoing financial commitments that will be binding on a new Council; - Making other significant undertakings or commitments that will be binding on a new Council; and - Making decisions that are designed to limit the flexibility or discretion of a new Council; <p>3. Invites Woollahra and Randwick Council to make submissions to the Minister in regard to the Bondi Pavilion proposal.</p> <p>4. Reports on the advice provided by the Minister.</p>	Life	Finalised	
17/05/16	CM/8.7/16.05	Gay Bashing Victims Monument (A02/0276)	<p>1. Brings forward the redoing of the Hunter Park Plan of Management if necessary (as per the previous Council resolution).</p> <p>2. If not necessary, Council proceeds with the installation of a memorial artwork to commemorate the gays who were murdered as referenced in the 'Bondi Badlands' book between Bondi and Marks Park in the 1980s.</p> <p>3. Endorses in principle the commissioning for the artwork for Hunter Park or other appropriate place.</p> <p>4. Notes that ACON has agreed to fundraise for the sculpture, and would like to work with Council on the design.</p>	Life	Finalised	
17/05/16	CM/8.8/16.05	Marriage Equality (A03/2248)	That Council reaffirms its support for marriage equality and flies the rainbow flag on the Bondi Pavilion and the Council Chambers until marriage equality in Australia is achieved.	Life	Finalised	
17/05/16	CM/8.9/16.05	Bondi Pavilion square meterage (A15/0272)	<p>1. Reviews its information regarding the size of rooms and facilities in the Existing and the Proposed Bondi Pavilion.</p> <p>2. Clarifies the measures of space uses within the Existing and the Proposed Bondi Pavilion.</p>	Life	Finalised	
17/05/16	CM/8.11/16.05	Training for the Mayor and Deputy Mayor (A02/0649)	That all councillors undertake training in Council's Code of Meeting Practice to better fulfil their responsibilities to Council and the community.	Corporate	Finalised	
17/05/16	CM/8.12/16.05	Bondi Pavilion Upgrade – Breakdown of costing components for the \$38 million allocation (A15/0272)	<p>1. The detailed cost estimate be updated and provided to Councillors under confidential cover, with the detailed cost estimate also providing information in relevant categories such as:</p> <ul style="list-style-type: none"> i. The main Pavilion building renovation. ii. The construction and furnishing of the multi-purpose theatre including dressing rooms and covered walkway to access theatre. iii. The garden and community spaces and amphitheatre. iv. Itemisation and costing of all other components not highlighted in i, ii, and iii above. v. All existing available reports are issued to Council immediately. Any reports requiring commissioning be initiated after 10 am on 18 May 2016. <p>2. Council notes that a detailed quantity surveyor cost estimate for the Bondi Pavilion Upgrade and Conservation Project by Altus Page Kirkland was provided to councillors under confidential cover on 29 February 2016.</p> <p>3. Details all assessments undertaken of the Bondi Pavilion's existing structural integrity, geotechnical reports, demolition reports and any other relevant reports that are material to the renovation and costing of the Pavilion.</p> <p>4. Councillors are provided with access to all technical reports completed so far that are relevant to the design and costing of the Bondi Pavilion Upgrade and Conservation Project.</p>	Life	Finalised	
17/05/16	CM/8.14/16.05	Trees in Public Spaces Removal Policy (A02/0760-03)	<p>That Council updates the current tree policy guidelines where appropriate for tree removal in public spaces as follows:</p> <p>1. Council's Public Open Space team ensures that all trees in public places identified for removal in accordance with Section 1.8 of the Tree Management Policy Public Tree Removal and Notification are marked with appropriate high visibility tape and an accompanying sign explaining why the tree is being removed, the planned date of removal and any intended follow up action such as tree replacement. This would be subject to clause 2 below.</p> <p>2. Council notes that trees that could cause a serious safety issue (e.g. Coral Trees) may need to be removed immediately. In this situation, and for street trees only, adjacent residents should be notified to inform them of the reasons for the tree removal and what replacement trees are to be planted.</p> <p>3. That, with the exception of trees categorised in clause 2 above, prior to the final decision to remove a tree in a public space appropriate Ward Councillors be notified.</p> <p>4. Where a tree in a public space has not been authorised by Council, Council has the authority to remove it following a notification process.</p>	Renewal	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/05/16	CM/8.17/16.05	Bronte Pool Pump (A06/0070)	That Councillors be informed about the replacement of the Bronte Pool pump, in particular: 1. When the pump is to be replaced. 2. The cost of the replacement pump and associated works. 3. The cost of the temporary pump.	Renewal	Finalised	
17/05/16	CM/8.18/16.05	Motorbike Parking in Bondi Junction (A02/0637-02)	That Council investigates the provision of additional motorbike parking in the following locations including the consideration of more flexible, longer time restrictions: 1. Ebley Street adjacent to Clementson Park. 2. Bronte Road between Birrell Street and Ebley Street, or Allens Parade. 3. Oxford Street between Denison Street and Newland Street. 4. Gray Street. 5. In the vicinity of Hollywood Avenue and Waverley Street, or on the intersection of Ebley Street East and Hollywood Avenue.	Renewal	Active	Under investigation.
21/06/16	CM/8.1/16.06	Boot Factory (A14/0299)	That: 1. Council notes that staff have recently undertaken an asset condition report on the Boot Factory and as a result are planning to address the state of the guttering. Quotes are being sourced at the moment. 2. The guttering is to be replaced as soon as possible and Council to be informed of progress.	Life	Finalised	
21/06/16	CM/8.3/16.06	Investigate underground cabling in Waverley's streets (A05/0902)	That Council Officers investigate opportunities to underground cabling in key streets in Waverley and report back to Council on the costs and benefits, and a recommended policy. The report should consider the following: 1. Local Villages & Urban Centres: (a) How Council could prioritise underground cabling in local villages and urban centres under a full cost contribution model as part of our Capital Works Program. Priority should be based on streetscape benefit and scheduled footpath improvement works. (b) Identify opportunities to install smart poles at these locations as a replacement for standard street lights. 2. Residential Streets: (a) How Council could support funding towards the cost of undergrounding cables in residential streets where residents have requested this action, and they are prepared to contribute to the cost of the work. (b) Bringing forward the scheduled footpath replacement program in areas where implementation of underground cabling projects is being considered , noting that it may be preferable to locate cabling under a grass verge, or otherwise. 3. Identify any grants or other sources of funding external to Council, and whether SSROC would be willing to assist in a group funding initiative or other measures to reduce project costs. 4. Determine outcomes from other Councils in undergrounding cables and how they have funded these outcomes.	Renewal	Finalised	All streetscape upgrade projects consider undergrounding of electricity wires, priority funding is given to commercial areas. Also we are supporting residents in undergrounding electricity wires in their streets, eg: Kenneth Street, Wolaroi Crescent.
21/06/16	CM/8.4/16.06	Council Youth Employment Scheme (A16/0374)	That Council: 1. Investigates the establishment of a fixed term, say 12 months, Youth Employment Scheme to operate within Council. 2. Reports back on the outcomes of the investigation.	Corporate	Active	
21/06/16	CM/8.5/16.06	Future-proofing Council infrastructure against extreme weather (A03/2112)	That Council assesses existing infrastructure including drainage, gutters, roads and footpath surfaces with a view to determining the current capacity of this infrastructure to handle extreme weather events, and look at opportunities for better future proofing including: 1. Reviewing current policies to ensure preparedness for extreme weather events. 2. Consider the outcomes of these reviews for input into the relevant policies and programs of Council.	Renewal	Finalised	Review of infrastructure ability to cope with extreme weather conditions will be considered in preparation for SAMP 5. Also the office of Environment and Planning have approved a Flooding Study for the Waverley Area, which will address flooding in peak storm events.
21/06/16	CM/8.7/16.06	Municipality of Waverley NSW' Coat of Arms mosaic sculpture (A10/0719)	That Council, in relation to the 'Municipality of Waverley NSW' Coat of Arms mosaic sculpture affixed to the façade of Waverley Council Chambers: 1. Notes that it is a sculpture of artistic and local historic value. 2. Undertakes an inspection to determine its condition and restoration needs. 3. Consults with Waverley's Public Art Committee to identify an appropriate location for the permanent installation of the sculpture should Council's amalgamation proceed which could include its current location. 4. Prepares a report for consideration on the above outcomes.	Life	Finalised	1. Finalised 2. Finalised 3. Finalised 4. No longer required following decision on amalgamation
21/06/16	CM/8.11/16.06	Planning for possible amalgamation (A16/0054)	That Council Officers prepare a report for the next Council Meeting on matters related to planning for possible Council amalgamation, particularly those matters and actions that have already been undertaken and such report provide an estimate of costs (including staff time) incurred so far and planned in relation to the proposed amalgamation process.	Corporate	Finalised	
21/06/16	CM/8.13/16.06	Constitutional Recognition of Local Government (A02/0764)	That Council write to the current and/or future Prime Minister expressing its support for Commonwealth Constitutional Recognition of Local Government.	Corporate	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
19/07/16	CM/8.1/16.07	Establishment of a Certification Business Unit (A16/0429)	That Council: 1. Investigates how to grow its internal private certification service. 2. Actively promotes the benefits of Council's private certification service.	Futures	Active	The overall review of certification and compliance unit is underway which will include business promotion for certification service.
19/07/16	CM/8.2/16.07	Submission to Review of Planning Act about Complying Development Consents (A11/0500)	That Council: 1. Notes that the Mayor has already written to Minister Stokes seeking a meeting with Council Officers. 2. Notes that the letter explains the issues relating to the manner in which CDCs are being issued under the Exempt and Complying Development Codes SEPP. 3. Notes that in the letter the Mayor outlines the specific issues relating to different methods of assessing height and calls for the SEPP to be amended to better articulate what can and cannot be built under this legislation. 4. Notes that a copy of the letter to the Minister has been distributed to Councillors. 5. Prepares a report summarising the outcomes of the meeting between Council and the NSW Minister for Planning and Environment for Council's consideration.	Futures	Finalised	
19/07/16	CM/8.4/16.07	Annual Bondi Pavilion Community Cultural Centre Concert (A15/0455)	That Waverley Council as part of its Cultural Programs support (or alternatively investigates the feasibility of) an annual Bondi Pavilion Concert showcasing the many music, dance and theatrical community activities and classes that take place at Bondi Pavilion.	Life	Active	Existing programs Festival of the Winds and Carols by the Sea comprehensively showcase music, dance and theatrical community activities and feature students from classes at the Bondi Pavilion and community.
19/07/16	CM/8.6/16.07	Birrell Street Traffic calming (A03/0042-04)	That Council investigates traffic calming measures along Birrell Street in the area between Watson Street and Tamarama Street, and a report be prepared for the consideration of the Traffic Committee.	Renewal	Finalised	Speed and volume counts have been undertaken and with low crash history, no action is warranted.
19/07/16	CM/8.8/16.07	Extension of Time for Submissions on DA-249/2016 (DA-249/2016)	That Council extends the submission response period for DA 249/2016, 182 Campbell Parade, Bondi Pacific (old Swiss Grand) for another 28 days from the proposed close of public submissions on or about 14 July 2016.	Futures	Finalised	
16/08/16	CM/8.3/16.08	RESCISSION MOTION - Extraordinary Council Meeting - 2 August 2016 - CM/5.3/16.08E - Rescission Motion - Establishment of Councillor Transition Reference Group (A16/0054)	1. Council establishes a Councillor Transition Reference Group until proclamation of the amalgamated council, if this should occur, on the terms outlined in this report. 2. Council appoints two Councillors, being the Mayor Cr Sally Betts and Deputy Mayor Cr Tony Kay, to the Councillor Transition Reference Group. 3. Council notes that updates on activities of the Councillor Transition Reference Group will be included as part of the General Manager's regular Transition Update reports to Council. 4. All Councillors receive all material received by the Councillor Transition Reference Group. 5. Council notes that Councillors are allowed to attend these meetings as observers. 6. Council asserts that this appointment bears no relationship to any post-merger proclamation establishment of councillor representative bodies.	Corporate	Finalised	
16/08/16	CM/8.4/16.08	Bondi Pavilion Community Cultural Centre – \$1 Million National Historic Sites Grant (A15/0272)	1. Notes that historic Bondi Pavilion on Bondi Beach has received \$1 million under the Australian Government's 'Protecting National Historic Sites' Program. 2. Provides detailed public information to Councillors and the community about how that 'Protecting National Historic Sites' Program grant money is being/was spent.	Life/Futures	Finalised	Actions finalised
16/08/16	CM/8.5/16.08	Bondi Pavilion Upgrade – Further Community Consultation – Explanatory Information for Survey (A15/0272)	That Council requests the following information be provided on Council's website in order to assist residents with the completion of the survey: 1. The income that Bondi Pavilion generates each year, by categories or activity type, including all classes, commercial activities, festivals, events, etc. 2. The recorded annual costs associated with running the Pavilion by category including staff costs, operating and maintenance costs, capital works etc.	Life/Corporate	Finalised	Actions finalised

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/09/16	CM/8.1/16.09	Improvements to Varna Park (A06/0739)	<p>1. Notes that the Mayor Cr Sally Betts, Cr Bill Mouroukas and Council Officers visited Clovelly Public School on Friday 26 August 2016 to see presentations from Year 6 students and discuss potential improvements to Varna Park, other open spaces in the Waverley and Randwick LGAs, and potential grant funding from Council for school projects.</p> <p>2. Notes a new play space was installed in Varna Park in 2011, with a projected life of 10-15 years, and that consultation on the Varna Park play space was conducted in 2013/14, which resulted in Varna Park being placed within the Play Space Strategy 2014-2029 as a long term priority to:</p> <ul style="list-style-type: none"> - Include creative/imaginative play spaces - Investigate opportunities to incorporate wheeled play such as paths for scooters or bicycles - Investigate opportunities to incorporate outdoor tennis tables - Investigate low barrier fencing and compliance signage (near dog off leash areas), with Council continuing to monitor the use by dogs and dog owners. Continued education of the legal obligations and responsibilities of dog owners. <p>3. Installs a bush tucker and herb edible garden within Varna Park, subject to location, installation approach and timing, and a maintenance plan being discussed and agreed with the Clovelly Public School.</p> <p>4. Thanks the Clovelly Public School students for their ideas, and sends a copy of this resolution to the School Principal and the Wentworth Courier.</p>	Corporate	Active	
20/09/16	CM/8.2/16.09	Request on progress for the Blue Bondi Green initiative to make Bondi Beach plastic bag free (A05/1473)	<p>1. Council Officers prepare a progress report on the Blue Bondi Green initiative to make Bondi Beach plastic bag free, and this report to include achievements to date, engagement methods adopted to produce a plastic bag free Bondi Beach, new measures that may be introduced to speed the change, updated timeline and SMART targets if appropriate, and potential initiatives to reduce plastic utilisation.</p> <p>2. The Mayor writes a letter to the NSW Minister for Environment & Heritage Mark Speakman and the Federal Minister for the Environment and Energy Josh Frydenberg advocating for the introduction of new legislation to phase out the use of plastic bags.</p>	Futures	Active	Letter sent to the NSW Minister for Environment in December 2017. Bondi unwrapped project is being delivered at our beaches to collaborate with businesses to reduce single use plastics.
20/09/16	CM/8.4/16.09	Bondi Park Reserve Trust (A05/1473)	<p>That the Council in its role as Bondi Park Reserve Trustee (D.500048) prepare a report consolidating and analysing the following items:</p> <ol style="list-style-type: none"> 1. Register of Bondi Park Reserve Trust structures, facilities, other assets including the land itself. 2. Records of Bondi Park Reserve Trust financial management, asset, asset management, leases and licenses, meeting minutes and activities for which fees are collected. 3. Annual reports for the Bondi Park Reserve Trust submitted to the Minister. 4. Annual audits for the Bondi Park Reserve Trust conducted by a registered company auditor. 	Life	Finalised	
20/09/16	CM/8.5/16.09	Remembrance of Black Deaths	That Council continues to fly its Aboriginal Flags at half-mast on 28 September, known as a day focusing on the Remembrance of Black Deaths in Custody, or if this is not a business day, on the closest business day prior to 28 September.	Renewal	Finalised	
18/10/16	CM/8.4/16.10	Bondi Pavilion Commercial Review - Stakeholder identification (SF16/51)	That the General Manager report back to Council with information about how the various "stakeholders" in the Bondi Pavilion Commercial Review (the Urbis report, February 2015) were identified, and whether Council officers have adopted this terminology in developing the project.	Life	Finalised	Memo to Councillors from Peter Brown
18/10/16	CM/8.5/16.10	Protecting National Historic Sites Grant (A15/0272)	That the General Manager provide Councillors with a copy of the following written endorsement which was claimed to exist in the application by Council for the \$1 million grant under the Federal Government's Protecting National Historic Sites grant scheme, with proof that the specific endorsement for this project had been obtained by Waverley Council at the time of the application, as required by this condition and as Waverley Council claimed in the application: "the activities within this project will be carried out in accordance with heritage best practice as contained in the Burra Charter, and has the written endorsement of an appropriate technical advisor, such as a heritage architect, to this effect".	Life	Finalised	Memo to Councillors from Peter Brown
18/10/16	CM/8.6/16.10	Protecting National Historic Sites Grant Variation (A15/0272)	That the General Manager be asked to investigate and report to Council on the \$1million grant awarded to Council under the Federal Government's Protecting National Historic Sites grant scheme for work on the Bondi Pavilion, and noting that the original grant agreement was the subject of a later deed of variation .which applied some of the grant to the Bondi Pavilion Fire Safety Upgrade Project.	Life	Finalised	Memo to Councillors from Peter Brown
15/11/16	CM/8.1/16.11	Aboriginal Mural at Chapel by the Sea (DA-428/2016)	That Council readvertise another Public Notification period for the Development Application affecting the Aboriginal Mural at Chapel by the Sea to allow the community extended time in which to put submissions which would ensure that this piece of important public reconciliation art is kept intact in situ.	Futures	Finalised	
15/11/16	CM/8.2/16.11	Infringing vehicles parked on private property covered by a strata scheme under new legislation (A16/0667)	<ol style="list-style-type: none"> 1. Investigates the new provisions of the Strata Schemes Management Act 2015 and the Local Government Act 1993 as they apply to the management of unauthorised parking on private property through a commercial arrangement between a local council and an Owners' Corporation. 2. Identifies the feasibility of whether it should and can provide this service to Owners Corporations, and how the service could operate, considering staff resources and priorities. 3. Identifies how a similar service could operate for Company Title Home Units. 4. Receives a report on the above matters. 	Life	Finalised	Report submitted to Council in August 2017

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
15/11/16	CM/8.3/16.11	Enhancing Ausgrid processes when trees are pruned to meet safety standard (A16/0670)	1. Council requests Ausgrid ensure that Council is always fully informed about their tree pruning and lopping maintenance schedule in the Waverley area. 2. Council monitors the scheduled work to determine priorities for assessing the symmetry and aesthetics of street trees after the Ausgrid pruning has been completed, providing feedback to Ausgrid as appropriate. 3. Council advocates for Ausgrid to consult with LGNSW, SSROC, and Greater Sydney councils on changes to Ausgrid's Tree Safety Management Plan, including enhanced pruning specifications, improvement to council and resident notification, and measures to identify Ausgrid contractors who are doing the work. 4. Council requests Ausgrid to distribute information to all Waverley residents covering safety issues, clearances, and trimming techniques for street trees and vegetation on private property as required by and in accordance with Ausgrid's Tree Safety Management Plan. 5. The Mayor writes to the NSW Minister for the Environment and Heritage Mark Speakman and Minister for Local Government Paul Toole. A copy of the letter is to be forwarded to the local state members Gabrielle Upton and Bruce Notley-Smith, and relevant local government agencies.	Renewal	Finalised	
15/11/16	CM/8.5/16.11	Living Walls and Green Infrastr	That Council officers investigate expanding Council's program for installing green walls and green roofs on Council infrastructure, and a report be prepared for Council's consideration.	Renewal Futures	Active	1. Incorporated into DCP 2. Wherever possible DA assessment staff is already encouraging architects to incorporate green roofs in their designs.
15/11/16	CM/8.6/16.11	Traffic calming in Barracluff and Rickard Avenues, Bondi (A03/0566)	1. Notes that in 2006 plans were prepared for Barracluff and Rickard Avenues to reduce traffic speed and provide more parking (angle parking and refuges). Based on residents' responses the Waverley Traffic Committee determined to not implement these plans. 2. Notes that in April 2014 the Waverley Traffic Committee concluded that no action be taken on Barracluff Avenue traffic calming due to reported speed counts at the time. 3. Notes that an incident occurred in Barracluff Avenue on 22 October 2016. The Police are investigating the circumstances of the matter to determine its classification. 4. Notes that a speed counter has been installed around mid-block in Barracluff Avenue, near Rickard Avenue, and results will be available in a few weeks. 5. Continues the investigation into traffic calming in Barracluff Avenue subject to speed count results, including a reassessment of the 2006 plans and other traffic calming measures.	Renewal	Finalised	Speed and volume counts and low crash history does not warrant installation of traffic calming devices.
6/12/16	CM/8.3/16.12	Bondi Park Picnic Shelters near Children's Playground (A15/0436)	That Council brings forward funding in the Long Term Financial Plan for replacement of the two picnic shelters located near the children's playground in Bondi Park (next to Bondi Surf Club) to allow construction to commence this financial year and to be completed prior to summer 2017, and that funding be considered as part of the Quarterly 2 Budget Review.	Renewal	Finalised	
6/12/16	CM/8.5/16.12	Supporting the Eastern Region Local Government Aboriginal Torres Strait Islander Forum (A15/0528)	1. Continues to support and financially resource the Eastern Region Local Government Aboriginal Torres Strait Islander Forum into the future and through any amalgamated scenarios. 2. Notes the recent Memorandum of Understanding signed and supported by the NSW Minister for Aboriginal Affairs, Local Government NSW (LGNSW), the NSW Aboriginal Lands Council and the NSW Reconciliation Council at a special breakfast forum during the 2016 Annual LGNSW Conference at Wollongong. 3. Provides Councillors and community with resources to support all Councillors in furthering the intent of this MoU and continues this resourcing in the event of Waverley Council being placed into any amalgamated Council scenario.	Corporate Life	Active	The state government has abandoned its plans for council amalgamations. Waverley Council continues to support & financially resource the ERLGATSI Forum as an active member council.
21/02/17	CM/8.1/17.02	Planning Agreement for 41 O'Donnell Street (DA-164/2015)	That Council resolves to allocate the \$168,086.72 from the Planning Agreement applying to land at 41 O'Donnell Street for public works on landscaping improvements, returfing and irrigation upgrades within Bondi Park next to the children's playground, subject to 10% of the Planning Agreement contribution above being dedicated to the Affordable Housing fund in accordance with the Waverley Planning Agreement Policy 2014.	Futures	Finalised	
21/03/17	CM/8.1/17.03	Ausgrid - Tree Pruning and Overhead Wires (A16/0670)	1. Receives a report on progress with the implementation of the motion that Council agreed to on 15 November 2016 concerning the manner in which Ausgrid advises on and manages tree pruning in the Waverley LGA. 2. Requests that Ausgrid enter into discussion with Council on a plan for enhanced overhead wire bundling in the LGA.	Renewal	Finalised	
21/03/17	CM/8.2/17.03	Waverley Environmental Sustainability Advisory Committee - Extension of Term (A10/0022)	1. Extends the term of the Waverley Environmental Sustainability Advisory Committee for a period up to twelve months from 21 March 2017. 2. Reviews and amends the current charter as required.	Futures	Finalised	
21/03/17	CM/8.3/17.03	Bondi Pavilion Upgrade - Costs Report (A15/0272)	1. In regard to the Bondi Pavilion project, a report be prepared for Councillors and any future Council detailing: (a) The costs to date of consultants to prepare plans and reports. (b) Future estimates costs for consultants. 2. Non-confidential aspects of the report be made public. 3. Commentary be provided by Council officers on the level of staffing involved in this project.	Life	Finalised	
12/04/17	CM/8.1/17.04	Remnant Bushland (A14/0059)	1. Prepare a brief e-mail for Councillors that provides an interim report on progress in protecting and managing Waverley's small number of remnant native bushland areas, including any ongoing loss or degradation of such areas. 2. Include further information on Council's urban ecology programs, including remnant restoration works, in Councillor Bulletins.	Futures	Finalised	Completed - memo sent to Councillors by Sam McGuinness 23 June 2017

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
12/04/17	CM/8.2/17.04	Bronte Park - Northern Toilets (A16/0168)	That Council undertakes maintenance of the public toilets and change rooms at the northern end of Bronte Beach. The maintenance will include: 1. Lights fixed. 2. Ceiling, walls cleaned and painted. 3. Shower taps changed for timed push button, as per the southern Bronte Beach change rooms. 4. Accessible toilet properly lined with a light coloured material. Investigated - not required 5. Investigating whether the prefabricated doors and walls can be replaced with a lighter coloured material. Investigated - not required 6. A bench seat placed near the eastern wash troughs at a higher level for those in need. 7. Tactile directional paving to toilets if required. Investigated - not required 8. Braille signs at hand level for male and female toilets.	Life	Finalised	see comments in resolution. All actions either completed or not required.
12/04/17	CM/8.3/17.04	Bronte House and Grounds - Heritage Listing (A13/0628)	1. Council investigates listing Bronte House and Grounds on the Australian National Heritage List (formerly the Register of the National Estate). 2. Officers report back to Council with their recommendations.	Futures	Finalised	Finalised - Listed in 1978
12/04/17	CM/8.4/17.04	Bronte Park - Land Audit and Consolidation (A16/0168)	1. Undertakes an audit of all parcels of land that form 'Bronte Park' including land that is legally part of the park and land that is integrated into the park but which may not be gazetted as being part of the park (e.g. DP 5347, which encompasses part of the southern escarpment and coastal walk, the eastern untitled parcel off Bronte Marine Drive, and adjacent grassed over unmade roads). 2. Details methods and actions necessary to consolidate individual lots into one legal land title under Waverley Council ownership, and/or Crown Reserve, including any unmade roads integral to the park. 3. Receives a report in conjunction with the finalisation of the current Bronte Park Plan of Management. 4. Undertakes a similar audit of land parcels forming Tamarama Park and Gully to establish whether these lots can also be consolidated into one title and/or reserve, including the reclassification of the rear of 362 Birrell Street to community land, with a report coming back to Council on the results of the investigation.	Life	Active	Various investigations have been undertaken with both internal and external planners. Quotes have been sought from lawyers to undertake this work. Estimates received in the region of \$25 - \$35k. There are only a small number of lots that could be consolidated with little benefit. Given the costs involved it is officers recommendation that we do not proceed with this work.
12/04/17	CM/8.5/17.04	Current and Projected School Enrolments (A14/0170)	1. Undertakes an update to its April 2014 resolution 'CRD.23/14 – Current and Projected School Enrolments (A14/0170)', and reports back to Council. 2. Incorporates an analysis of apartment and housing construction estimates into this analysis. 3. Supports the following recommendations of the NSW Legislative Council General Purpose Standing Committee No. 3 – 'Inner city public primary school enrolment capacity and redevelopment of Ultimo Public School': <i>Recommendation 4: That the NSW Department of Education share its demographic projections with councils in appropriate cases and on a confidential basis, to ensure a cohesive and consistent approach to city planning.</i> <i>Recommendation 5: That the Minister for Education consider strengthening whole of government oversight and support for the NSW Department of Education in future land negotiations for schools.</i> <i>Recommendation 6: That the NSW Government conduct an audit of public land in all areas of significant population growth in New South Wales to identify suitable locations for new schools and expansion of existing schools.</i> 4. Calls on the Minister for Education to implement these recommendations as it will improve coordination between state and local government in the vital area of primary and secondary education.	Life/Futures	Active	Collating data from latest census
16/05/17	CM/8.2/17.05	Complying Development Consents - Submission Update (A11/0500)	That Council conducts a workshop at an appropriate time in the future to explain specific outcomes to the Environmental Planning and Assessment Act and the Complying Development State Environmental Planning Policy.	Corporate/Futures	Finalised	Workshop conducted
20/06/17	CM/8.1/17.06	Tamarama Surf Life Saving Club (A02/0422)	That Council congratulates Tamarama Surf Life Saving Club on the holding of a very successful safe surfing, swimming and fishing education day for migrants on Thursday, 11 May 2017, at Tamarama Surf Club.	Corporate	Finalised	
20/06/17	CM/8.2/17.06	Footpath Seating - Bronte Beach (A03/2371)	1. The Sunday hours of operation for the outdoor footpath dining areas for the cafes and restaurants at Bronte Beach be amended to a 7 am starting time until the adoption of the next DCP amendment changes. 2. All existing cafes and restaurants with approved footpath dining areas be notified of this change.	Futures	Active	1. Completed - considered as part of DCP workshop 2. All footpath seating approvals will be reviewed and applicants advised of the new policy.
18/07/17	CM/8.1/17.07	Bronte Park Plan of Management - SAMP Funding for Maintenance (A16/0168)	That Council agrees that, due to the Bronte Park Plan of Management consultation and community feedback, the existing commitment from operations staff to undertake high priority repair/maintenance works in Bronte Park in 2017/18 using the funds already allocated from the Strategic Asset Management Plan budget be pursued, including: 1. Painting of picnic shelters within park. 2. General repair, painting and/or varnishing of any damaged / aged seats within the park. 3. Replacement of worn "Welcome" signs at major entry points and on the promenade.	Renewal	Finalised	1. Picnic shelter refurbishment works in progress 2. Included in contract for refurbishment of picnic shelters 3. Prototype signs have been installed in Tamarama Park, Stephen Street and Mill Hill Road. A report will be circulated to Councillors on the feedback for these signs.

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
18/07/17	CM/8.2/17.07	Violence Prevention, Intervention and Respectful Relationships (A15/0451)	<ol style="list-style-type: none"> 1. Prepares and implements an internal communication campaign for employees informing them of the tools and resources available on violence prevention, intervention and respectful relationships. 2. Reviews relevant HR policies and procedures to promote and ensure gender equality in the workplace and to strengthen Council's stance in relation to anti-bullying legislation. 3. Identifies smaller projects or activities which demonstrate Council's support of White Ribbon both internally and externally with users of Council's services. 4. Identifies opportunities for collaboration with relevant organisations and/or neighbouring Councils to hold combined community events or activities or to provide support to organisations offering relevant support services in this area. 5. Officers prepare a report for Council consideration that identifies outcomes achieved and actions recommended. 	Corporate	Active	
18/07/17	CM/8.3/17.07	Reservoir Perimeter Plantings (A08/0562-03)	<ol style="list-style-type: none"> 1. Undertakes an assessment of existing planting on the boundary of the Sydney Water reservoir bordering Council Street, St James Street and Waverley Park in Bondi Junction. 2. Prepares a simple landscape plan for appropriate trees/shrubs to screen the infrastructure, in consultation with Sydney Water and seeking approval where necessary. 3. Implements the planting program in 2017/18 using funds allocated to Waverley Park. 	Renewal	Active	Consulting with Sydney Water on the Landscaping works
18/07/17	CM/8.4/17.07	Review of Council's Approach to Illegal Dumping (A06/1732)	<ol style="list-style-type: none"> 1. Council reviews our existing approach to illegal dumping throughout the LGA from both a responsive (customer complaint led) and a proactive (planning) basis with a view to improving street cleanliness and the overall look and feel of Waverley, without compromising our strategic waste targets. The review should consider the current approach to illegal dumping from waste collection, education and compliance perspectives, benchmark Waverley against best practice approaches by other Councils and identify opportunities for improvement. 2. Council officers report back to Council with recommendations for improvement that include instant impact 'quick wins' and longer-term changes on how we can better address illegal dumping and clean up our municipality. 3. Council notes previous motions relating to illegal dumping, and officers incorporate the suggested changes from the review into previous motions and current practice. 	Futures	Active	Report currently being prepared to go to August Committee
18/07/17	CM/8.5/17.07	Clarifying the Facts on Bondi Pavilion (A15/0272)	<ol style="list-style-type: none"> 1. In the light of the misinformation which has unfortunately affected community understanding of the Bondi Pavilion Upgrade and Conservation Project, the General Manager prepares an urgent report for the next Council meeting outlining a plan of how Council can ensure that the community has the correct information. 2. Council notes the fact that at no time has it been Council's intention to privatise or demolish the Bondi Pavilion. 3. Council notes that it is also Council's intention to ensure current community useable space is retained or enhanced in the upgraded Bondi Pavilion. 	Corporate	Finalised	
18/07/17	CM/8.6/17.07	Waverley Public Art Plan - Inclusion of Bondi Pavilion (A05/0416)	<ol style="list-style-type: none"> 1. As endorsed by the Public Art Committee, the Bondi Pavilion be included in the Waverley Public Art Masterplan as the next site for the commissioning and installation of public art in the Waverley LGA. 2. The work specifically addresses local indigenous themes and stories, and the work must include an indigenous artist, commissioned in consultation with the La Perouse Local Aboriginal Land Council. 3. The Public Art Masterplan be updated to reflect the new priority order. 4. Council refers Council's resolution to the Eastern Region Local Government Aboriginal and Torres Strait Islander Forum (ERLGATSIF) for information. 5. Council's processes observe best practices as outlined by organisations such as Artists in the Black, the Indigenous Art Code and Create NSW.' 	Life	Active	A report will come to Council in July/August in relation to inclusion into the masterplan. Inclusion of an indigenous work has been included in the revised brief to the principal design consultant and a timetable for the development of this work will be established further on in the restoration project.
8/08/17	CM/8.3/17.08	Lighting of Pedestrian Pathways in Waverley Park (A05/1258)	<ol style="list-style-type: none"> 1. Installs lighting on the shared path through Waverley Park between Council Chambers and Waverley Pavilion. 2. Investigates the requirement for additional lighting on the remaining sections of the shared pathway, including auditing the location and operation of existing lights. 3. Reviews the lighting on the exterior of the Waverley Pavilion to assess excess intensity and light spill so that the amenity of local residents is not impacted unduly, and takes appropriate action. 4. Ensures effective night time use of the Waverley Pavilion CCTV cameras by lighting on pathways and the building. 5. Ensures that the lighting is designed so as not to negatively impact on nocturnal animals. 	Renewal	Active	Lighting contractor has been engaged and is finalising recommendations for the upgrade to lighting in the park. Items 1 - 5 are included in consultants report
8/08/17	CM/8.4/17.08	Replacement of Trees on Private Property (A02/0745)	<ol style="list-style-type: none"> 1. Without delay, approve the removal of the following trees subject to an undertaking that a replacement tree will be planted to the reasonable satisfaction of Council's Tree Officer: <ol style="list-style-type: none"> (a) One eucalypt at the rear of 6 View Street, Queens Park, that is causing extensive damage to the property stormwater and sewerage system, as well as being a safety risk dropping limbs on neighbouring properties. (b) One eucalypt at 3 Manning Street, Queens Park, that is causing extensive damage to the property stormwater and sewerage system, as well as being a safety risk dropping limbs on neighbouring properties. (c) Two palm trees at 3 Ashton Street, Queens Park, that are causing significant health issues for the occupier, including allergic reactions and injuries following falls on palm fronds and berries. 2. Prepare a report for Council outlining the changes required to the Tree Policy so situations like this can be more easily dealt with at an officer level. 	Renewal	Finalised	
8/08/17	CM/8.6/17.08	Tamarama Surf Life Saving Club Bus (A04/1456)	That Council liaises with Tamarama Surf Life Saving Club on the proposed Indigenous programme to establish whether assistance can be offered or is required, such as use of a community bus. Assistance that may ensure the programme advances.	Life	Finalised	The Club was successful in securing a small grant of \$3,000 to support the Program.

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
8/08/17	CM/8.7/17.08	Council Amalgamations - Reimbursement of Costs (A16/0248)	<p>1. Council seeks reimbursement from the NSW State Government for all costs incurred by Waverley Council in preparing to merge with Woollahra and Randwick Councils that was subsequently discontinued by the State Government.</p> <p>2. Council notes that the General Manager and the Mayor met with the Minister for Local Government on 8 June 2017 to discuss issues relating to restrictions on employing senior staff during the merger period and took the opportunity to discuss the costs that Waverley had incurred as part of the amalgamation process. The General Manager and the Mayor advised the Minister that, should amalgamations not go ahead, Council would be seeking reimbursement from the State Government for costs associated with any work done by Waverley as part of the amalgamation process.</p> <p>3. That staff time and associated costs spent on the amalgamation process be factored into the figure for reimbursement.</p>	Corporate	Active	
10/10/17	CM/8.1/17.10	Bondi Pavilion Upgrade and Conservation Project and Committees (A15/0272)	<p>1. Council acknowledges the community support for Bondi Pavilion to undergo a refurbishment that retains the Pavilion as a community and cultural centre, and that will not reduce community space.</p> <p>2. Council receives a report on the current state of the development application for the refurbishment of the Bondi Pavilion and advice on how the current plans can be modified or whether the project of redevelopment of the Pavilion should be completely reassessed.</p> <p>3. Council establishes an internal Bondi Pavilion Project Committee, including the three Bondi Ward Councillors, to thoroughly review current plans, Council's community research, business plan and public submissions, Council's project management record to date and its future capacity, and preferred stage options for refurbishment; and makes its recommendations public.</p> <p>4. Council establishes a Bondi Pavilion Stakeholder Committee by public expression of interest tasked with articulating future cultural and community programs and artistic direction of the Pavilion; and that the selection of committee members and the chair of this committee be transparent and open.</p> <p>(a) The Bondi Pavilion Stakeholder Committee (BPSC) will comprise a maximum of 12 members consisting of a maximum of seven members appointed following the EOJ campaign plus one delegate from the Bondi Beach Precinct and one delegate from the Friends of Bondi Pavilion, and all Bondi Ward Councillors. The Mayor and Deputy Mayor will be alternate chairs for the Committee.</p> <p>(b) The Expression of Interest campaign will commence 11 October 2017 and run for a period of four weeks.</p> <p>(c) The Mayor and Deputy Mayor, in consultation with the General Manager, will recommend membership of the BPSC consistent with the above clauses.</p> <p>(d) A report will come to Council on 21 November 2017 establishing membership and Terms of Reference of the BPSC for Council's approval, including a list of unsuccessful applicants.</p> <p>(e) The Terms of Reference will establish the necessary reporting outcome which must include the establishment by the BPSC of a matrix of recommended and desired uses and functions of the Pavilion.</p> <p>(f) The first meeting of the BPSC will be held on 25 November 2017 with two subsequent weekly meetings and, if necessary, a plenary meeting immediately thereafter.</p> <p>(g) A report will be prepared detailing the deliberations of the BPSC for the 6 February 2018 Council committee meeting.</p> <p>(h) The BPSC will reconvene after this initial phase to consider cultural and arts programming for the Pavilion on an ongoing basis.</p> <p>5. Both the Bondi Pavilion Project Committee and the Bondi Pavilion Stakeholder Committee be supported by senior Council staff and appropriate managers supplying appropriate material on all matters relating to the Pavilion, and include a secretariat for accurate minute-taking.</p> <p>6. Council receives the Bondi Beach Cultural Landscape Conservation Management Plan prepared for Council in December 2016 by architect Jean Rice at the inaugural meeting of the Strategic Planning and Development Committee.</p> <p>7. Council notes that the following reports should be tabled at the same meeting as the report requested in clause 2 above:</p> <p>(a) Fair Use Policy.</p> <p>(b) Additions to the Bondi Pavilion Cultural and Community Use Impact Assessment (adopted on 4 July 2017)</p>	Life	Finalised	Report to November Council finalising Committee
10/10/17	CM/8.3/17.10	Bike-sharing (A17/0445)	<p>That Council prepares a report for the December 2017 Council Meeting regarding commercial bikesharing in Waverley addressing the following:</p> <p>1. An assessment of the demand for such services and whether that demand is being met by the current providers.</p> <p>2. The number and nature of current complaints from residents and others, and the action taken by rangers in response.</p> <p>3. Recommended guidelines for operators and users.</p> <p>4. Recommendations for additional enforcement terms if required including, but limited to, financial penalties and impoundment.</p> <p>5. Any further issues officers believe relevant, including the identification of locations for increased bike storage, in particular at our beaches and bus interchange, and recommended measures to address any shortfall.</p>	Futures	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
10/10/17	CM/8.4/17.10	Surf Life Saving Clubs (A17/0516)	That: 1. A meeting of Council's Surf Life Saving Committee be held in early December 2017. 2. Staff prepare a report for this December meeting detailing: (a) All Council-provided financial assistance received by each SLSC in the Waverley Council area in the last five years. (b) An analysis from each club as to their: (i) Membership numbers. (ii) Diversity breakdown. (iii) Range and nature of community services. (iv) Financial position. (v) Other initiatives deemed relevant by the SLSCs. 3. Council uses this information to derive future budgetary allocations in a fair and balanced way to each club.	Life	Active	1. Meeting held November 30 2017 2. Report to Council date TBC
10/10/17	CM/8.5/17.10	Footpath Gardens (A13/0054)	1. Updates the Public Gardens Policy and Street Garden Guidelines to make it easier and quicker for residents to apply for a verge garden outside their property. 2. Assesses its current measures to promote street gardens and identifies ways to improve uptake by residents, including a process for faster approvals. 3. Notes that there is no street garden application fee to the resident. 4. Ensures that existing street gardens in the public domain are not removed without first consultation with adjacent residents. 5. Prepares a report on the above matters for consideration, including progress and achievements to date from the Council resolution CM/7.7/16.09 on street gardens and residential verges.	Futures	Active	Update of the policy will be undertaken and a report will be prepared.
10/10/17	CM/8.6/17.10	Waverley Cemetery (A02/0658-06)	1. A progress report be submitted to the November 2017 Council meeting on the work to date about the: (a) Development of the public register of significant graves and monuments of the Waverley Cemetery, which is to be incorporated into an app for visitors to the site. (b) Status of the investigation in to the establishment of a foundation to secure the financial future of the Waverley Cemetery. (c) Listing of Waverley Cemetery on the National Heritage Register. 2. An education and visitors program be developed in consultation with the Residents for Waverley Cemetery	Renewal/Futures	Active	1 (a) Waverley Council's new search tool iCemetery was launched in April 2018. iCemetery is a state of the art tool that provides a fast and easy way to find the location of people buried or cremated at Waverley and South Head Cemetery. 1 (b) Establishment of Waverley Cemetery Foundation report to be submitted to the 3 July Operations Committee Meeting 1 (c) Application to list Waverley Cemetery on the National Heritage Register was lodged in February 2018 2. In progress
10/10/17	CM/8.7/17.10	Bronte Park (A16/0168)	1. Council works on the implementation of the Bronte Park Plan of Management (POM), with the exception of the 2017/18 Capital Works projects underway in Bronte Park, be immediately paused and be reviewed. 2. A meeting be held with interested Councillors to review the current Bronte Park and Beach Plan of Management and address concerns. 3. An amended Bronte Park and Beach Plan of Management addressing these concerns come back to Council for endorsement as soon as practicable.	Renewal	Finalised	1) Noted 2) Finalised 3) Council Report being submitted to 5 June 18 Operations Committee
10/10/17	CM/8.8/17.10	Walk for Respect (A17/0517)	That: 1. A Walk for Respect be undertaken early in 2018 in recognition of community harmony and celebration of multiculturalism. 2. The Walk for Respect be referred to the Multicultural Advisory Committee for consideration and implementation. 3. The budget be scoped and allocated to cover logistical costs associated with its organisation. 4. The working relationship between the Multicultural Advisory Committee and other similar organisations, including the Moving Forward Together Association, be considered at the first meeting of the Committee.	Life	Finalised	Actions finalised - accomplished through Global Table event.
10/10/17	CM/8.9/17.10	Legislative Changes to Planning Decisions (A17/0518)	That Council officers prepare a report and provide a briefing to Councillors on NSW Government changes to planning decision-making and their impacts on Waverley Council.	Futures	Finalised	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
10/10/17	CM/8.10/17.10	Innovation and Knowledge Hub - Boot Factory and Waverley Library (A14/0299)	<p>1. Council investigates the restoration and adaptive reuse of the Boot Factory, including:</p> <p>(a) Options for establishing a maker space, creative industries incubator and/or innovation hub at the Boot Factory that aligns with the establishment of a knowledge and innovation hub at Waverley Library.</p> <p>(b) Technology and facilities required.</p> <p>(c) Potential project plan for implementation.</p> <p>(d) Scoping of potential budget requirements.</p> <p>(e) Any potential sources of State and Federal funding that are available through innovation funds or heritage restoration grants.</p> <p>(f) Investigations into the possibility of gaining state heritage listing for the Boot Factory.</p> <p>2. Council investigates options for the establishment of an innovation and knowledge hub at Waverley Library, to align with the Boot Factory project, with the investigation to include:</p> <p>(a) Options about the establishment of an innovation and knowledge hub at Waverley Library in conjunction with the Bondi Junction Boot Factory.</p> <p>(b) Work undertaken so far, including review of the Waverley Library 'My Amazing Library' Strategic Plan 2014–2017.</p> <p>(c) Additional technology and facilities required.</p> <p>(d) Potential project plan for implementation.</p> <p>(e) Scoping of potential budget requirements.</p> <p>(f) Any potential relevant sources of State and Federal funding that may be available, including but not limited to the NSW Public Library Infrastructure Grant.</p> <p>3. An Innovation and Knowledge Hub Steering Group be established to plan and advise on oversight of the above projects, with the group to include the three Lawson Ward Councillors, community representatives, technical experts and relevant staff, and to be chaired by Cr Masselos.</p> <p>4. Officers prepare a report for the November Operations and Community Services Committee setting out a proposed charter for the Steering Group.</p> <p>5. Officers commence the preparation of information to assist the work of the Steering Group.</p> <p>6. An appropriate budget be allocated for this first investigative phase of the project, with this to be included in the first quarterly budget review for Council approval.</p>	Futures Life	Active	<p>Boot Factory presentation provided to Councillors at Workshop on 29 May with further community consultation to follow shortly.</p> <p>The project is progressing at pace with key planning elements to do with Heritage, the Built Form and conceptual planning for the knowledge & innovation hub progressing smoothly.</p>
21/11/17	CM/8.2/17.11	Nesting Swallows at South Bronte Amenities (A10/0741)	That Council officers prepare a report outlining current and planned actions to improve the quality and quantity of habitat for our local biodiversity across Waverley and our neighbouring Council areas. This report should include strategies and action plans for the protection, nesting conservation, habitat diversity, and water and food supply for native birds within the Waverley LGA, and make recommendations on producing an information and education package for our staff and residents.	Futures	Active	
21/11/17	CM/8.3/17.11	Light Rail in Waverley (A15/0491)	<p>1. Explicitly rejects any proposal for Light Rail along the Bondi Road Corridor as it would negatively impact on the Oxford Street Mall and Bondi Road Shops, resulting in higher development density and loss of parking.</p> <p>2. Supports the Waverley Strategic Transport Working Group (which includes representation from Roads and Maritime Services, Transport for NSW and the Greater Sydney Commission) in prioritising improved bus movements along the Bondi Road Corridor.</p>	Futures	Finalised	
21/11/17	CM/8.4/17.11	Live Streaming of Council Meetings (A17/0592)	<p>1. Agrees in principle to the introduction of live audio and visual streaming of Council and Council Committee meetings as soon as practicable.</p> <p>2. Officers prepare a report to Council which considers:</p> <p>(a) The options available for live audio and visual streaming, considering the experiences of Council's already live streaming meetings.</p> <p>(b) The likely cost to upgrade the equipment in the Council chamber to enable high quality video and sound recording, improved sound in the chamber and any other associated costs, for example site hosting/web costs.</p> <p>(c) The implications of live streaming on members of the public wishing to record Council meetings.</p> <p>(d) Any changes required to the Code of Meeting Practice and the process for doing so.</p> <p>(e) Privacy implications.</p> <p>(f) Copyright implications.</p> <p>(g) Defamation implications.</p> <p>(h) Any implications under the State Records Act.</p>	Corporate	Finalised	
21/11/17	CM/8.5/17.11	Public Access to Diaries (A09/1010)	That Council investigate how best to allow public reporting of the Mayor and senior staff appointment diaries on a monthly basis in relation to development matters (excluding meetings with residents or staffing matters), with a report to be received at the December or February Council meetings.	Corporate	Active	<p>Template was approved at the Council meeting in Feb 2018 - Ref: PD/5.3/18.02</p> <p>Monthly information available on website on the following link</p> <p>http://www.waverley.nsw.gov.au/_data/assets/pdf_file/0004/162274/Meets_held_by_the_Mayor_and_Senior_Staff_with_Developers_on_DAs_and_PP.pdf</p>

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
21/11/17	CM/8.6/17.11	Separated Cycle Route - Bondi Beach to Rose Bay Wharf (A11/0267)	That Council: 1. Investigates building a separated bicycle path route from Bondi Beach (to our LGA boundary) to Rose Bay wharf as part of the Waverley People Movement Places Study - Signature Project 11 (Cycling Superhighways). 2. Notes that Woollahra Council has agreed to write to Mayor of Waverley Council seeking their support to deliver this route as a joint initiative. 3. Requests staff to liaise with Woollahra Council as appropriate, and prepare a report on the implementation of a separated route (including budget implications) for the Old South Head Road to Bondi Beach section of this route. The report to also consider any additional stormwater drainage that may be identified by the flood mitigation mapping project, and a joint Waverley Woollahra application for a funding grant from the RMS to prepare a feasibility study for the route.	Futures	Active	
21/11/17	CM/8.7/17.11	Street Gardens in Laneways and Cul-de-sacs (A13/0054)	1. Further to Council's resolution CM/8.5/17.10 on the streamlining of Council's Public Place Gardening Policy and Street Garden Guidelines, investigates the opportunity for greening laneways and cul-desacs in the Waverley LGA. 2. Prepares a report that recommends updates to the Policy, Guidelines, and Public Domain Technical Manual (PDTM) on treatments for laneways and cul-de-sacs by the community and/or Council so that these greening opportunities can be realised. 3. Within the above report, also identifies examples of potential laneway and cul-de-sac sites for greening with a recommended priority and community engagement approach.	Futures	Active	
21/11/17	CM/8.8/17.11	National Broadband Network (NBN) in Waverley (A11/0780)	That Council request a public briefing from NBN Co Limited on its activities and plans for telecommunications infrastructure in the Waverley LGA and that NBN be asked to specifically address (Waverley LGA only): 1. The status of the rollout. 2. The mix of technologies and their proportions. 3. Performance differences between the technologies. 4. The age and condition of any existing infrastructure utilised by NBN (twisted copper, HFC cables, ducts, other). 5. Media reports and claims relating to installation difficulties, poor real world performance, bandwidth congestion, download/upload asymmetries, limitations due to co-existence with Foxtel on HFC, other? 6. The role of Owners Corporations in arrangements for installation of NBN infrastructure. 7. How NBN proposes to service Waverley's share of the significant continuing population and economic growth that underpins the Greater Sydney Commission's latest Greater Sydney Region Plan and locally the Eastern City District Plan. 8. The roadmap for future improvements to NBN infrastructure. 9. Technology Choice options available to Council, businesses, organisations, owners corporations, and residents. 10. Cost-effective suggestions for Council involvement in improvements/timing of improvements to NBN infrastructure.	Corporate	Active	
21/11/17	CM/8.9/17.11	Notts Avenue Shared Zone (A03/0764)	That Council notes the commencement of the process of introducing a 10 km/hr shared zone in Notts Avenue, Bondi in consultation with the RMS, the Police and local residents.	Renewal	Finalised	Report prepared for consideration of the Waverley Traffic Committee at the May 2018 meeting
21/11/17	CM/8.10/17.11	Murrivier Road (A08/0246)	That Council officers prepare a report: 1. Recommending road, traffic and parking changes to improve safety and prioritise bus movement through the intersection of Hardy, Murrivier and Mitchell Streets. 2. Outlining potential streetscape beautification, paving and pedestrian works at the Murrivier Road shopping strip.	Renewal	Active	List for investigation, with a report to be considered by the Waverley Traffic Committee at its August 2018 meeting
21/11/17	CM/8.14/17.11	Clarke Street Reserve (A04/2119)	1. Notes the residential amenity and recreational importance of Clarke Street Reserve to the local community. 2. Officers investigate options to improve the safety and enhance Clarke Street Reserve with specific regard to: (a) Providing a fenced area surrounding the playground. (b) Erecting signage to deter dogs off leash. (c) Reviewing the appropriateness and suitability of existing plantings and the positioning of rocks within the playground in order to prevent injury to children. (d) Exploring options of additional play equipment in particular a slippery dip. (e) Consulting the local precinct and residents. 3. Officers prepare a report to Council recommending improvements.	Renewal	Finalised	Council report to be submitted to the 5 June 2018 Operations Committee
21/11/17	CM/8.19/17.11	Renewable Energy and the Adani Carmichael Coal Mine (A02/0131)	1. Supports and recognises a need for a transition from fossil fuels to renewable energy as soon as possible, and that government support and funding for new coal mines such as the Carmichael Mine renders farcical any sensible discussion about a transition to renewable energy. 2. Council objects in the strongest terms possible to government support and funding for new coal mines such as the Carmichael Mine. Council will do all that it can to engage with other Councils to communicate its objection to government support and funding for new coal mines such as the Carmichael Mine. 3. Resolves to prepare and send a letter to federal Members of Parliament on the terms of motion 1 as set out above..	Corporate	Finalised	Finalised - Letter prepared and mailed out on 30 January 2018 TrIM Ref: D17 / 109935

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
21/11/17	CM/8.20/17.11	Moriah College Community Consultative Committee (A03/1411)	<ol style="list-style-type: none"> 1. Council supports the ongoing approach of Moriah College in holding regular meetings between the college and local residents via the Moriah Community Consultative Committee. 2. Council supports the meetings of the Moriah College Community Consultative Committee being held on a quarterly basis. 3. Ward Councillors be appointed to a new MCCC. 4. Council staff continue to provide technical assistance to the Moriah College Community Consultative Committee. 5. This Council resolution is tabled at the meeting of the Waverley Development Assessment Panel to be held on Wednesday 22 November 2017 that will be considering the development application for the early learning centre at Moriah College. 	Futures	Active	<ol style="list-style-type: none"> 1. MCCC Meeting held April 2018 2. Next meeting ETA in August 2018
12/12/17	CM/8.1/17.12	Old South Head Road (A03/0042-04)	That Council officers prepare a report examining potential for right-hand turn capacity improvement on Old South Head Road between Gilgandra Road and Strickland Street travelling north-east, and for a right-hand turn off Old South Head Road into Newcastle Street travelling south-west. The report should provide an action list for specific works programs for more detailed investigation and specific issues which may require consultation with the RMS and Woollahra Council.	Renewal	Finalised	OSH Road, is a State Road, a letter to RMS requesting there investigation.
12/12/17	CM/8.2/17.12	Military Road (A16/0524)	That Council officers prepare a reporting examining potential road widening works along Military Road. Traffic pinch points will be a special focus of the report. The report to be presented to Council no later than April 2018.	Renewal	Finalised	Report to be prepared for April 18 Council meeting.
12/12/17	CM/8.3/17.12	Remembrance Day (A14/0251)	<ol style="list-style-type: none"> 1. Recognises that the year 2018 marks the 100th anniversary of Remembrance Day. 2. Notes that 416,809 Australian men enlisted to serve in World War One, with more than 60,000 killed and 156,000 wounded, and of those killed over 500 were from the Waverley municipality. 3. Acknowledges the special significance of Remembrance Day for all Australians, including the residents of Waverley. 4. Notes the enduring legacy of the RSLs in commemorating Remembrance Day each year and for providing support to ex-servicemen and women, including the Bondi Junction Counselling Centre treating the stress disorders of veterans returning from Afghanistan and Iraq. 5. Officers investigate a special event to mark the 100th anniversary of Remembrance Day and provide a report for Council consideration by March 2018 that includes but is not limited to: <ol style="list-style-type: none"> (a) Consultation with the Presidents and other senior officials of the local RSL clubs, appropriate ANZAC nursing organisations and the NSW Indigenous Veterans' Committee. (b) Options for an alternative location, if not Waverley Park. (c) Inviting dignitaries to attend, including the Governor-General, the Governor of NSW, the Prime Minister, the Minister for Veterans' Affairs and the local members for Vaucluse and Coogee. (d) Unveiling a memorial plaque that would include recognition of all Australians killed in war, including Aboriginal and Islander peoples who resisted invasion of their traditional lands and waters. (e) Event funding. (f) The contribution of nurses during World War 1, and of Indigenous Australians and Torres Strait Islanders. 	Corporate	Active	
12/12/17	CM/8.4/17.12	Commemorative Tributes (A02/0276)	<ol style="list-style-type: none"> 1. Investigates creative options for the installation in public places of commemorative tributes that recognise deceased local family members or those with a strong connection to Waverley that have passed away. 2. Reports back to Council no later than the June 2018 Council meeting with an outline of: <ol style="list-style-type: none"> (a) Potential locations and types of commemorations that could be installed, whilst ensuring that they are placed discreetly and sensitively. (b) Suggested criteria for the application and fee structures. 3. Consults with the Public Art Committee on the locations and built forms that might be appropriate in Waverley. 	Renewal	Finalised	Report to be prepared for July 18 Council meeting.
12/12/17	CM/8.6/17.12	Code of Meeting Practice - Review (A02/0649)	<ol style="list-style-type: none"> 1. Notes the Office of Local Government (OLG) released its draft Model Code of Meeting Practice for public consultation on 6 December 2017 with a closing date for submissions of 16 March 2018. 2. Notes Waverley's proposed new Code of Meeting Practice will be presented to Council following OLG's release of the final Model Code. 3. Officers ensure the draft Waverley Code of Meeting Practice includes the following: <ol style="list-style-type: none"> (a) An Order of Business for Council that has Questions with Notice and places Notice of Motions at the beginning of the paper before staff reports. (b) An 'Open Forum' of no more than 15 minutes' duration to allow members of the public to address Council on matters of public importance, prior to the commencement of the meeting. (c) A three-minute limit on each address by a member of the public. (d) Recent Council decisions affecting the Code. 	Corporate	Active	Pending release of the OLG Model Code of Meeting Practice
12/12/17	CM/8.7/17.12	Boot Factory - State Heritage Listing (A17/0528)	<ol style="list-style-type: none"> 1. Initiates action to have the Boot Factory considered for State Heritage Listing. 2. Investigates funding avenues that heritage listing makes available for restoration/refurbishment of old buildings of significance. 	Futures	Active	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
12/12/17	CM/8.9/17.12	Preserving Waverley's Public and Residential Amenity and Open Space (A03/0943)	<p>1. Notes the State Government's failure to engage in meaningful community consultation and its unwillingness to commission and/or release the relevant strategic business cases.</p> <p>2. Agrees to collaborate with neighbouring councils as well as State and Federal representatives to work together in order to effect an immediate moratorium on the progression of following proposals ('Proposals'):</p> <p>(a) The rebuilding of the Allianz Stadium at Moore Park and encroachment and expansion into Moore Park open and green space on at an anticipated cost to taxpayers of \$705 million.</p> <p>(b) The Alexandria to Moore Park road widening. The Roads and Maritime Services' (RMS) 'preliminary concept design' for the Alexandria to Moore Park Connectivity Upgrade includes the redesign of the Anzac Parade, Dacey Ave and Alison Road intersection. Estimated to cost \$500 million, the continuous flow intersection will be largest non-motorway intersection in NSW, bringing thousands of more cars into the area and likely resulting in more compulsory parkland acquisitions and the loss of a further 100 trees and greater traffic congestion into our municipality.</p> <p>3. Calls for a moratorium on the Proposals to remain in place until, in consultation with the affected councils and the community, each of the above proposals are fully and adequately assessed for their impact on:</p> <p>(a) Open public green space, trees and heritage.</p> <p>(b) The implications on Driver Ave and Kippax Lake and the implications on our ANZAC memorial.</p> <p>(c) Local traffic congestion and car parking facilities and flow on impact into our municipality and on the Waverley local community.</p> <p>(d) Public transport capacity.</p> <p>(e) Community amenities, especially those located in the surrounding parklands of Moore Park and Centennial Park parklands.</p> <p>(f) The long-term effect of further commercialisation of public land.</p> <p>(g) Any other issues that may impact on the area's character, amenity and sustainability.</p> <p>4. Calls on the NSW Upper House to hold an Inquiry into the Proposals, specifically focusing on the appropriateness of the NSW Department of Planning decision-making processes with regard to longheld community standards of transparency and accountability of the use of public monies.</p> <p>5. Calls on the newly elected LGNSW leadership team to campaign for the funds set aside for the stadium rebuild to instead be used for public community infrastructure, including hospitals, education, community sport and other public assets and to do this in partnership with councils, community groups and local sporting clubs across NSW.</p>	Futures Life	Active	Life or Corporate?
12/12/17	CM/8.10/17.12	Amplified Music - Bronte Park (A13/0161)	<p>1. Council reaffirms its policy concerning no amplified music being allowed in Bronte Park, Tamarama Park and Bondi Park without a permit.</p> <p>2. Compliance to this policy be strictly implemented, especially over the imminent summer holiday season.</p>	Life	Finalised	Incorporated into daily duties
12/12/17	CM/8.11/17.12	Bondi Badlands' Bashing Victims' Memorial Monument (A02/0276)	<p>1. Council notes the decision of:</p> <p>(a) The December 2014 Council meeting that 'endorses in principle the commissioning of a public artwork for Hunter Sculpture Park in remembrance of the victims of homophobic violence, with costs to be met by the Aids Council of NSW (ACON)'</p> <p>(b) The May 2016 Council meeting that '...Council proceeds with the installation of a memorial artwork to commemorate the gays who were murdered as referenced in the Bondi Badlands book between Bondi and Marks Park in the 1980s.'</p> <p>2. An investigation be undertaken to:</p> <p>(a) Identify possible appropriate sites in the Waverley LGA for the location of this monument, including Hunter Sculpture Park, Marks Park and other locations.</p> <p>(b) Consider the cultural, social and historical context of the proposed sites.</p> <p>(c) Consult with the Public Art committee.</p> <p>(d) Be in accordance with Waverley's Public Art Policies and guidelines.</p> <p>(e) Be cognisant of Sculptures by the Sea.</p> <p>3. A report come to Council detailing recommendations and rationale.</p>	Life	Active	An update on this project will be provided to Council in July/August.
12/12/17	CM/8.12/17.12	Bronte Park - Bins (A16/0168)	That Council reinstates the bins that have been removed from Bronte Park as a matter of urgency and in time for the summer holiday period.	Renewal	Finalised	
12/12/17	CM/8.13/17.12	Cities Power Partnership (A17/0645)	<p>1. Council notes that Waverley Council has nominated to be included in round two of the Cities Power Partnership (CCP).</p> <p>2. Should Council be successful in being included in round two, Council will then be required to choose five pledge items within six months from a list of 38 options that form part of the program.</p>	Futures	Active	Report prepared for July SPDC Committee

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
12/12/17	CM/8.14/17.12	Security of Crowded Places (A02/0421)	<ol style="list-style-type: none"> Notes the requirements in the recently released Commonwealth document 'Australia's Strategy for Protecting Crowded Places from Terrorism' for local government as an owner and operator of 'crowded places'. Notes that Council has a responsibility to undertake a risk assessment and/or vulnerability objectives for our 'crowded places'. In light of our responsibility, immediately prioritises the preparation of a municipality wide risk assessment of our buildings and open spaces, with a view to identifying contingency plans and mitigation actions as soon as possible. This assessment must recognise the progress made by neighbouring councils, and involve appropriate State and Federal agencies, including the Federal and NSW State Police. In preparing the Community Plan, takes into consideration any cost implications of delivering added protection for our community in 'crowded places'. Prepares a report outlining how the WLEP and WDCP need to be and can be amended to improve security in the public domain and where large groups of people can congregate for all new large developments. This could include increased CCTV coverage. Prepares a report that includes the outcomes of the risk assessment and outlines anticipated costs over each of the next few years associated with protecting our residents and visitors who congregate in 'crowded places' and outlining options for sourcing that funding. Approaches relevant federal government departments to seek funds for the implementation of any actions or projects that result from this motion. Refers the matter to the Community Safety Advisory Committee. 	Corporate/Life	Active	Budget requested in Q2 for engagement of a consultant to conduct risk assessment Budget approved Corporate looking to appoint security consultant.
12/12/17	CM/8.16/17.12	City2Surf - Indigenous Marathon Foundation (A17/0649)	That Council, in negotiations for the 2018 City to Surf, and future City to Surf Agreements, requests Fairfax Media to invite a team of up to eight athletes from the Indigenous Marathon Program to participate in the 2018 event and future events, and that these athletes are sponsored by Fairfax Media and other participating and/or supporting organisations, and that sufficient funds are provided by sponsors for athletes' travel and expenses including accommodation in Sydney for the weekend of the event.	Life	Active	This was raised at a recent meeting with Fairfax. Fairfax actively supports Indigenous community involvement in the annual City2Surf program.
20/02/18	CM/8.1/18.02	Charing Cross Street Festival (A18/0073)	<ol style="list-style-type: none"> Council investigates the reinstatement of the Charing Cross Festival including: <ol style="list-style-type: none"> Consulting with: <ol style="list-style-type: none"> The Charing Cross Precinct. Charing Cross businesses. Charing Cross Chamber. Potential sponsors. Reviewing the previous Charing Cross Street Festival and any learnings. Identifying benefits such as place making, community cohesion and business development. Budget and timeline. A report come to Council with recommendations. 	Life	Active	In progress proposed delivery second quarter 2019
20/02/18	CM/8.2/18.02	Cleanliness of Arcades in Bondi Junction Mall (A14/0404)	<ol style="list-style-type: none"> An audit be undertaken of all arcades/through site links in Bondi Junction Mall as well as the nearby pop-up seating in Spring Street to determine the cleanliness of these high pedestrian traffic public spaces. Relevant development consents be reviewed to determine conditions of consent that relate to the cleaning of these areas including any land owner requirements for waste and rubbish storage and collection, sanitation and cleaning. Officers investigate proactive methods to ensure that all existing and future publically accessible areas that have high pedestrian traffic in privately owned thoroughfare areas such as in arcades and through site links have suitable requirements to maintain a high standard of cleanliness via increased frequency of cleaning. This may include amendments to the Waverley DCP 2012 as appropriate. A report come to council detailing a course of action to ensure these high pedestrian traffic public spaces are regularly cleaned and maintained and appropriate standards are implemented. 	Futures/Renewal/Life	Active	<ol style="list-style-type: none"> Audit commenced Building Waverley
20/02/18	CM/8.3/18.02	Rodney Reserve - Radio Astronomy Memorial (A03/1221)	<ol style="list-style-type: none"> Agrees in principal to the construction of a viewing platform in Rodney Reserve in the vicinity of the site of the Radio Astronomy Memorial subject to appropriate ground testing. Investigates the cost of constructing the viewing platform, and consults the La Perouse Aboriginal Land Council in regard to the site. As part of the investigation, holds discussions with the CSIRO and consults with the relevant Precinct with the view of sharing the cost of the construction of the viewing platform. Investigates and reports back on the viability of moving the location of the new coastal fence to the east in the area east of the Rodney Reserve playing fields so that the view of the radio telescope replica antennae and the ocean can be unobstructed. 	Renewal	Active	Council will be commencing the Open Space and Recreation Strategy in 2018-19 will include a priority program of additional Plans of Managements that require review or drafting in order to comply with the new Crown Land Management Act 2016.
20/02/18	CM/8.4/18.02	Plastic-free Education at our Beaches (A15/0392)	<ol style="list-style-type: none"> In keeping with the Council's commitment to waste minimisation and the Second Nature Program, Council institutes a proactive grassroots education program, especially over the summer holidays, that encourages beach goers to use alternatives to single use plastics such as plastic bags, plastic water bottles, straws and take away coffee cups. Council investigates the use of litter education ambassadors over the summer holidays and undertakes a face-to-face education program as they come into contact with beach goers at Waverley beaches, and reports back on the financial impacts to the budget. Rangers also be provided with information and training about alternatives to single use plastics which they will be able to impart to residents and visitors as they go about their duties. Council's proactive awareness-raising activities be supplemented with appropriate 'Please Say No to Single-use Plastics' signage. An evaluation system be developed to collect metrics and assess this trial. 	Futures	Active	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/02/18	CM/8.5/18.02	Waverley Businesses Purchasing Co-operative for Alternatives to Single-use Plastic Products (A15/0392)	<p>1. Through the Second Nature Program, Council investigates the feasibility of facilitating the establishment of a purchasing co-operative for businesses in the Waverley LGA in conjunction with the Bondi & Districts Chamber of Commerce that wish to provide alternatives to single-use plastics for their customers.</p> <p>2. A report come to Council that:</p> <p>(a) Assesses the feasibility of such a co-operative, the demand from cafes and how much extra buying power such a co-op may have and what discount process it could attract for alternative products to single use plastics.</p> <p>(b) If feasible, identifies what Council resources might be required to facilitate the establishment of such a cooperative.</p> <p>(c) Outlines strategies for making this co-operative self-sustaining.</p> <p>(d) Identifies potential businesses that may be interested in participating.</p> <p>(e) Addresses time frame.</p>	Futures	Active	
20/02/18	CM/8.6/18.02	Pilot Pedestrianisation of Selected Streets/Lanes to Play Spaces (A03/0042-04)	<p>That, given latest scientific studies showing the pedestrianisation of selected streets have increased youngsters' activity fivefold, Council:</p> <p>1. Investigates the trialling of one pilot in each Ward including:</p> <p>(a) Identifying a suitable location, such as a lane or quiet street.</p> <p>(b) Determining suitable times and durations for the closure of the pilot sites.</p> <p>(c) Adapting/modifying the trial sites to provide appropriate surfaces, greening, sun protection and other relevant actions that may be necessary.</p> <p>2. Consults with residents, children and community in the development of these pilots in order to:</p> <p>(a) Establish clear goals.</p> <p>(b) Identify measurement processes to evaluate the success of the initiatives against these criteria.</p> <p>3. Consults with relevant state authorities and others.</p> <p>4. Allocates suitable budget subject to the outcome of the investigation.</p> <p>5. Provides a report to Council detailing the above including an implementation strategy.</p>	Life/Renewal	Active	Council will be commencing the Open Space and Recreation Strategy in 2018–19.
20/02/18	CM/8.7/18.02	NSW National Parks and Wildlife Service (A18/0111)	<p>1. Acknowledges that there are more than forty million visits to NSW National Parks each year with an overwhelming 94 per cent of visitors being satisfied or very satisfied with their experience. See <http://www.environment.nsw.gov.au/research/NSWparkspopularity.htm>.</p> <p>2. Notes that a significant number of Waverley Council residents visit NSW National Parks: <http://www.environment.nsw.gov.au/resources/research/2016-nsw-parks-visitation-surveyreport.pdf>. These parks include Sydney Harbour, Lane Cove, Ku-rin-gai, Kamay Botany, Royal and Blue Mountains National Parks. There are 50 National Parks in the Sydney Metropolitan area, see <http://www.nationalparks.nsw.gov.au/visit-a-park/regions/sydney-and-surrounds>. Many also visit Kosciuszko National Park, see <http://www.nationalparks.nsw.gov.au/visit-a-park/regions/snowymountains>.</p> <p>3. Notes with concern the budget and staff cuts, and restructures currently taking place within the NSW National Parks and Wildlife Service (NPWS) and the risk this places to the economy, visitor safety, public amenity and the environment.</p> <p>4. Calls on the NSW Government to treat NPWS staff with the respect they deserve and to stop the undermining of national parks.</p> <p>5. Writes to the NSW Premier, the Hon. Gladys Berejiklian MP, the NSW Minister for the Environment, The Hon. Gabrielle Upton MP, the Shadow Minister for the Environment, Penny Sharpe MLC and the Greens NSW Environment Spokesperson, Dr Mehreen Faruqi MLC expressing the concerns raised in this resolution and;</p> <p>6. Distributes this resolution to relevant community and environment groups and the Public Services Union.</p>	Corporate	Finalised	Letters posted to the NSW Premier and NSW Minister for Environment on 24 April 2018 - Copies of these letters cc'd to the Shadow Minister for the Environment, Penny Sharpe MLC and the Greens NSW Environment Spokesperson, Dr Mehreen Faruqi MLC

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/02/18	CM/8.8/18.02	Unceded Aboriginal Sovereignty (A18/0112)	<p>1. In consultation with the Multicultural Advisory Committee and the Eastern Region Local Government Aboriginal Torres Strait Islander Forum, Council officers prepare a report in consultation with Aboriginal community elders/organisations, statutory authorities, Agencies and Advocates on how the concept and issue of 'Unceded Aboriginal Sovereignty' can be dealt with into the future.</p> <p>2. Inclusive of the diversity of Aboriginal Islander Community opinion on the term/phrase, 'Sovereignty Never Ceded', a Council officer's report cover research into local historical as well as contemporary elements of the broader Community discussion on First Nations Treaties, Self Determination, Constitutional Recognition and related matters.</p> <p>3. Council notes in this report the following points:</p> <p>(a) There has never been a constitutionally recognised/endorsed Treaty with Australian First Nation Peoples.</p> <p>(b) The timetable for referendum on Aboriginal Islander Constitutional Recognition has been rescheduled and stalled a number of times since its initial inception/impetus during the term of Australia's first woman Prime Minister, Julia Gillard, and former Senator Bob Brown.</p> <p>(c) 2018 marks a ten year Anniversary since Prime Minister Kevin Rudd's National Apology covering issues of the Stolen Generations, for which a 13 February 2008 Public big screen telecast at Bondi Pavilion Community Cultural Centre event inclusive of local school Students was organized by Council.</p> <p>(d) Waverley Council has shown advocative leadership on Aboriginal Islander political cultural contexts by:</p> <p>(i) Hosting in Waverley Oval the 26 January 'Survival Day' community concert gathering at the turn of the century.</p> <p>(ii) Completing Council's first Reconciliation Australia endorsed 'Reconciliation Action Plan'</p> <p>(iii) Formally receiving at a 26 January Citizenship Ceremony the Sydney-Newcastle Regional Aboriginal Lands Council's 'SACRED Principles' document from Mr Chris Ingray, CEO of the La Perouse Local Aboriginal Land Council.</p> <p>(iv) Supporting through the Eastern Region Local Government Aboriginal Torres Strait Islander Forum, ERLGATSIF, ongoing work in the engagement between Municipal Councils, Aboriginal Land Councils, the NSW Local Government Aboriginal Network, Local Government NSW and the wider Community.</p> <p>(e) Implementation of the recommendations of the Royal Commission into Aboriginal Deaths in police and prison custody is an important part of the relationship between Local Councils and police Area Commands.</p> <p>(f) Waverley Council has still not fully implemented all the recommendations from its 2007 Waverley Aboriginal Heritage Survey.</p> <p>(g) Recently as part of Bondi Pavilion Stakeholders Committee Council has engaged with Aunty Rhonda Dixon Grovenor in Her capacity as Community Darug Elder and through that relationship We have organised a Cultural Smoking Ceremony with Elder Uncle Max Dhulumunmun for the Bondi Pavilion Community Cultural Centre.</p>	Life	Active	<p>1. & 2. Consultation meetings with relevant stakeholders have not yet occurred. Officers have requested and are still in the process of seeking clarification of the objectives and intent of this motion to be guided in its implementation.</p> <p>3 a-e) & g) are information items that have been noted</p> <p>3f) Council officers have provided comments in support of the draft Aboriginal Cultural Heritage Bill. Once endorsed, Council officers will assess impacts on heritage identification, preservation and management issues in consultation with stakeholders.</p>
20/03/18	CM/8.3/18.03	Aboriginal Children Taken from their Families (A02/0424)	<p>1. Council supports Grandmothers Against Removals (GMAR) and the Aboriginal Legal Service's call for an independent, Aboriginal-controlled review of all cases of Aboriginal children taken from families in the past 24 months, and that Council writes to the Minister for Family and Community Services (FACS), the Hon. Pru Goward, requesting this review.</p> <p>2. The Mayor and Deputy Mayor write to the Mayors of Woollahra and Randwick City Councils requesting the support of all three Councils for GMAR and for a joint action, working with GMAR, on International Children's Day, 1 June 2018.</p> <p>3. Council further notes that:</p> <p>(a) There is ongoing research into Waverley, eastern suburbs households, organisations, and colonial charities having historically been connected with, and most likely benefitted from, what has become known as the 'Stolen Generations', in that Aboriginal women/girls were indentured to colonial households as domestic servants under what has been termed 'The Lousy Little Sixpence' stolen wages issue.</p> <p>(b) Research is ongoing into the context of the Benevolent Society's 'Scarba House' as a place where Stolen Generation young Aboriginal girls who became pregnant while in domestic servitude were taken to have their babies as 'mothers out of wedlock'.</p> <p>(c) Waverley Council has previously, under former mayor Cr George Newhouse, proposed a plaque at Bondi Pavilion, Bondi Beach, as an acknowledgement/memorial of for the Stolen Generations.</p> <p>(d) Deputy Mayor, Cr Wy Kanak, in his capacities as chairman of the Eastern Region Local Government Aboriginal Torres Strait Islander Forum, President of the NSW Local Government Aboriginal Network and Secretary of the NSW Reconciliation Council has assisted/supported Stolen Generation eastern suburbs Aboriginal elders to attend the 2018 10-year anniversary of 'The Apology' speech by former Prime Minister Kevin Rudd, hosted at Price Waterhouse Coopers, Barangaroo.</p> <p>(e) Council's program at the Bondi Pavilion Community Cultural Centre has hosted art exhibitions and public awareness raising nights for the Stolen Generation Aboriginal men who were taken and sent to Kinchela Boys Home at Kempsey NSW.</p> <p>(f) Jeanie Bartley, a recently locally living Stolen Generation member, has presented her story as part of the curriculum at Kesser Torah College, Dover Heights, before taking up a carer's role for Aboriginal elder Uncle Cec Bowden, who was taken from his family while his father was overseas serving in the WW2 Australian Military Forces.</p> <p>(g) Local community Stolen Generation Aboriginal elders continue to support Council's ERLGATSIF Reconciliation Week Awards Ceremony, in remembrance and celebration of the life of Pauline McLeod, former eastern suburbs resident, and Australia's first Aboriginal storyteller regularly appearing on the ABCTV program 'Play School'.</p>	Corporate	Active	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/03/18	CM/8.4/18.03	Voluntary Planning Agreements (VPAs) (A13/0099)	That Council officers: 1. Prepare a report setting out all voluntary planning agreements (VPAs) adopted by Council from June 2012 to March 2018, with the following detail for each VPA: (a) The excess floor space. (b) The excess height. (c) The total dollar amount received by Council. (d) A summary of expenditure of income received as a result of the VPA against the purpose for which it is was obtained. 2. Add additional height sought to the Planning Agreement Register. 3. Conduct a Councillor workshop on the report and the Planning Agreement Policy prior to the report coming back to Council.	Futures	Finalised	
20/03/18	CM/8.5/18.03	Bondi Pavilion Upgrade and Conservation Project - Outstanding Reports (A15/0272)	That Council officers report to Council on the progress and/or relevance of the following reports: 1. Fair Use Policy. 2. Cultural and community impact assessment. 3. Report on redesign of existing theatre to improve functionality and sightlines. 4. Policy on the programming and hire of the theatre. 5. Report on future technology for the theatre, music studios and the building more widely. 6. Process for tendering commercial tenancies. 7. Footpath seating in front of the Pavilion. 8. Financial aspects of the building in terms of income and outgoings.	Life	Active	1. Will finalise in consultation with the Bondi Pavilion Stakeholders Committee and during development of concept plans for the restoration project. 2. This was completed and submitted to Council in July 2017. Research on which this assessment is based will be used to inform plans related to the restoration project. 3. Theatre consultant has reported on this and these findings have been used to inform the revised brief for the principal design consultant. 4. This will be finalised following further consultations with the Bondi Pavilion Stakeholder Committee. 5. This will need to be completed at detailed design stage. 6. This will be developed in conjunction with the business case. 7. This will be addressed following council endorsement of concept plans for the restoration project. 8. Information on income and outgoings has previously been made public during the conservation and upgrade project and will be incorporated as part of the business case
20/03/18	CM/8.6/18.03	Make Arden Street Safe (A03/0496)	1. Undertakes a safety review of Arden Street, between Macpherson Street and Boundary Street, and which runs in front of Clovelly Public School (1 Arden Street, Waverley), to assess the use and speed of vehicles on that section of road, and the potential safety impact on students of Clovelly Public School and residents. 2. Approaches Randwick City Council to assess the use and speed of vehicles on Arden Street, between Boundary Street and Clovelly Road, and the potential safety impact on students of Clovelly Public School and residents. 3. Develops a joint submission with Randwick City Council for the introduction of a 40 km/h zone on Arden Street, between Macpherson Street and Clovelly Road. 4. Sends the joint submission to the Waverley Traffic Committee for endorsement.	Futures	Active	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/03/18	CM/8.7/18.03	Support the Uptake of Electricity Microgrids (A17/0645)	<p>1. Notes that Waverley Council was accepted into the second round offer of the Cities Power Partnership in January 2018, and officers are investigating options for inclusion into the (minimum) five pledges required by the Partnership. There are now a total of 70 councils that have been accepted.</p> <p>2. (a) Supports the development of microgrids and promotes the implementation of this technology within Waverley and across the broader community.</p> <p>(b) Works with relevant stakeholders to build support for policy updates to encourage and enable a decentralised energy model, and continues to investigate the potential for standalone and embedded microgrids in Waverley.</p> <p>(c) Officers prepare a report on the opportunities and barriers to the implementation of standalone and embedded microgrids in a brownfields urban area.</p> <p>3. Notes that microgrids are powered by renewable energy (generally using smart grid technology to balance loads), mainly from rooftop solar photo voltaic cells in an urban environment, but possibly also from other local renewable sources; wind, wave energy or ocean temperature gradients might be a possibility.</p> <p>4. Notes that microgrids in the Council area is innovative and will increase the resilience of the community by decentralising electricity production and control, by reducing greenhouse gas emissions via using renewable energy, and by reducing electricity costs via removing the need for extra wires and poles to handle peak periods.</p>	Futures	Finalised	This motion has been responded to as part of the report to July SPDC on the Cities Power Partnership.
20/03/18	CM/8.8/18.03	International Women's Day 2019 (A06/1761)	<p>1. Hosts a civic event for International Women's Day 2019.</p> <p>2. Invites a high-profile, inspiring female speaker to address the gathering.</p> <p>3. Officers prepare a report to Council detailing logistics, budget, possible speaker and categories of possible invitees.</p>	Corporate	Active	
20/03/18	CM/8.9/18.03	Cycleway and Bike Facilities Advisory Committee - Establishment (A11/0612)	<p>1. Council establishes a Cycleway and Bike Facilities Advisory Committee.</p> <p>2. The Committee consist of:</p> <p>(a) Three Councillors (Mayor or delegate, two Councillors).</p> <p>(b) Two nominees representing BIKEast (one male, one female).</p> <p>(c) Five community members.</p> <p>3. Council officers establish Terms of Reference for the Committee, which will include, but not be limited to, the purpose of the committee, which is to enhance consultation between Council and the bike-riding community, including:</p> <p>(a) Reviewing and providing advice on proposed Council bike-related capital work projects.</p> <p>(b) Yearly draft budget process by recommending appropriate bike-related projects.</p> <p>(c) Cycleway and bike facility issues involving significant planning proposals and development applications before Council.</p> <p>(d) The Waverley Council bike plan.</p> <p>(e) Regional Cycle Strategy with neighbouring Councils.</p> <p>(f) Promoting and encouraging cycling at schools.</p> <p>4. Council officers report back to Council.</p>	Renewal	Active	<p>1) Finalised</p> <p>2) Finalised</p> <p>3) Finalised</p> <p>4) Finalised</p> <p>5) In Progress</p> <p>6) Finalised</p> <p>7) Finalised</p> <p>8) In Progress</p> <p>9) Finalised</p> <p>10) Finalised</p>
20/03/18	CM/8.10/18.03	Resident Parking Scheme Area 10 - Extension (A03/2581)	That Council investigates the extension of Resident Parking Scheme Area 10, and surveys the residents in the adjacent streets.	Renewal	Active	Survey being prepared for distribution to residents
20/03/18	CM/8.11/18.03	Support for Homeless at Bondi Pavilion (A02/0464)	<p>1. Acknowledges that the Crown Lands Act and the Crown Lands Management Act prohibit a person from residing on Crown Land, and that the 2009 Court of Appeal decision, endorsed by the High Court, provided a crucial precedent as to the statutory regime of the Crown Lands Act.</p> <p>2. Provides the information from the Crown Lands Act and the Court ruling to the Bondi Pavilion Stakeholders Group.</p> <p>3. As a matter of priority, works with Mission Australia and other agencies to provide assistance to the homeless living in the colonnade area behind the Pavilion to find alternative appropriate housing.</p>	Life	Finalised	Finalised information provided to the group and ongoing support to Homeless provided in conjunction with agencies.
20/03/18	CM/8.12/18.03	Venue Hire Grant Program - Outdoor Space (A13/0273)	<p>1. Council investigates how Council's current indoor Venue Hire Grant Program can be extended to the hire of outdoor spaces.</p> <p>2. Council officers prepare a report to come to Council with recommendations that include, but are not limited to:</p> <p>(a) Feasibility.</p> <p>(b) The outdoor locations that would be appropriate.</p>	Life	Active	Report to Council date TBC
20/03/18	CM/8.13/18.03	Road and Pavement Works - Communication with Residents and Schools (A18/0152)	<p>1. In addition to the standard notification process, provides the following information on its website for easy access by residents:</p> <p>(a) All road and pavement works with an approved commencement date and being currently undertaken by Council, contractors or agencies such as RMS, Ausgrid, Energy Australia or Sydney Water, where that information is available.</p> <p>(b) Road closures relating to development applications.</p> <p>2. Provides all relevant dates, times and contact phone numbers.</p> <p>3. As part of its standard processes, ensures that it consults with local schools before nearby road and pavement works are commenced so that the works are scheduled to minimise any undue impact on school operations. Council must not schedule works outside school premises that generate undue noise, such as concrete drilling, during school exam periods with specific reference to HSC trials, HSC and school certificate examinations.</p>	Renewal	Active	C&A are currently working with Project Waverley on a policy and procedure to achieve this outcome. This will include all information published on the councils website as well as notification to all business that may be affective one month before works are carried out. This outcome will be ready for the 2018/19 financial years capital works program.

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
20/03/18	CM/8.14/18.03	Centennial Parklands Plan of Management - Response to Draft (A03/0943)	That Council officers, in responding to consultation on the Draft Centennial Parklands Plan of Management, raise the following as areas of concern to be addressed or considered: 1. Every effort is made to not increase commercialisation of the park, including a return to a proportion of recurrent funding from the state government, due to the negative implications such increases have on the remaining natural environment. 2. Centennial Parklands works with Council on repairing and building new wild life corridor linkages with the Waverley Local Government Area. 3. Expresses concerns about the loss of significant trees along Dacey Avenue as part of the Moore Park Master Plan 2040.	Corporate	Active	
20/03/18	CM/8.15/18.03	Muscular Dystrophy NSW's Big Red Ride (A17/0021)	1. Continues to support Muscular Dystrophy NSW's Big Red Ride in conjunction with other Sydney to Blue Mountains councils by: (a) Facilitating the opening of the Pavilion toilets early on the day of the ride. (b) Advertising the ride in the Mayoral Column and other Council publications. 2. Continues to add items to its library stock that promote the achievements of people with muscular dystrophy (such as Aboriginal illustrator Dion Beasley's children's books, Too Many Cheeky Dogs and Go Home Cheeky Animals) and items that educate our Community about muscular dystrophy.	Corporate/Life	Active	Online application received. Risk and Site Map assessed. Supporting documentation received. Removal of Bollards and early access to toilets from 5.30am organised. Stakeholder Notification sent to Lifeguards, Rangers, Parks Staff, Police to advise of upcoming event.
17/04/18	CM/8.1/18.04	Boat Trailer Impounding Legislation (A17/0135)	That Council officers: 1. Investigate the status of councils opting in to the provisions of the Impounding Amendment (Unattended Boat Trailers) Act 2015 and progress with addressing the operational issues raised by these provisions. 2. Report back with outcomes from the above investigation, and recommendations on whether to introduce the new provisions, including results from any previous community consultation and experiences of other councils who have opted in.	Life	Active	1. Have your say to be implemented in July
17/04/18	CM/8.2/18.04	29 Macpherson Street, Waverley - Independent External Heritage Assessment (A13/0619)	1. Council appoints an independent external heritage consultant, with experience in inter-war buildings, to undertake a preliminary heritage assessment of the inter-war units at 29 Macpherson Street, Waverley, as a matter of urgency. 2. If the assessment concludes that the block of units is likely to be found, on further inquiry and investigations, to be of local heritage significance, then an Interim Heritage Order be sought as a matter of urgency. 3. A report come to Council detailing the report and steps taken.	Futures	Finalised	Finalised - Report to July SPDC
17/04/18	CM/8.3/18.04	Sustainable Events (A11/0687)	1. Council reviews and updates Council's Events Policy and Sustainable Events Policy and Guidelines to stop the use of single-use plastic items and reduce waste generation at internal and externally run events. 2. Council merges the Events and Sustainable Events Policies so that sustainability is integrated into the policy. 3. Council develops an accountability system to ensure internally and externally run events are run according to the new merged policy. 4. The reviewed and merged Events Policy should apply to Council, its employees and contractors' activities when running events within the Waverley Local Government Area. 5. An information package on sustainable events and alternatives to single-use plastic is provided to all event organisers and venue hirers. 6. Training on running environmentally friendly events is delivered to all Council staff involved in coordinating or running Council events.	Life/Futures	Active	In progress Both policies to be reviewed simultaneously and will come to Council in September
17/04/18	CM/8.4/18.04	Status of Council Resolutions (SF18/691)	1. Council officers provide a quarterly progress report to Council on all Councillor Notices of Motions and Mayoral Minutes adopted by Council during the 2012-2017 and the 2017-2020 Council terms. 2. The report provides a short summary on the progress of each resolution, and completed resolutions remain in the report for ease of reference.	Corporate	Active	Report going to July Operations and Community Services Committee Meeting
17/04/18	CM/8.5/18.04	Outdoor Seating Trading Hours (A17/0250)	That Council conducts a councillor workshop to consider an amendment to the Waverley Development Control Plan 2012 (Part D3, Footpath Activity and Seating, section 3.3.1) to allow restaurants in the B1 Neighbourhood Centre Zone and R3 Medium Density Zone to continue trading under the old closing hours of 10 pm, rather than the recently changed hours of 9 pm, where no significant complaints regarding noise have been received.	Futures	Active	Completed - A workshop session will be organised
17/04/18	CM/8.7/18.04	Council Amalgamations - Benefits to Waverley from Amalgamation Processes (A16/0248)	1. Writes to the Member for Vacluse, the Hon. Gabrielle Upton, and requests that the KPMG report on the costs and benefits of council amalgamations be made publicly available in its entirety. 2. Expended significant effort and cost in preparation of operational and financial plans for the forced merger of Waverley with Woollahra and Randwick Councils. The NSW State Government has refused to refund Council the cost of these aborted plans, so therefore the cost continues to be borne by Waverley Council and the ratepayers of Waverley. 3. Informs the Local Government NSW Association of Council's action. 4. Lodges an application under the Government Information (Public Access) Act if the KPMG report is not forthcoming.	Corporate	Active	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
17/04/18	CM/8.8/18.04	Increasing Trees in Waverley (A02/0760-03)	<p>1. Notes the following:</p> <p>(a) Increased tree canopy and foliage provides shade for footpaths, improves local air quality, reduces peak summer temperature and provides much needed habitat for native animals.</p> <p>(b) Studies have shown that living near a decent amount of trees/foliage makes people feel healthier, happier and younger.</p> <p>(c) That, by setting and measuring tree/foliage targets, Council can protect our urban forests and put new trees into the hot concrete spaces created by urban development.</p> <p>2. Officers investigate and report back to Council on:</p> <p>(a) Setting specific targets to increase urban tree canopy/foliage in our Local Government Area by a 25% increase in public street trees/foliage every five years.</p> <p>(b) Setting guidelines for suitable plantings, with a focus on the extent of tree/foliage cover, encouraging native flora and fauna, and asset protection.</p> <p>(c) Ensuring that an assessment of the environmental, social, health, financial and spiritual benefits of trees/foliage (private and public) is undertaken before tree/foliage removal.</p> <p>(d) The feasibility, cost and community support for an 'if remove one, then plant three' trees policy.</p> <p>(e) Creating a tree-planting schedule in accordance with the five-year tree-planting target.</p> <p>(f) Planting natives species such as 'food' species; for example, Lemon Myrtle and Illawarra Plums.</p> <p>(g) Avoiding over-reliance on smallish, shorter-lived, sparse shade trees with a preference for semi-mature trees.</p> <p>(h) Creating a residents' tree-planting program that would provide one tree free to plant locally from a specially selected list of plants.</p> <p>(i) Options to measure and report on Waverley's urban tree canopy cover.</p>	Renewal/Futures	Active	As part of the Waverley Community Strategic Plan (CSP) Council will be completing an Urban Canopy and Shrub Strategy which is currently being scoped. This Strategy will be reported to Council for adoption. Also as part of the Waverley CSP a canopy and shrub target for the Waverley LGA was set aiming for a 25% increase by 2029 based upon the 2018 baseline year.
17/04/18	CM/8.9/18.04	Hunter Park - Condition of Artworks (A03/2480)	<p>1. Council undertakes a review and condition report of the public artworks in Hunter Park.</p> <p>2. The review include recommendations for remediation and decommissioning of any of the works, if required.</p> <p>3. The Public Art Committee be consulted throughout the process.</p> <p>4. The special needs of Hunter Park as Council's designated sculpture park be considered in the development of Council's Open Space Strategy.</p>	Life	Active	This review will commence following a ratification of accessioning and deaccessioning policy in July/August
15/05/18	CM/8.3/18.05	Aboriginal Cultural Heritage Bill (A07/1307-02)	<p><i>This matter was last considered by Council at its meeting on 17 April 2018. At that meeting, Council decided to defer the matter to this meeting.</i></p> <p>1. Council officers prepare a submission to the NSW Office of Environment and Heritage (OEH) on the Draft NSW Aboriginal Cultural Heritage Bill (ACHB).</p> <p>2. Council's submission is to urge the OEH and NSW Parliament to ensure the Bill addresses the following points:</p> <p>(a) Clarifying and defining wider definitions of the concepts of 'cultural heritage' in relation to giving the widest effect to Australia's responsibilities under the United Nations Declaration on the Rights of Indigenous Peoples.</p> <p>(b) The Bill's definition, conservation, practice, identification and protection of Aboriginal Cultural Heritage be amended to give the widest remedial application to section 2 of the Constitution Act 1902 (NSW)—i.e. spiritual, social, cultural, economic sovereignty, traditional relationship to land, water and sky—in order to better protect Aboriginal cultural heritage tangible and intangible items under the ground surface ('subterranean rights') and in the sky ('air space rights').</p> <p>(c) All the points raised in the LGNSW Consultation Draft Response to the Bill (not yet issued).</p> <p>3. Council reviews and expands its Local Environment Plan and Local Aboriginal Heritage Items to include items reflecting the new and expanded legislative definitions of Aboriginal cultural heritage.</p>	Corporate	Active	
15/05/18	CM/8.4/18.05	Sydney Open (A18/0268)	<p>1. Supports Sydney Open by actively participating in future events.</p> <p>2. Identifies suitable sites that may be included in the program.</p> <p>3. Makes a submission outlining possible sites for Waverley's inclusion in future Sydney Open programs.</p>	Futures	Active	
15/05/18	CM/8.5/18.05	Sydney Football Stadium and Community Sports Teams (A03/0943)	<p>1. Writes to the State Government objecting to the demolition and rebuild of the Sydney Football Stadium on the grounds that:</p> <p>(a) The proposal for the demolition and rebuild of the Stadium does not have a benefit-to-cost ratio (BCR) of greater than one according to analysis done by Infrastructure NSW.</p> <p>(b) The State government has not and does not plan to undertake proper community consultation with the affected communities surrounding the Stadium</p> <p>(c) The building is only 30 years old and while it may need refurbishing, a complete demolition is not warranted</p> <p>2. Requests that the money saved from the knockdown and rebuild of the Sydney Football stadium be used to:</p> <p>(a) Refurbish the stadium.</p> <p>(b) Provide financial assistance to councils surrounding the Sydney Football Stadium to provide better community sporting and community facilities for local sporting and community groups.</p> <p>3. Informs the Local Government NSW Association of Council's position.</p>	Corporate	Active	
15/05/18	CM/8.6/18.05	Parking in Ewell Street, Bondi (A03/2581)	<p>1. Accepts the petition from residents of Ewell Street, Bondi, to investigate the introduction of a resident parking scheme in Ewell Street.</p> <p>2. Forwards the petition to the Executive Manager, Creating Waverley, for appropriate action.</p> <p>3. Ensures that its website is clear about the requirements for lodging a petition.</p>	Renewal	Active	

NOTICES OF MOTION

Date	Res No.	Subject	Action required (That/That Council...)	Responsible Directorate	Status	Comment
15/05/18	CM/8.7/18.05	Children and Young People's Summit (A18/0269)	1. Acknowledges the input young people and children have provided into its Community Strategic Planning documents. 2. Recognises the ongoing benefits of consulting with young people and children on a regular basis. 3. Organises a young people summit as part of the engagement strategy for input into the development of the knowledge and innovation hub. 4. Develops a longer term engagement strategy enabling the involvement of youth and children in relevant Council policies and programs.	Futures/Life	Active	3. (Life) In progress organising Youth Summit in support of the knowledge and information hub. Expected to have taken place by August/September 2018.
15/05/18	CM/8.8/18.05	Waverley Cemetery Book (A16/0668)	1. Council considers the information contained in the recently passed Waverley Cemetery Conservation Management Plan with a view to making it accessible to the community. 2. Officers investigate options for how this information could be presented, such as a coffee table book or other format, and possible price points for its sale. 3. A report come to Council detailing options, costings and return on investment.	Renewal	Active	
15/05/18	CM/8.9/18.05	Coastal Walk Fence (A17/0390)	That Council: 1. Brings forward the workshop to decide on the design of the Coastal Walk fence, as community consultation has already been completed. 2. Notes Sydney Water's project currently being undertaken at Hugh Bamford Reserve.	Renewal	Active	
15/05/18	CM/8.10/18.05	Protecting Native and European Bees in Waverley (A10/0741)	1. Council reaffirms its commitment to protect native and European Bees and acknowledges their role as beneficial pollinators to both native and introduced plants within the Waverley area by: (a) Encouraging residents to have native bees and to create a habitat that supports pollinators and small birds. (b) Continuing to provide Environmental Small Grants to local schools that may choose to set up native bee hives. (c) Delivering the new 'Living Connections' program, which focuses on working with residents to create habitat for animals and insects, and encouraging pollinators through organic gardening and planting the right species for native bees. (d) Investigating additional ways to generate greater awareness by introducing programs that identify and promote the importance of bees, i.e. workshops, newsletters and other published articles, for example. 2. Where European bee hives exist on Council property and have been assessed as having a high risk to human health, Council organises for an appropriately registered local beekeeper to relocate the hive where possible.	Futures	Active	Council through our Living Connections program and environmental small grants will support the creation of native habitat and setting up of native bees. The Second Nature program will continue to deliver workshops raising awareness on this. Council will assess any european bee wild hives where they are identified and if there is a high risk to human health seek to have them relocated.
15/05/18	CM/8.11/18.05	Clarke Reserve (A04/2119)	1. Requests officers to provide a timetable to Council regarding its resolution at item CM/8.14/17.11. 2. Requests officers to inform Councillors of the number of complaints in relation to dogs and the number of fines for dog related matters in the vicinity of Clarke Reserve. 3. Reviews and improves signage regarding dogs in the vicinity of Clarke Reserve. 4. Increases the patrols by compliance officers in the area of Clarke Reserve.	Renewal	Active	

REPORT
CM/7.7/18.07

Subject: Southern Sydney Regional Organisation of Councils (SSROC) - Further Update on Changes to Governance and Structure

TRIM No: A08/1115

Author: Peter Monks, Director, Waverley Futures

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council advises SSROC of the following matters in regard to the proposed changes to the governance and structure of the organisation:

1. SSROC should not pursue the Council of Mayors option but retain the current elected member representative structure.
2. Support for the creation of a formally prescribed Committee of General Managers with appropriate delegated powers.
3. Support for the creation of various elected member Committees on specific themes of common interest amongst member organisations.
4. Support that any future trading model selected is for a "not for profit" organisation as at present.
5. Supports greater accountability, attendance and representation by member Councils at the SSROC committee meetings.

1. Executive Summary

The South Sydney Regional Organisation of Councils (SSROC) has sought the views of member councils on a proposal to change the governance and structure of the organisation. The reasons for the proposed changes are to create a Council of Mayors, supported by a Committee of General Managers, and to comply with the requirements of the *Corporations Act 2001*.

Council previously considered this matter at its Operations and Community Services Committee meeting on 10 April 2018, and resolved that it did not have sufficient information to determine its position on the proposal.

At the request of the General Manager, SSROC provided further details about the proposed changes and the General Manager of SSROC Namoi Dougall attended a Councillor workshop on the 22nd May 2018 to clarify SSROC's intentions and respond to Council's questions. It is recommended that Council considers the additional information and determines its position on the matter, should the additional information sufficiently address Council's concerns.

2. Introduction/Background

At its meeting on 10 April 2018, the Operations and Community Services Committee considered the proposed changes to the governance and structure of SSROC.

SSROC had provided member Councils with a briefing paper called 'SSROC Council of Mayors and Incorporation' dated December 2017 and a one page summary called 'Overview of the proposed SSROC Council of Mayors'. The Committee reviewed the documents and resolved that Council could not currently support the proposal based on the limited information provided, and requested SSROC to attend a workshop with Councillors to explain the proposal in more detail.

The General Manager notified SSROC of the resolution, along with some questions about the proposal. SSROC's General Manager responded to the questions and requested the response be presented to Council to assist it in developing its position on the proposal and to confirm whether a briefing by SSROC is still required.

The questions put to SSROC and the response from SSROC's General Manager are included below in section 4 of this report.

3. Relevant Council Resolutions

Meeting and Date	Item number	Decision
Council Meeting 15 May 2018	CM/7.8/18.05	That Council defers the matter until a workshop can be held with representatives of SSROC.

4. Discussion

Below is the response from the SSROC General Manager to the questions raised. The SSROC General Manager prefaced her response with some points of clarification. The response is included below in its entirety.

'A few points of clarification:

- *Southern Sydney Regional Organisation of Councils (SSROC) is an organisation of member councils. The delegates are mayors or other Councillors, appointed by each member council and they form "the board" of SSROC.*
- *SSROC is supported by a secretariat, headed by a general manager. The secretariat exists to deliver the direction given by SSROC's board. The secretariat also receives guidance from the general managers of the member councils.*
- *Two central issues are driving the transition:*
 - (a) In May 2016 SSROC board agreed to establish a Council of Mayors.*
 - (b) In September 2016 the general manager of the secretariat received a letter from NSW Fair Trading advising that SSROC exceeds Fair Trading's threshold for an Incorporated Association and requiring that SSROC transfer registration to a more appropriate corporate structure.*
 - (c) In February 2018, SSROC board discussed the attached working paper on the governance and structure of SSROC, including establishing a Council of Mayors. It was agreed at the meeting that the working paper be sent to SSROC member councils for them to take to a*

council meeting for deliberation and that the member councils report back to the secretariat on the outcome of the council's deliberations.

- (d) The secretariat is, therefore, seeking further input from member councils on how they would like the Council of Mayors to operate, so that secretariat can support it appropriately and ensure that the right governance arrangements are provided.*

The points above should be noted, as they are important to the responses to the questions below.

Question 1

Should SSROC be expanding in size and capacity to the level that has resulted in the need to adopt a more commercial legal structure?

Neither SSROC nor its secretariat have expanded.

The secretariat has been successful in securing grant funding which has increased revenues beyond the level that is permitted for an Incorporated Association. NSW Fair Trading requires that SSROC cease to operate as an Incorporated Association for this reason.

The grant funding received flows through to member councils in the form of the delivery of joint council projects.

Question 2

The paper mentions several options were canvassed. What are the others?

The options examined are summarised in "Fit for the Future: SSROC", which was presented and reviewed at a meeting of delegates and general managers in May 2016. These options were not exhaustive but presented several different model for consideration.

Implementation of option 3, a Council of Mayors with a Committee of General Managers, was generally agreed but with several refinements including:

- (a) A committee structure that could be more responsive to particular issues and projects, with more active participation by councillors, to provide better out-of-session guidance to the secretariat.*
- (b) Bound by the Corporations Act, to accommodate the requirements of Fair Trading.*

The subsequent paper "SSROC Council of Mayors and Incorporation" was considered at the SSROC Ordinary Meeting of member council delegates in February 2018. It summarised the conclusions of the May 2016 meeting. Delegates resolved to take the proposed changes back to their council meetings for further consideration prior to the next ordinary meeting on 17 May 2018. This paper also outlines five workstreams, which would need to be undertaken to answer some of the questions below, once the overall direction is established by member council delegates.

Question 3

How will the wind up provisions in the current constitution be managed/implemented? What is the process involved in closing the current operation and creating the new entity?

It will not be necessary for SSROC to be wound up: NSW Fair Trading has suggested that a transfer of registration is required. NSW Fair Trading may offer SSROC no choice but to transfer its registration in this way.

Question 4

What are the obstacles for the new entity in gaining the required "tax exempt" status? What will happen if this isn't obtainable? When will we know when this is achievable?

This will depend upon the model that is selected. The aim would be to find a corporate structure that enables it to retain its not-for-profit status, (assuming that member council delegates decide to continue to operate on this basis).

Question 5

Further information is required about how the money making parts of the business will operate, what will happen with the profit? What actually is the business model of the new organisation?

This will depend upon the model that is selected. Whether SSROC makes any profit, and if so then what happens to it, are decisions for the SSROC member councils delegates to make. The corporate structure will be designed to deliver what SSROC wants to achieve.

Question 6

Will there be any financial implications or tax implications for Councils? Will there still be a membership arrangement?

This will depend upon the model selected. The financial implications for membership fees are a result of council mergers (16 member councils are now 11), and not connected with the Council of Mayors or the corporate status. Any future financial implications would be referred to either member council general managers or SSROC member council delegates, depending upon the nature and scale.

Question 7

What happens if one/ some councils do not agree to the change? What is needed for the proposal to proceed?

In relation to the corporate structure, NSW Fair Trading may offer SSROC no choice but to transfer its registration in this way. A company secretary and at least three directors will have to be appointed. In relation to the Council of Mayors, the SSROC member councils' delegates would have to decide.

Question 8

What is the likely timing of the change and what is the proposed timetable for various actions? Given the pressing deadline of fair trading what happens if a decision isn't made soon?

NSW Fair Trading has informed SSROC general manager that it is not an option to fail to continue to progress toward changing its corporate status and similarly for SSROC to fail to transfer its registration. Although plenty of time will be given by NSW Fair Trading for implementation. NSW Fair Trading also has reiterated that SSROC cannot continue to operate as an Incorporated Association. SSROC was originally required to provide its intended course of action to NSW Fair Trading by 31/10/16, but they accepted that council mergers and dismissal made this impossible before the next elections.

Question 9

When will the draft new company constitution be prepared? When will there be a clear outline of the constitution?

No work can be undertaken on this without a decision being made as to SSROC's governance and structure by member council delegates.

Question 10

The proposal for a council of Mayors could alienate democratic participation in SSROC, for example independent councillors are less likely to be able to participate - has this been considered?

The member council delegates considered this question at the last SSROC Ordinary Meeting in February 2018. They resolved to take this decision to their individual councils for consideration, hence the referral back to Waverley Council at this point. Views expressed, but not resolved, included that:

- (a) SSROC should comprise a Council of Mayors, to establish a powerful strategic voice for southern Sydney, e.g. in relation to District Plans or major projects (such as the South East Queensland Council of Mayors undertook to achieve the Gold Coast Commonwealth Games),*
- (b) each Mayor could nominate another councillor to represent them (or the council could resolve who is the alternative as stated in SSROC's constitution),*
- (c) the role of committees would change to become much more dynamic and participatory, issues-based and time-bound where appropriate (e.g. to develop a submission to a particular consultation),*
- (d) any councillor could join a committee.*

Question 11

Given the possible change of Mayor every 2 years, this will require constant changes to the company directors? Has the impact of this been considered?

Yes, SSROC delegates and general managers did consider this at their May 2016 meeting: a decision will be required as to who will fill the role of the company directors. The secretariat will act in accordance with this decision.

Question 12

Council's need to be able to nominate the mayor or their delegate, not just the mayors (although this may negate the purpose and status of a Council of mayors).

See the response to question 10 above. This is a matter for member council delegates to decide and may affect the level of advocacy influence that the Council of Mayors can achieve. The secretariat will act in accordance with the SSROC delegates' decision.'

After considering the above responses, it is hoped Council can now determine whether or not it supports the proposal.

5. Financial impact statement/Timeframe/Consultation

The financial impact of the SSROC proposal on Council is unknown at this stage, as is the precise timeframe for any changes.

6. Conclusion

The additional written information provided by SSROC and at the Councillor workshop provides sufficient information for Council to determine its position on the proposal to change the governance and structure of the SSROC organisation.

7. Attachments

Nil.

REPORT
CM/7.8/18.07

Subject: Parking Meter Fees and Charges

TRIM No: SF17/2867

Author: Tanya Potts, Acting Executive Manager, Customer First

Director: Rachel Jenkin, Acting Director, Waverley Life

RECOMMENDATION:

That Council:

1. Receives and notes this report on the financial implications of switching off the parking meters in Queen Elizabeth Drive, Park Drive and/or Campbell Parade after 7 pm.
2. Adopts Option [INSERT OPTION] in Attachment 1 to this report as the proposed Parking Meter fees and charges, and places the relevant fees on public exhibition for a period of 28 days, in accordance with section 610F of the *Local Government Act 1993*.

1. Executive Summary

At its meeting on 15 May 2018, Council resolved to implement three of the six parking changes proposed as part of the 2017/18 Parking Review after considering feedback received during community consultation and the impact to the budget.

Council also resolved to receive a report on switching off the parking meters only in Queen Elizabeth Drive, Park Drive and/or Campbell Parade after 7 pm.

This report provides the financial implications of switching off the parking meters in the selected metered areas after 7 pm all year round.

This report further recommends placing on public exhibition the Parking Meter Fees and Charges, regardless of any option chosen by Council to correct an administrative error.

2. Introduction/Background**Parking Review**

On 6 February 2018, Council received a cost and benefits analysis report on a suite of proposed changes to parking and resolved to proceed with community consultation regarding the six proposals.

On 15 May 2018 Council received the report on the results of the community consultation and resolved to implement three of the six parking changes taking into account the feedback received from the community and the impact to the budget.

At this meeting Council resolved to receive a report on switching off the parking meters only in Queen Elizabeth Drive, Park Drive and/or Campbell Parade after 7 pm.

This report provides the financial implications of switching off the parking meters in the selected metered areas after 7 pm all year round.

Parking Meter Fees

The parking meter fees currently listed for Queen Elizabeth Drive and Park Drive in the Pricing Policy, Fees and Charges 2018/19 contain some administrative errors. The fees exhibited to the public as part of the Draft Pricing Policy, Fees and Charges 2018/19 were listed as maximum amounts to be charged. These maximum amounts vary depending on the month of the year, with some metered parking areas providing free or cheaper parking during winter months. In May 2018, Governance received legal advice that all references to fees being maximums should be deleted and that the full breakdown of fees should be provided in Council's Fees and Charges Policy.

Subsequently, the summer and winter fees for parking meters were listed separately for relevant locations. However, the summer rate after 7 pm in Queen Elizabeth Drive, Park Drive North and Park Drive South and the winter rate in Park Drive South were not listed separately and thus do not appear in the Pricing Policy, Fees and Charges 2018–19. Additionally, the meter fee for Park Drive South was listed as \$7.60. The hourly fee for Park Drive South in the summer from 8 am to 7 pm should be \$7.80 in line with the other meter parking fees in the Bondi Beach perimeter.

The table below shows all Parking Meter fees as currently listed in Council's Fees and Charges Policy.

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial	hourly fee	5.20	Taxable	E
Bondi Junction and Bondi Beach - outer core commercial	hourly fee	5.60	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North	hourly fee	7.80	Taxable	E
Bondi Beach long term parking – Queen Elizabeth Drive and Park Drive North - Winter Rate - June to August 7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue and North Campbell Parade	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South	hourly fee	7.60	Taxable	E

Table 1. Meter fees as currently listed in Pricing Policy, Fees and Charges 2018–19.

The table below shows the proposed correction to Parking Meter which should be listed in Council's Fees and Charges Policy. These fees will need to be placed on public exhibition, regardless of any decision made by Council to switch off parking meters after 7 pm in selected areas of Bondi Beach.

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial	hourly fee	5.20	Taxable	E
Bondi Junction and Bondi Beach -	hourly fee	5.60	Taxable	E

outer core commercial				
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North – 7am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North- Summer Rate - Sept to May 7pm to 10pm	hourly fee	4.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North - Winter Rate - June to August 7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue and North Campbell Parade	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 7pm to 10pm	hourly fee	4.80	Taxable	E
Bondi Beach – Park Drive South - Winter Rate - June to August 8am to 10pm	hourly fee	4.80	Taxable	E

Table 2. Proposed corrections to meter fees in Pricing Policy, Fees and Charges 2018–19.

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 15 May 2018	CM/7.3/18.05	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives and notes the community feedback received regarding the Parking Review during the consultation in April 2018 included as Attachment 2 to this report. 2. Thanks the community for their participation in the community consultation. 3. Removes the fee for all parking meters in Bondi Junction after 6 pm, commencing 1 July 2018 with the exception of meters in areas with resident parking schemes, and a report be prepared for the May Waverley Traffic Committee about the required changes to signage. 4. Introduces 15 minute free ‘drop in’ zones near/in local shopping strips with a maximum of 10 spaces allocated in Bondi Junction and 10 spaces allocated in Bondi Beach, and five spaces in Charing Cross, Minutes of Council Meeting 15 May 2018 This is page 6 of the Minutes of the Ordinary Council Meeting held on 15 May 2018 and that a report be prepared for the June Waverley Traffic Committee outlining proposed locations. 5. Removes the fee for the first residential parking permit with effect from 1 July 2018, and that this be reflected in the draft 2018/19 Fees and Charges Policy scheduled for adoption at the

		<p>June Council meeting, and a report come back to Council on the feasibility of limiting free permits on the basis of gross vehicle mass (GVM) and/or emissions grade.</p> <p>6. Takes no further action on the proposal to remove the fee for parking meters in Bondi Beach after 7 pm, and requests Council officers to report on turning these off only in Queen Elizabeth Drive, Park Drive and/or Campbell Parade at 7 pm in the future.</p> <p>7. Takes no further action on the proposal to implement 15 minute free parking in metered zones.</p> <p>8. Takes no further action on the proposal for free beach parking permits for residents.</p> <p>9. Notes that the changes to parking fees recommended in this report will result in a loss of revenue to Council of \$790,160 per annum representing 0.57% of total Council financial revenue, and requests the General Manager to account for the loss in revenue in the draft 2018-19 budget and draft Long Term Financial Plan scheduled for adoption at the June Council meeting, without reducing current</p>
Operations and Community Services Committee Meeting 6 February 2018	OC/5.1/18.02	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives and notes this report on the estimated costs and benefits of the following parking proposals in accordance with the resolution of Council dated 21 November 2017 prior to community consultation: <ol style="list-style-type: none"> (a) Removing the fee for the first parking residential permit. (b) Providing a free Beach Parking permit for residents. (c) All meters in Bondi Junction turned off after 6 pm. (d) All meters in Bondi Beach turned off after 7 pm. (e) 15 minute free parking in metered zone. (f) 15 minute free 'drop in' zones near/in local shopping strips. 2. Prepares a comprehensive cost, benefit, and implication analysis of each option as part of the material used by the external consultant during the community consultation, including: <ol style="list-style-type: none"> (a) The administrative costs of processing applications. (b) The cost of adjustments to parking meters, signage and other related costs. (c) The effect on local businesses. (d) The effect on residents. (e) The effect on parking availability and parking turnover within contiguous residential areas. (f) The effect on Council's service provision. (g) The effect on Council's budgets. (h) Implications for car ownership. (i) Ensuring that all meter income foregone is part of the cost estimates, including Queen Elizabeth Drive and Park Drive North.
Council Meeting 12 December 2017	CM/7.4/17.12	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives and notes the community submissions on the proposed amendments to the Residential Parking Permit Fees section of Pricing Policy, Fees and Charges 2017/18.

		<p>2. Notes that the response from the community was too small to draw valid conclusions based on the short time frame, and conducts further community consultation regarding the removal of the fee for the first residential parking permit as part of the wider parking review.</p> <p>3. Officers include the removal of the fee for the first residential parking permit in the estimated costs and benefits analysis report requested by Council at its meeting on 21 November 2017.</p>
Council Meeting 21 November 2017	CM/5.4/17.11	<p>That:</p> <p>1. Council officers prepare an estimated costs and benefits analysis report on the following potential changes to parking fees in Waverley:</p> <ul style="list-style-type: none"> (a) Providing a free Beach Parking permit for residents. (b) All meters in Bondi Junction turned off after 6pm. (c) All meters in Bondi Beach turned off after 7pm. (d) 15 minute free parking in metered zone. (e) 15 minute free “drop in” zones near/in local shopping strips. <p>2. The estimated costs and benefits analysis report be considered by Council prior to community consultation.</p>
Council Meeting 10 October 2017	CM/5.2/17.10	<p>That:</p> <p>1. Council reopens negotiations with the adjacent shopping centre owner with a view to remove the first hour fee for parking in Eastgate.</p> <p>2. Council receives a report, by the March 2018 Council meeting at the latest, outlining the implications of and options for:</p> <ul style="list-style-type: none"> (a) Removing the fee for the first parking residential permit. (b) Removing the fee for residents’ beach permits. (c) Turning off meters in Bondi Beach at 7 pm and Bondi Junction at 6 pm daily, year-round. <p>3. The report should detail timing of potential changes, including increased inflow and increased movement; resource and financial implications; benefits to residential amenity; and impacts on the future operation of the respective parking systems.</p>

4. Discussion

As requested by Council in May 2018, this report outlines the estimated costs of switching off the meters in Queen Elizabeth Drive, Park Drive and/or Campbell Parade after 7 pm.

Current situation

Council operates a network of 291 parking meters in commercial and residential areas and at its beaches to help manage the demand for parking.

There are 18 meters in Queen Elizabeth Drive and Park Drive North and 8 meters in Park Drive South. Queen Elizabeth Drive and Park Drive North are areas where Beach Parking Permits are accepted. These meters are currently switched off from 7 pm in the winter months of June, July and August. Beach Parking Permits cannot be used in Park Drive South and these parking meters operate from 8 am to 10 pm all year.

Campbell Parade has a total of 32 meters across the inner core commercial parking area and the long term beach parking area on the beach perimeter. Campbell Parade is included in Residential Parking Scheme Area 6 on the north side from Warners Avenue to Brighton Boulevard and on the south side from Ramsgate Avenue to Brighton Boulevard. It is included in Residential Parking Scheme Area 8 on the east side from Bondi Road to Lamrock Avenue. The parking meters operate from 8 am to 10 pm year-round, with some areas switching off at 9 pm.

See Attachment 2 for a map of Bondi Beach that highlights the different metered parking areas.

The table below provides information on the current operating hours and parking restrictions at each of the locations under review.

Location	Operating hours	Parking Restrictions	Meter Costs
Queen Elizabeth Drive and Park Drive North	7am - 7pm	No time restrictions	\$7.80
	7pm – 10pm Summer	No time restrictions	\$4.80
	7pm – 10pm Winter	No time restrictions	Free
Park Drive South	8am - 7pm	4P	\$7.60
	7pm – 10pm	3P	\$4.60
Campbell Parade	8am – 10pm (inner core commercial)	1/2P 8am-6pm	\$5.20
		3P 6pm-9pm	\$5.20
		4P 6pm-10pm	\$5.20
Campbell Parade	8am – 10pm (beach perimeter)	2P 6pm-10pm	\$7.80
		4P 6pm-10pm	\$7.80

Table 3. Current operating hours and meter costs of Queen Elizabeth Drive, Park Drive and Campbell Parade.

Revenue breakdown

Below is the 2017/18 annual revenue received for parking meters and infringements after 7 pm in the selected areas.

	Meter revenue after 7pm	Infringement revenue after 7pm	Total Revenue
Queen Elizabeth Drive and Park Drive North (9 months' revenue)	\$52,293	\$2,530	\$54,823
Park Drive South	\$45,862	\$12,760	\$58,622
Campbell Parade (inner core commercial)	\$95,317	\$26,290	\$121,607
North Campbell Parade (beach perimeter)	\$44,911	\$0	\$44,911
Combined total	\$238,383	\$41,580	\$279,963

Table 4. 2017/18 annual parking meter and infringement revenue.

Proposed options

Provided below are a list of options for switching off the parking meters in the selected areas and the estimated annual financial implication of each option based on 2017/18 data. Each of these options

requires an amendment to the meter fees for Queen Elizabeth Drive and Park Drive to correct the administrative errors in the Pricing Policy, Fees and Charges 2018/19. The proposed fees and charges for each option are included in Attachment 1.

Option 1: No change to meter parking

Selecting this option results in no impact on the 2018/19 budget and corrects the administrative errors for parking meters fees in the Pricing Policy, Fees and Charges 2018–19.

See Attachment 1 for the proposed corrections to the Pricing Policy, Fees and Charges 2018–19.

Option 2: Meters in Queen Elizabeth Drive and Park Drive North switched off after 7 pm, year-round

Selecting this option results in a revenue reduction of approximately \$54,823 in FY18/19.

See Attachment 1 for the proposed changes to meter fees in Queen Elizabeth Drive and Park Drive North in the Pricing Policy, Fees and Charges 2018–19.

Option 3: Meters in Queen Elizabeth Drive, Park Drive North and Park Drive South switched off after 7 pm, year-round

Selecting this option results in a revenue reduction of approximately \$113,445 in FY18/19.

See Attachment 1 for the proposed changes to meter fees in Queen Elizabeth Drive, Park Drive North and Park Drive South in the Pricing Policy, Fees and Charges 2018/19.

Option 4: Meters in Campbell Parade switched off after 7 pm, year-round

Selecting this option results in a revenue reduction of approximately \$166,518 in FY18/19.

Selecting just the meters in the long-term beach parking area on the beach perimeter results in a revenue reduction of approximately \$44,911.

Selecting just the meters in the inner core commercial parking area results in a revenue reduction of approximately \$121,607.

See Attachment 1 for the proposed changes to meter fees in Campbell Parade in the Pricing Policy, Fees and Charges 2018–19.

Option 5: Meters in all areas - Queen Elizabeth Drive, Park Drive North, Park Drive South and Campbell Parade - switched off after 7 pm, year-round

Selecting this option results in a revenue reduction of approximately \$279,963 in FY18/19.

See Attachment 1 for the proposed changes to meter fees in Queen Elizabeth Drive, Park Drive North, Park Drive South and Campbell Parade in the Pricing Policy, Fees and Charges 2018/19.

5. Financial impact statement/Timeframe/Consultation

Financial impact statement

Should Council decide to switch off meters after 7 pm year-round in all areas—Queen Elizabeth Drive, Park Drive North, Park Drive South and Campbell Parade—the estimated annual impact on revenue is a reduction of \$279,963, based on 2017/18 parking meter and infringement revenue.

This represents 1.07% of the total parking revenue (\$26.05 m) in FY17/18.

The one-off installation costs for reprogramming parking meters is approximately \$140 per meter. Replacement signage costs approximately \$15 per sign.

Depending on the decision of Council, and following the public exhibition of changes to meter fees, a final report to Council will identify any changes to the FY18/19 budget.

Timeframe

If any change is made to provide free parking after 7 pm, a report will need to be submitted by Council officers to the Waverley Traffic Committee (and the subsequent meeting of Council).

Due to the administrative error in the Fees and Charges Policy, the parking meter fees are required to be placed on public exhibition for a period of 28 days.

It is therefore anticipated that any proposed change will be implemented in September or October.

Consultation

Due to the administrative error in the Fees and Charges Policy, the parking meter fees are required to be placed on public exhibition for a period of 28 days, in accordance with section 610F of the *Local Government Act 1993*.

6. Conclusion

At the Council meeting on 15 May 2018, Council resolved to implement three of the six parking changes proposed as part of a larger parking review taking into account the feedback received from the community and the impact to the budget.

Council also resolved to receive a report on switching off the parking meters only in Queen Elizabeth Drive, Park Drive and/or Campbell Parade after 7 pm.

This report provides the financial implications of switching off the parking meters in the selected metered areas after 7 pm all year round.

This report further recommends placing on public exhibition the Parking Meter Fees and Charges, regardless of any option chosen by Council to correct an administrative error.

7. Attachments

1. Proposed changes to parking meter fees in Pricing Policy, Fees and Charges 2018/19 [↓](#)
2. Map of meter parking areas at Bondi Beach [↓](#)

Attachment 1 - Proposed changes to Pricing Policy, Fees and Charges 2018/19

(Each option assumes the correction to 2018/19 Fees and Charges for meter fees in Queen Elizabeth Drive and Park Drive).

Option 1: No change to meter parking

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial	hourly fee	5.20	Taxable	E
Bondi Junction and Bondi Beach - outer core commercial	hourly fee	5.60	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North – 7am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North- Summer Rate - Sept to May 7pm to 10 pm	hourly fee	4.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North - Winter Rate - June to August 7pm to 10 pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue and North Campbell Parade	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 7pm to 10pm	hourly fee	4.80	Taxable	E
Bondi Beach – Park Drive South - Winter Rate - June to August 8am to 10pm	hourly fee	4.80	Taxable	E

Option 2: Meters in Queen Elizabeth Drive and Park Drive North switched off after 7pm, year round

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial	hourly fee	5.20	Taxable	E
Bondi Junction and Bondi Beach - outer core commercial	hourly fee	5.60	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North – 7am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North- 7pm to 10 pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue and North Campbell Parade	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 7pm to 10pm	hourly fee	4.80	Taxable	E
Bondi Beach – Park Drive South - Winter Rate - June to August 8am to 10pm	hourly fee	4.80	Taxable	E

Option 3: Meters in Queen Elizabeth Drive, Park Drive North and Park Drive South switched off after 7pm, year round

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial	hourly fee	5.20	Taxable	E
Bondi Junction and Bondi Beach - outer core commercial	hourly fee	5.60	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North – 7am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North- 7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue and North Campbell Parade	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Winter Rate - June to August 8am to 7pm	hourly fee	4.80	Taxable	E
Bondi Beach – Park Drive South - 7pm to 10pm	hourly fee	no charge	Exempt	E

Option 4: Meters in Campbell Parade switched off after 7pm, year round

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial except Campbell Parade	hourly fee	5.20	Taxable	E
Bondi Beach - inner core commercial Campbell Parade – 8am to 7pm	hourly fee	5.20	Taxable	E
Bondi Beach - inner core commercial Campbell Parade –7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Junction and Bondi Beach - outer core commercial	hourly fee	5.60	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North – 7am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North- Summer Rate - Sept to May 7pm to 10 pm	hourly fee	4.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North - Winter Rate - June to August 7pm to 10 pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking on beach perimeter –North Campbell Parade – 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking on beach perimeter –North Campbell Parade – 7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 7pm to 10pm	hourly fee	4.80	Taxable	E
Bondi Beach – Park Drive South - Winter Rate - June to August 8am to 10pm	hourly fee	4.80	Taxable	E

Option 5: Meters in all areas - Queen Elizabeth Drive, Park Drive North, Park Drive South and Campbell Parade - switched off after 7pm, year round

Category	Unit	2018/19 Fee or Charge \$	GST	Pricing Policy
Parking Meters				
Bondi Junction and Bondi Beach - inner core commercial except Campbell Parade	hourly fee	5.20	Taxable	E
Bondi Beach - inner core commercial Campbell Parade – 8am to 7pm	hourly fee	5.20	Taxable	E
Bondi Beach - inner core commercial Campbell Parade – 7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Junction and Bondi Beach - outer core commercial	hourly fee	5.60	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North – 7am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking – Queen Elizabeth Drive and Park Drive North - 7pm to 10 pm	hourly fee	no charge	Exempt	E
Bondi Beach long term beach parking on beach perimeter – Ramsgate Avenue	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking on beach perimeter –North Campbell Parade – 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach long term beach parking on beach perimeter –North Campbell Parade – 7pm to 10pm	hourly fee	no charge	Exempt	E
Bondi Beach – Park Drive South - Summer Rate - Sept to May 8am to 7pm	hourly fee	7.80	Taxable	E
Bondi Beach – Park Drive South - Winter Rate - June to August 8am to 7pm	hourly fee	4.80	Taxable	E
Bondi Beach – Park Drive South - 7pm to 10pm	hourly fee	no charge	Exempt	E



- Campbell Parade – Inner Core Commercial
- Campbell Parade - Long Term Parking on beach perimeter
- Campbell Parade – Residential Parking Scheme
- Queen Elizabeth Drive & Park Drive North
- Park Drive South

**REPORT
CM/7.9/18.07**

Subject: High Impact Events 2018-19

TRIM No: A17/0607

Author: Linda Bathur, Executive Manager, Enriching Waverley

Director: Rachel Jenkin, Acting Director, Waverley Life

RECOMMENDATION:

That Council:

1. Notes the program of high impact events scheduled for the period 1 July 2018 to 30 June 2019 and the current approval process, as set out in Attachment 1 to this report.
2. Notes that all scheduled high impact events are required to comply with Council's existing Events Policy and Event Management Guidelines.
3. Commences negotiations with the relevant event organisers regarding future contractual and/or procurement arrangements for the delivery of the following events from 2019 onwards in accordance with the next steps outlined in Attachment 1 to this report:
 - (a) City2Surf.
 - (b) Sculptures by the Sea.
 - (c) Bowl-A-Rama.
 - (d) Open Air Cinema.
 - (e) Flickerfest.
 - (f) Bondi Winter Magic.
 - (g) Latin American Festival.
4. Notes that all contractual/procurement arrangements will be brought back to Council for final approval.

1. Executive Summary

Waverley Council permits a number of high impact events to take place across the Local Government Area. These events are designed to foster a welcoming and inclusive community and a creative environment which supports cultural activity and stimulates the local business economy.

The number of these type of events is limited to ensure compliance with the Council's Events Policy and Events Management Guidelines, to minimise impact on resident amenity and balance community expectations and needs.

This report provides Council with a list of the high impact events currently scheduled for the period 1 July 2018 to 30 June 2019. The schedule includes a number of events held annually and is a mix of Council managed, venue managed and co-produced events.

Many of the events listed are long-standing events and a number of them have existing contractual arrangements which will end during the period 1 July 2018 to 30 June 2019. This report therefore seeks approval for Council officers to enter into negotiations regarding new agreements with relevant producers to stage these events for a further period of time.

Council resolved in December 2017 that all new high impact events be submitted to Council for approval and the program includes one new high impact event (Ocean Lovers' Festival) which Council approved in March 2018.

From September 2018, a quarterly Events report will be provided to Council. A further report will also come to Council outlining findings and recommendations resulting from the review of Council's Events Policy and Event Management Guidelines and the integration of sustainability and access principles into events delivery.

2. Introduction/Background

In June 2015, Council approved the current Events Policy (and associated guideline document) which is used to assess and categorise the impact of events held in Waverley to minimise impact on the environment.

The policy and associated guidelines were developed by a Working Party including Waverley Futures, the General Manager and Manager Outdoor and Flagship Events with professional advice provided by SJB Planning Consultants. This ensured the documents complied with planning and statutory regulations that met Development Application approval standards.

The purpose of the Policy was to:

- Ensure all events were assessed using the same criteria and the required conditions applied.
- Remove any ambiguity as to what events were and were not covered by the policy.
- Consolidate and ratify the current practices applied to high impact events.
- Formally endorse the Event Management and Delivery Guidelines detailing the conditions required to be met by event organisers to ensure events are safe, accessible and sustainable and respectful to its location.

The Events Policy categorises high impact events as events that meet any of the following criteria:

- Involves more than 1000 patrons.
- Finishes after 9.00 pm on any day.
- Infrastructure footprint exceeds 150m².
- Includes liquor sale/supply for consumption.
- Involves amplified noise, music, entertainment or activities.
- Includes fencing, stage, audio/visual equipment, tiered seating.
- Requires road closures or otherwise impacts on the normal use of roads and/or requires special/additional public transport provisions.
- Involves fireworks/pyrotechnics.

In 2015, Council approved a development application for the use of Bondi Beach and Bondi Park for a variety of temporary events. This enabled officers to approve a number of high impact events subject to their compliance with the Events Policy and Event Management Guidelines.

Concerns about the delivery of some high impact events and communication with Councillors about these events has resulted in:

- A review of high impact events delivered since the endorsement of Council's Event Policy (report submitted to Council March 2018).
- Improved management of the delivery of high impact events and commencement of review and incorporation of Council's Events and Sustainable Events policies (report scheduled to come to Council in September 2018).
- Endorsement by Council for a new event, the Ocean Lovers Festival (Council Reports March 2018) and endorsement and support for the Latin American Festival (Council Report February 2018).

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 20 March 2018	CM/7.3/18.03	<p>That Council:</p> <ol style="list-style-type: none"> 1. Following the additional information provided by the organisers, Council enters into an Event Venue Hire Agreement with Avisso Public Relations to hold the Ocean Lovers Festival at Bondi Beach, Bondi Park and Bondi Pavilion over four days in April 2019, subject to the deletion of the bonfire element of the event. 2. All First-Nation-related components of the festival to be the subject of further consultation between the Ocean Lovers event organiser and Aboriginal traditional owners. 3. This resolution be communicated to the La Perouse Local Aboriginal Land Council and referred to the Eastern Region Local Government Aboriginal and Torres Strait Islander Forum (ERLGATSIF). 4. The event organiser makes a presentation to the Bondi Beach Precinct. 5. A further report come back to Council in four months on the progress of the event organiser's event management and delivery plan, and its processes to put in place cultural protocols and permissions based in Aboriginal sovereignty. 6. No events take place at Ben Buckler and Mackenzie's Point.
Council Meeting 20 March 2018	CM/7.2/18.03	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the review undertaken of high impact events between October 2015 and December 2017. 2. Notes the list of high impact events for 2018 that have been previously delivered or scheduled. 3. Approves the proposed changes to the event reporting process for all future events. 4. Notes a review of Council's Events Policy will be undertaken with a report submitted by September, and consideration be given to the following: <ol style="list-style-type: none"> (a) Minimising cumulative effects of events occurring concurrently and/or consecutively.

		<ul style="list-style-type: none"> (b) Establishing more stringent selection criteria to determine if events are consistent with Council's Community Strategy and place making vision (including cultural, climatic and natural considerations) for event locations that include iconic and sensitive beachside environments. (c) Improving the monitoring of events while underway for noise, waste management and other compliance issues. (d) Ensuring best practice outcomes for events in Waverley consistent with relevant laws and regulations. (e) Analysing the 117 complaints over the past three years generated by the Sculptures by the Sea event.
Operations and Community Services Committee Meeting 6 March 2018	OC/5.3/18.03	That the item be deferred to the next Council meeting for an updated report that emphasises environmental issues and other issues raised by Councillors.
Council Meeting 20 February 2018	CM/7.11/18.02	That Council grants up to \$17,000 in financial assistance, under section 356 of the Local Government Act 1993, to the Bondi Association for Arts and Music to help cover the costs of running the 2018 Latin American Festival.
Council Meeting 12 December 2017	CM/5.2/17.12	<p>That Council:</p> <ol style="list-style-type: none"> 1. Council officers review all high impact events delivered since the introduction of the Events Management Policy and Guidelines in 2015 in terms of compliance with the Policy and Guidelines, with a particular focus on waste, noise and traffic management. Minutes of Council Meeting 12 December 2017. 2. Council receives a report on the Review including any recommendations for changes to and compliance with the current restrictions. 3. Council Officers provide a quarterly report to the Strategic Planning Committee including: <ul style="list-style-type: none"> (a) No of requests for events. (b) No of events held in the previous quarter, including related issues and outcomes of events held. 4. All future proposed high impact events (as defined in the Events Management Policy) be submitted to Council for approval.

4. Discussion

Council officers co-ordinate an annual program of high impact events which are delivered in accordance with Council's Events Policy and Event Management Guidelines. This report seeks to improve Council's overview of those events.

Attachment 1 to this report provides a list of the high impact events currently scheduled for July 2018 to June 2019.

The majority of these events have been included in Council's event program for many years but some of these events have contractual arrangements which terminate in 2018, these include: City2Surf; Bowl-A-Rama; Open Air Cinema and Sculptures by the Sea; or arrangements which need to be updated or extended, these include: Flickerfest; Bondi Winter Magic and the Latin American Festival.

The program includes events for 2018 and 2019 to provide sufficient lead time for the event organisers to plan and deliver those events should Council endorse further arrangements.

The program is made up of three types of events:

1. Council-managed events: these are events that are funded from Council's operational budgets annually and are solely produced by Council officers.
2. Venue-managed events: these are events where Event Producers enter into an agreement that provides them with access to specific areas of Council managed land for the staging of an event. A number of the license agreements between Council and the event producers have or will expire 2018.
3. Co-Produced events: events where Council partners with event producers to deliver events. Council may provide financial or in-kind support as its contribution to the delivery of these events.

A summary of each event under the three categories is provided including details of the proposed agreement/s to be negotiated is provided in Attachment 1.

The table provides the date/s and location of the events as well as information on the estimated audience and target demographic for each event.

The development of agreements, licenses or Memorandums of Understanding provide a clear set of terms under which the events must be run and reduces the risk to Council hosting these events without clear terms and conditions.

The agreements will clearly delineate the way events are to be delivered, and the responsibilities of each party and will ensure that all events are delivered in accordance with Council's Events Policy and Event Management Guidelines.

In developing these agreements particular attention will be paid to matters raised by previous Council resolutions to ensure best practice outcomes for events in Waverley consistent with relevant laws and regulations.

All negotiated agreements will include a clause to indicate that agreements may be subject to some change following the review of Council's Events Policy and Events Management Guidelines and will be subject to the final approval of Council.

5. Financial impact statement/Timeframe/Consultation

Financial impact statement

The draft 2018–19 budget includes revenue and expenditure estimates for all the annual events based on 2017–18 actuals. The Charing Cross Festival has a \$50,000 expenditure estimate with the revenue for the Oceans Lover Festival to be negotiated and will be included in the report providing all the details of the event which will be brought to Council later in the year. Officers are currently reviewing the existing Sponsorship Policy to assist in providing clear guidelines for the processes of sourcing and accepting sponsorship and partnership opportunities in the future.

Timeframe

As per Council's resolution of 12 December 2017, in future all one-off high impact events will be submitted to Council for approval and a quarterly report will be provided to Council. It is proposed that the first report be brought to Council in September 2018.

Consultation

Additionally, Council's Events Policy and Event Management Guidelines is scheduled for review in 2018. This will require thorough consultation with key community stakeholders and a report including recommended changes to the policy and guidelines will be submitted to Council for consideration in September 2018.

Council officers currently consult with and manage stakeholder meetings with numerous internal and external stakeholders to ensure the safe and legislatively compliant delivery of all events irrespective of whether they are Council managed, venue managed or co-produced. Externally officers typically consult with local police, Emergency Services, NSW Traffic Management Centre, Office of Liquor and Gaming, Building Code of Australia, NSW Food Authority and numerous other legislative bodies where required. Internally officers work with almost all areas of Council but predominantly with Traffic, Planning, Waste, Facilities, Sustainable and Parks.

6. Conclusion

The schedule for high impact events to take place during the period 1 July 2018 to 30 June 2019 in Waverley is a mix of Council managed, venue managed and co-produced events that provides an appropriately scaled, well thought range of relevant events that meets community expectations.

The schedule of high impact events for 2018-19 will all be managed in accordance with Council's Events Policy and Events Management Guidelines to ensure the delivery of high quality and safe events. Council officers are seeking endorsement to commence negotiations for future agreements where required.

Long term licenses provide the benefit of establishing strong relationships with organisers, allowing officers the opportunity to provide input and guidance with the aim to improve planning, delivery and reduce risk on all events. Long term licenses also provide organisers assurance of some longevity to better plan, build their brand, attract sponsorship and more accurately budget for events.

7. Attachments

1. Waverley Council High Impact Events for 2018-19 [↓](#)

Attachment 1 – Waverley Council High Impact Events for 2018-19

Date	Event Type	Name	Description	Approval Process/Next Steps
29 June - 29 July 2018 Annual Event	Co-Produced Event with Bondi and Districts Chamber of Commerce	Bondi Winter Magic	<p>Bondi Winter Magic – a destination marketing program co-produced with the Bondi and District Chamber of Commerce (BDCC). The campaign features a number of events and activities to attract people to Bondi in the winter months to help attract business and stimulate the local economy.</p> <p>The destination marketing campaign started in 2010 as the Bondi Bohemia event. The event draws tens of thousands of visitors to Bondi to experience attractions such as the Bondi Ice Rink and Ferris Wheel.</p> <p>Estimated Audience: 60,000 Target Demographic: Families – All ages</p>	<p>Current Status: Informal partnership between Council and the Bondi and Districts Chamber of Commerce.</p> <p>Next Steps: It is recommended that a three year Memorandum of Understanding with the Bondi and Districts Chamber of Commerce is developed to commence in 2019.</p>
July 2018	Venue Managed Event	Ice Rink, Ferris Wheel or similar	<p>The Ice Rink and Ferris Wheel form part of the attractions for Bondi Winter Magic on Bondi Beach. The Ice Rink has become an integral part of the program and a real draw card for visitors and the local community. Whilst the Ferris Wheel is very popular it is in its second year in the Bondi Winter Magic program and alternative attractions may be sourced in future years.</p> <p>Estimated Audience: 40,000 Target Demographic: Families – All ages</p>	<p>Current Status: Separate Venue Hire agreements for the Ice Rink and Ferris Wheel.</p> <p>Next Steps: It is recommended that officers establish an EOI process for these events and then enter into a new license agreement for the successful event producers to deliver the event for three years from 2019-21.</p>
17 - 28 July 2018 Annual Event	Council Managed Event	Bondi Feast	<p>A fringe-style comedy, theatre and music festival held at Bondi Pavilion and produced internally by Council's Cultural Programs team. The festival runs over ten nights in July each year and takes place within the Bondi Pavilion main building.</p>	<p>Current Status: Ensure compliance with Procurement and Event Management Guidelines.</p> <p>Next Steps: Ensure Procurement and</p>

Date	Event Type	Name	Description	Approval Process/Next Steps
			<p>In 2018 the event also features a small outdoor circus tent in an internal courtyard involves outdoor performance that finishes after 9pm, where alcohol is served and should be categorised as a High Impact Event. Event approved under the blanket DA for Bondi Beach DA-282/2015 use of Bondi Beach and Park for a variety of temporary events.</p> <p>Estimated Audience: 3,000 Target Demographic: 18-35 years of age</p>	Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).
12 August 2018 Annual Event	Venue Managed Event	City 2 Surf Fun Run	<p>City 2 Surf Fun Run incorporating Council Marquee program – This is a large annual fun run event, starting in the City and ending at Bondi Beach. 2018 will be the events 48th year. The event has raised tens of millions of dollars for charity since its inception and is categorised by the Department of Premier and Cabinet as a Category B Hallmark event.</p> <p>Estimated Audience: 80,000 Target Demographic: All ages</p>	<p>Current Status: The license agreement between Council and Fairfax Media Publications Pty Ltd for the City 2 Surf event expires following the August 2018 event.</p> <p>Next Steps: It is proposed that a new license be negotiated with the event producers for a further 3-5 years, with the license brought back to Council for approval.</p>
12 August 2018 Annual Event	Council Managed Event	Council Marquee Program	<p>Alongside the principal event, Council runs a Marquee Program for organisations to provide post-run hospitality to staff, customers and patrons who have participated in the run. Originally established as a management plan to control drinking and anti-social behaviour after the event, the marquee program now provides a safe environment to control post-event functions and provides Council with considerable revenue. In 2017 Council conducted a tender process that was granted to Exponet to provide the Marquees for the program for three years.</p> <p>Estimated Audience: 8,000</p>	<p>Current Status: This is program run by Council officers with the marquees subject to a three year tender with an end date of 2019.</p> <p>Next Steps: Prepare tender process for new agreement to align with the period of City 2 Surf license agreement.</p>

Date	Event Type	Name	Description	Approval Process/Next Steps
			Target Demographic: All ages	
9 September 2018 Annual Event	Council Managed Event	Festival of the Winds	<p>2018 is the 40th anniversary of this much loved kite festival. The festival takes place annually on a Sunday in September and is co-produced by Council and the Australian Kite Flying Society. Festival of the Winds is a family-friendly event that attracts up to 40,000 people. It features kite flying demonstrations from local and international kite makers, a kite flying competition and an extensive entertainment program that includes multi-cultural music and dance, kite making workshops, a children's entertainment area, an art exhibition and food stalls. The event is held on Bondi Beach, Bondi Park and in the Bondi Pavilion.</p> <p>Estimated Audience: 30,000 Target Demographic: Families – All ages</p>	<p>Current Status: Ensure compliance with Procurement and Event Management Guidelines.</p> <p>Next Steps: Ensure Procurement and Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).</p>
18 October - 4 November 2018 Annual Event	Venue Managed Event	Sculpture by the Sea	<p>The Sculpture by the Sea event is a sculpture exhibition that takes place over 18 days at the end of October beginning of November each year. The event has been running since 1997 and is categorised by the Department of Premier and Cabinet as a Category B Hallmark event. Hallmark events are recognised for enhancing awareness, appeal and profitability of a destination at a particular time. Hallmark events typically have an international and/or national audience and provide significant economic and social benefits. Sculptures are installed in Marks Park and along the coastal walk from Bondi to Tamarama Beach.</p> <p>Estimated Audience: 520,000 Target Demographic: All ages</p>	<p>Current Status: A report to Council in June 2014 approved the event being held on an annual basis for the period 2014-18. No license agreement has been agreed between Council and the event producers.</p> <p>Next Steps: It is proposed that Council approve the event for a further 3-5 year period and that officers negotiate a license with the event producers to formalise the terms under which the event will be delivered.</p>
2 December 2018	Venue Managed	Bondi to Bronte Swim	This event has been running since 2001 and is a large annual swim event co-delivered in alternating years by North Bondi and	Current Status: Approved through event application process.

Date	Event Type	Name	Description	Approval Process/Next Steps
Annual Event	Event		<p>Bronte SLSC's. The Bondi to Bronte swim is one of Sydney and Australia's most iconic ocean swims. Each year the majority of funds raised is allocated to purchasing valuable lifesaving equipment for both Surf Clubs.</p> <p>Estimated Audience: 5,000 Target Demographic: All ages</p>	<p>Next Steps: Approved through event application process.</p>
12 December 2018 Annual Event	Council Managed Event	Carols By the Sea	<p>A community carol singing event that takes place in the Dolphin court area of Bondi Park and is a popular celebration of the festive season. The event is held on the second Wednesday of December each year and attracts an audience of around 1500. The event features a guest choir, children's entertainment as well as a special guest each year.</p> <p>Estimated Audience: 1,500 Target Demographic: Families – All ages</p>	<p>Current Status: Ensure compliance with Procurement and Event Management Guidelines.</p> <p>Next Steps: Ensure Procurement and Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).</p>
31 December 2018 Annual Event	Council Managed Event	Dudley Page New Year's Eve	<p>A ticketed family friendly New Year's Eve event held at Dudley Page Reserve in Dover Heights. Originally established as a management plan to control drinking and anti-social behaviour in the park, the event is now popular with Waverley families who wish to view the world famous Sydney fireworks but avoid the crowds in the City centre. The event features children's entertainment, a music stage, food and beverage offerings including a licensed bar.</p> <p>Estimated Audience: 3,000 Target Demographic: Families – All ages</p>	<p>Current Status: Regular annual event developed as part of Council's event calendar.</p> <p>Next Steps: Ensure Procurement and Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).</p>
11 - 20 January 2019 Annual Event	Co-Produced Event with Flickerfest	Flickerfest	<p>Flickerfest International Short Film Festival – The event is an Academy and BAFTA accredited international short film competition. The 2019 festival will be the 28th year of the event.</p>	<p>Current Status: Venue Hire Agreement.</p>

Date	Event Type	Name	Description	Approval Process/Next Steps
			<p>The festival runs for ten days with screenings taking place at the Bondi Pavilion in both the first floor theatre and the outdoor amphitheatre. The event is classified as High Impact as it has amplification, is outdoors and finishes after 9pm. The festival is currently managed under a venue hire agreement with the event producers which is negotiated annually. Council partners with the organiser through the provision of in-kind support for the event such as provision of flagpoles on Campbell parade for banners.</p> <p>Estimated Audience: 5,000 Target Demographic: All ages</p>	<p>Next Steps: It is recommended that Council approves the hosting of the event for a further three years from 2019-21, and officers develop a Memorandum of Understanding with the event producers.</p>
25 January - 3 March 2019 Annual Event	Venue Managed Event	Open Air Cinema	<p>Open Air Cinema – The outdoor cinema is located within the Dolphin Court area of Bondi Park. The cinema has been operated by Fairfax Media Publications Pty Ltd for three years under license with the license expired June 2018.</p> <p>Bondi Beach has been the venue for an outdoor cinema for over fourteen years. This includes seven years inside the Bondi Pavilion and then seven years in the Dolphin Court because of increasing numbers attending. The event is a well-established and much loved event for local residents of all ages. Postcode statistics from 17,136 ticket sales in 2018 show that over 60% of attendance is Waverley Council residents, the remainder made up of Randwick, Woollahra and City of Sydney residents. Demographics show that 77.7% of tickets are purchased by females. Age demographics show that 39.3% of attendance is 26-35 year olds, with remaining sales almost evenly spread across the ages of 18-25, 36-45, 46-55 and 56+. The cinema screens movies over a six week period starting at the end of January and running to early March. The previous license allowed for 42 screenings per season.</p>	<p>Current Status: Three year license agreement with Fairfax expired in June 2018.</p> <p>Next Steps: It is recommended that officers commence a tender process for new cinema operator under a three year license for 2019-2021.</p>

Date	Event Type	Name	Description	Approval Process/Next Steps
			Estimated Audience: 17,000 Target Demographic: All ages	
16 - 17 February 2019 Annual Event	Venue Managed Event	Bowl-A-Rama	<p>An annual international skateboard competition that has been held in the Bondi Skate Park and South Bondi Park for 14 years. The event is a well-established and much loved event for local residents of all ages, but particularly for the youth and the local skateboarding community who have been instrumental in assisting Council in developing and maintaining the valuable community recreational asset. The event runs over two days on a weekend in February each year. It's the largest professional skate bowl event in the Southern Hemisphere and attracts many of the world's best skateboarders as well as spectators both international and interstate. The event provides significant stimulus to the local economy and is supported by Destination NSW.</p> <p>Estimated Audience: 3,500 Target Demographic: All ages – skateboarding community</p>	<p>Current Status: The license agreement with event producers Frontside Events to deliver the event expired in February 2018 event.</p> <p>Next Steps: It is recommended that officers establish an EOI process for this event and then enter into a new license agreement for the successful event producers to deliver the event for three years from 2019-21.</p>
10 March 2019	Co-Produced Event with Bondi Association of Arts and Music	Latin American Festival	<p>Latin American Festival – is a ticketed cultural festival featuring music, dance workshops and food stalls held at the Bondi Pavilion. Council delivered an annual South American Festival at the Bondi Pavilion for around 30 years. In recent years the event has been co-produced with the Bondi Association of Artists and Musicians (BAAM).</p> <p>Estimated Audience: 2,000 Target Demographic: Families – All ages</p>	<p>Current Status: Venue Hire agreement. Council agreed to support in kind and financial support for the 2018 festival.</p> <p>Next Steps: Develop a three year partnership subject to Council approval.</p>
April/May 2019 nominal	Council Managed	Charing Cross Festival	Charing Cross Festival - It is proposed to deliver a community Festival in Charing Cross in Late March 2019 with event details to	Current Status: Council passed a resolution 20 February 2018 to host

Date	Event Type	Name	Description	Approval Process/Next Steps
only (Date to be confirmed)	Event		<p>be confirmed. A festival was held in the suburb in 2009 to mark the 150th anniversary of Waverley Council.</p> <p>\$50,000 has been allocated to deliver the event in April 2019.</p> <p>Estimated Audience: TBC Target Demographic: Families – All ages</p>	<p>this event.</p> <p>Next Steps: April/May 2019 has been nominated as a date to hold the festival but date yet to be confirmed.</p>
11 - 14 April 2019	Venue Managed Event	Ocean Lovers Festival	<p>This is a new event proposed to take place in April 2019. Officers received an event proposal in January 2018, a report was provided to Council in March 2018, and at a further meeting in April 2018 Council approved the event but with some conditions through the final resolutions. The Ocean Lovers Festival has an overarching environmental and conservationist theme that will bring together over a period four days, water sport demonstrations by renowned sports stars, films, workshops and talks on ocean conservationism by internationally respected conservationists as well as performances by local and international musicians. Events will take place at a number locations in the Bondi Beach area, the Bondi Pavilion will act as the hub for the event with the majority of events taking place in the theatre and various other rooms, as well as an eco-market in the courtyards. Officers are continuing to work with the event producers on the details of the event and a report will be brought to Council later in 2018.</p> <p>Estimated Audience: TBC Target Demographic: All ages</p>	<p>Current Status: Event approved by Council for 2019.</p> <p>Next Steps: Event details to be confirmed via report to Council.</p>
25 April 2019 Annual Event	Venue Managed Event	Anzac Day Dawn Service	<p>Anzac Day Dawn Service – The Dawn Service takes place on ANZAC Day each year in front of the memorial on Ramsgate Avenue at Bondi Beach. The event is organised by Tobruk House and the North Bondi RSL club. The event has grown annually and</p>	<p>Current Status: Ensure Procurement and Event Management Guidelines are adhered to.</p>

Date	Event Type	Name	Description	Approval Process/Next Steps
			<p>in 2018 attracted more than 15,000 people and is venue managed by the Outdoor Events team in consultation with police, Sydney Buses and Council's traffic team.</p> <p>Estimated Audience: 15,000 Target Demographic: All ages</p>	<p>Next Steps: Ensure Procurement and Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).</p>
April 2019 Annual Event (Date to be confirmed)	Co-Produced Event by Caring Waverley and Waverley Action Youth Services	Bondi Blitz	<p>Bondi Blitz – is a daytime Youth Music Event run in conjunction with NSW Youth Week and takes place in the Dolphin Court area of Bondi Park. The event is Co-produced by Council's Caring team and Waverley Action Youth Services. The event provides young local musicians the opportunity to perform to a live audience and showcase their talents.</p> <p>Organisers currently apply for a small grants and venue hire grant to assist with operational costs and venue hire.</p> <p>Estimated Audience: 1,000 Target Demographic: Local youth</p>	<p>Current Status: Ensure compliance with Procurement and Event Management Guidelines.</p> <p>Next Steps: Ensure Procurement and Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).</p>
5 May 2019 Annual Event	Council Managed Event	Global Table	<p>The event is a Multi-Cultural Food Festival held in Oxford Street Mall in Bondi Junction. The event features an entertainment stage with cultural dance and performance from a wide range of nations. The event also features one long table through the centre of the mall where the community can come together and sample food offerings from around the globe.</p> <p>Estimated Audience: 8,000 Target Demographic: All ages</p>	<p>Current Status: Regular annual event developed as part of Council's event calendar.</p> <p>Next Steps: Ensure Procurement and Event Management Guidelines are adhered to and report to Council as required (Quarterly Report on Events).</p>

REPORT
CM/7.10/18.07

Subject: 100th Anniversary of the End of World War I

TRIM No: A14/0251

Author: Rebecca Rodwell, Manager, Community Planning and Partnerships
Ken Shelston, Acting Executive Manager, Engaging Waverley

Director: Ross McLeod, General Manager

RECOMMENDATION:

That Council:

1. Recognises the 100th anniversary of Remembrance Day on 11 November 2018 during the Remembrance Day Ceremony at Waverley Cenotaph.
2. Approves the following text, subject to consultation with Bondi Junction/Waverley RSL, for the memorial plaque:

Lest we forget
1918 – 2018

The Waverley Soldier's Memorial was unveiled in 1918 to honour Australians killed in World War I. On the 100 year commemoration of the end of World War I, we pay our respects to all who have fought and died in all forms of conflict.

Unveiled by the Mayor of Waverley, Councillor John Wakefield
11 November 2018

3. Organises a lunch for guests in Chambers following the Remembrance Day Ceremony.

1. Executive Summary

In December 2017, Council requested officers to 'investigate a special event to mark the 100th anniversary of Remembrance Day.'

This report outlines the key recommendations for the Remembrance Day Ceremony to take place on 11 November 2018, including the unveiling of a memorial plaque, an address by the Mayor of Waverley and Senior Defence Personnel and a special commemorative lunch.

2. Introduction/Background

11 November 2018 marks the 100th anniversary of Armistice Day, which was renamed Remembrance Day following World War II, and now commemorates the loss of lives from all war and conflict. On the 11th hour on the 11th day of the 11th month, a minute's silence is observed and dedicated to those soldiers who died fighting to protect Australia. Waverley Council annually holds a Remembrance Day Ceremony in partnership with Bondi Junction RSL at the Waverley Cenotaph.

The 'Waverley Soldiers' Memorial' (Waverley Cenotaph) was built in 1918 at the request of the Waverley community, to honour those Waverley residents killed during World War I.

In recognition of the significance of these historical events and in response to Council resolutions, Waverley Council is planning to acknowledge the 100th anniversary of Remembrance Day by:

- Adding to/enhancing the regular Remembrance Day Ceremony through additional speeches by dignitaries.
- Unveiling a plaque mounted on a plinth to the front of the cenotaph.
- Hosting a catered lunch in Chambers for invited guests and dignitaries.

The President of Bondi Junction RSL will be consulted about all aspects of the planning of the remembrance event.

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 12 December 2017	CM/8.3/17.12	<p>That Council:</p> <ol style="list-style-type: none"> 1. Recognises that the year 2018 marks the 100th anniversary of Remembrance Day. 2. Notes that 416,809 Australian men enlisted to serve in World War I, with more than 60,000 killed and 156,000 wounded, and of those killed over 500 were from the Waverley municipality. 3. Acknowledges the special significance of Remembrance Day for all Australians, including the residents of Waverley. 4. Notes the enduring legacy of the RSLs in commemorating Remembrance Day each year and for providing support to ex-servicemen and women, including the Bondi Junction Counselling Centre treating stress disorders of veterans returning from Afghanistan and Iraq. 5. Officers investigate a special event to mark the 100th anniversary of Remembrance Day and provide a report for Council consideration by March 2018 which includes but is not limited to: <ol style="list-style-type: none"> (a) Consultation with the Presidents and other senior officials of the local RSL clubs, appropriate ANZAC nursing organisations and the NSW Indigenous Veterans' Committee. (b) Options for an alternative location, if not Waverley Park. (c) Inviting dignitaries to attend including the Governor-General, the Governor of NSW, the Prime Minister, the Minister for Veterans Affairs, and the local members for Vaucluse and Coogee. (d) Unveiling a memorial plaque that would include recognition of all Australians killed in wars, including Aboriginal and Islander peoples who resisted invasion of their traditional lands and waters.

		(e) Event funding. (f) The contribution of nurses during World War 1, and of Indigenous Australians and Torres Strait Islanders.
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4. Discussion

Council officers representing the Mayor's Office, Caring Waverley, Project Waverley, Communications and Engagement and Cultural Programs have met to progress the resolutions from December 2017 regarding the significant milestone of the 100th year anniversary of the World War I armistice on 11 November 1918. The 'Waverley Soldiers' Memorial' (Waverley Cenotaph) was completed shortly after this in December 1918.

The Council resolutions will be actioned through enhancements/additions to the Remembrance Day Ceremony, held annually at the Waverley Cenotaph in collaboration with Bondi Junction RSL. These will include:

- An address by senior Defence personnel.
- An address by the Mayor of Waverley, following the formal proceedings. Within this address, the Mayor will incorporate points 1-4 and 5f of the resolution.
- Unveiling and dedication of the memorial plaque which will be situated at the front of the Cenotaph.
- A lunch to be held following the ceremony for dignitaries and invited guests on level 3, Chambers.

Council officers considered the inclusion of the reference to recognition of 'Aboriginal and Islander peoples who resisted invasion of their traditional lands and waters' in 5d, and feel the current wording encompasses all who have given their lives in all conflicts. It is felt that this issue should be addressed more specifically as a stand-alone issue through the Reconciliation Action Plan.

5. Financial impact statement/Timeframe/Consultation

Council officers will consult with the President of Bondi Junction RSL to plan the Remembrance Day Ceremony including confirming the wording of the memorial plaque. ANZAC Nursing organisations and the NSW Indigenous Veterans Committee will be informed and invited to the ceremony.

The Ceremony will take place on 11 November 2018.

The memorial plaque must be in production by September to be installed in time for the ceremony.

The Member for Coogee has committed to \$1,000 minimum, and will confirm any additional funding at the end of July. With this and the contribution from Bondi Junction RSL (\$2,000), there is currently a shortfall of up to \$5000 which will be found within the existing Engaging Waverley budget.

Expenditure

Item	Budget
Memorial Plaque	\$5,000
Catering and decorations (100–150 people)	\$5,000
Other (marquee, security, chairs, first aid etc.)	\$3,000
TOTAL	\$13,000

Income

Funding Source	Income
Member for Coogee's Office	\$1,000 (minimum)
Bondi Junction RSL	\$2,000
Waverley Council Annual Remembrance Day Budget	\$5,000
TOTAL	\$8,000
GAP	\$5000

6. Conclusion

2018 is a significant year in regards to the 100th anniversary of World War I, and the 100th anniversary of the unveiling of Waverley Cenotaph. Therefore, on Remembrance Day 2018, Council will incorporate additional features into the ceremony, including the unveiling of a memorial plaque, address by the Mayor of Waverley, and an address by Senior Defence Personnel, followed by lunch at Chambers.

7. Attachments

Nil.

REPORT
CM/7.11/18.07

Subject: Clarke Reserve

TRIM No: A14/0202

Author: Bianca Simpson, Open Space Planning Manager

Director: Emily Scott, Director, Waverley Renewal

RECOMMENDATION:

That Council:

1. Proceeds with the installation of additional planting, edging and the supply and installation of garden fencing around the section of playground fronting pedestrian footpaths, as detailed in this report.
2. Allocates \$35,640 to the Clarke Reserve landscaping upgrade from SAMP Reserve as part of the Q1 budget amendment.
3. Informs the Diamond Bay/Vaucluse Precinct Committee of its decision.

1. Executive Summary

Clarke Reserve play space upgrade was developed concurrently with Council's adopted *Play Space Strategy 2014–2029* (Play Strategy) and was the first play space, out of 40 play spaces, to be completed as part of the Play Strategy outcomes in 2014. For that reason, the future upgrade of Clarke Reserve play space is identified as a long-term priority in the Play Strategy while Council undertakes more urgent upgrades to play spaces across the LGA as part of priority works outlined in the Play Strategy. In line with the Play Strategy, Council continues to upgrade all Waverley play spaces according to the scheduled program in addition to consideration of annual playground safety audits.

The 2014 design of Clarke Reserve play space follows current best-practice design utilising contemporary play equipment mixed with nature based / imaginative play elements, such as sandstone blocks, boulders and planting along an imaginary creek bed. The combination of elements create a broad range of play experiences and challenges aimed at developing children's strength, balance, motor skills, creative and cognitive skills while supporting self-confidence and growth through challenge and reward.

Clarke Reserve is a dog on-leash area only and dogs are prohibited within 10 metres of a children's play area in accordance with the *Companion Animals Act 1998*. There is anecdotal evidence of dogs running off leash through the playground, by observation from the community, Council Officers and Rangers. Temporary dog signage was installed in early May and Council rangers have been patrolling the reserve daily. To address non-compliant dog owner behaviour in the long term it is recommended Council upgrade all park signage at the reserve to guide all visitors on appropriate behaviour and park rules and regulations. Upgraded park signage will assist rangers in educating park users on appropriate behaviour and enable enforcement of regulations in accordance with the LGA Act. Further interventions to control dog and dog owner behaviour may include barrier planting or fencing.

2. Introduction/Background

Councils Strategic Plan for Play Spaces

Waverley Council adopted the Play Space Strategy in 2014. This strategy guides Council's vision for play provision and outlines how play spaces can meet the needs of the community over a 15 year period. The strategy schedules upgrade works as play equipment and rubber softfall near the end of their service life, the schedule details short, medium and long term priorities. Council has 39 play spaces to upgrade within this 15 year period. Council aims to undertake 2 – 3 playground upgrades per year to keep up with the renewal cycle. Since the adoption of the Play Strategy, seven playgrounds have been upgraded with another one under construction and four in the planning and design process.

Play spaces within the Play Strategy are categorised according to hierarchy from pocket, to neighbourhood, district and regional with the intent to ensure equitable access, distribution and mix of facilities across the Local Government Area (LGA). The Play Strategy identifies Clarke Reserve as a 'neighbourhood' level play space. Refer to Council's [Play Space Strategy](#) available on Council's website, for further details and discussion on play hierarchy, provision and future strategies.

Clarke Reserve play spaces forms part of a network of complimentary 'neighbourhood' level play spaces including Kimberley Reserve and the recently refurbished Dudley Page Reserve playground and bike track in close proximity providing other opportunities for play. The equipment and play experiences provided in these neighbouring play spaces aim to provide a variety of experiences and challenges catering for different ages thereby creating a network of play to meet the needs of the broader community meaning there is always a play space to cater to someone's needs.

Clarke Reserve 2014 Upgrade

Clarke Reserve Playground in Dover Heights was upgraded in 2014, concurrent with the drafting of the Play Strategy. The improvement works were scheduled as a priority in response to sub-standard play equipment and site drainage issues. Due to the relatively recent upgrade of the Clarke Reserve Playground, it is identified as a long term priority in the Play Strategy and has not been programed for another upgrade beyond 2025.



Figure 1. Clarke Reserve pre-2014 upgrade.

The design objectives of the 2014 Clarke Reserve Playground upgrade were to be:

- Low visual impact.
- Compliment the natural parkland and ocean views.
- Provide exciting and unique play experiences for a wider age group.
- Reduce maintenance costs due to flooding.

In response to the design objectives a Concept Design was developed and presented to ward Councillors and the Diamond Bay/Vaucluse Precinct Committee. The Concept Design investigated:

- The replacement of the multi-function play tower with a large climbing 'arc tunnel' for active and imaginative play.
- Replacement of the old swings with a toddler swing and four more new swings for social and active play.
- High quality rubber surfacing.
- Nature based imaginative and creative play experiences.
- Re-use of existing seating elements for parents and carers.
- Targeting play experiences and activities suitable for babies to children 12 years of age.

Following consultation the Diamond Bay/Vaucluse Precinct Committee provided a detailed response requesting several changes, in summary the requests included:

- New green rubber soft fall.
- Playground to have a lighthouse or sea theme.
- Allowance for the proposed swings to include baby or toddler swings.
- New slippery dip.
- New equipment for older children such as a flying fox or similar activity.
- New metal bin to replace existing wheelie bin on stand.
- New spring animal equipment pieces.
- New picnic table and bench seats.

Council officers provided clarifications and explanations of the design in relation to the Precinct's correspondence, in particular to the equipment, the play value, age appropriateness and the project budget and costs. Some changes were made to accommodate requests, including green rubber soft fall colour, allowance of one baby / toddler swings, new metal bin to replace the wheelie bin on stand, new seat and refurbishment of the two spring animal equipment pieces.

The inclusion of a slippery dip and flying fox was considered and a slippery dip was priced however the cost exceeded the project budget and additional funds were unable to be sourced.



Figure 2. Completed Clarke Reserve play space upgrade 2014.



Figure 3. Completed Clarke Reserve play space upgrade 2014.

3. Relevant Council Resolutions

Council or Committee Meeting and Date	Minute No.	Decision
Council Meeting 21 November 2017	CM/8.14/17.11	<p>That:</p> <ol style="list-style-type: none"> Council notes the residential amenity and recreational importance of Clarke Street Reserve to the local community. Officers investigate options to improve the safety and enhance Clarke Street Reserve with specific regard to: <ol style="list-style-type: none"> Providing a fenced area surrounding the playground. Erecting signage to deter dogs off leash. Reviewing the appropriateness and suitability of existing plantings and the positioning of rocks within the playground in order to prevent injury to children. Exploring options of additional play equipment in particular a slippery dip. Consulting the local precinct and residents. Officers prepare a report to Council recommending improvements.

4. Discussion

In 2017, Council resolved to investigate options to improve safety and enhance Clarke Reserve with regard to options for fencing, signage, planting and play equipment. The following discussion responds to each point raised in the above mentioned motion individually.

1. Providing a fenced area surrounding the playground

The play space has been located away from the road following current best-practice design integrating the play space into the park and addressing safety concerns through passive design such as proximity and orientation to street and planted buffer to the street edge (as opposed to fencing). The play space is appropriately located in proximity to a low speed local street and away from a fenced cliff line and does not require the erection of fencing in this regard.

While Clark Reserve is not a designated dog off-leash area, it is popular for dog walking particularly as the adjoining Christison Park has a timed off-leash dog park between 3.30 pm–10.30 am. The *Companion Animals Act 1998* prohibits dogs from being within 10 metres of any playing apparatus in a public place. While dogs should be on-leash in Clarke Reserve it has been observed that on occasion dogs off-leash encroach on the 10 metre distance from the play space on route to Christison Park. Of all the issues raised by the precinct and community, the non-compliance of dogs in the play space is the most constant.

There are a few options available for how Council could address this issue, these include:

- Signage upgrades coupled with ranger presence and enforcement is the preferred first step in addressing this conflict rather than additional barriers which would isolate the playground from the park. Temporary signs have been installed and rangers are patrolling daily. Permanent signs will soon be installed.
- Additional planting to the edges of the play space would assist in deterring dogs from wondering through the playground. The approximate cost of planting and edging would be approximately \$15,000 to \$20,000.
- Fencing to the edges of the playground adjoining pedestrian paths on Clarke Street and through Clarke Reserve linking to Christison Park would help in deterring dogs from running into the play space by providing a physical barrier. It is not recommended to fence the entire play space as the frontage to the open grass on the ocean side allows children to use the grass area for active play (such as running or kicking a ball) furthermore this space is not used as a thoroughfare for dog walkers. Council has a Public Domain Technical Manual which recommends two appropriate fencing types for play spaces:
 - Councils Garden Fencing has previously been used to good effect in Bronte Park which has had similar issues with dog's off-leash and would be appropriate for Clarke Reserve. This fence has also been installed around other play spaces such as Bronte Park, Stephen Street Reserve, O'Donnell Street Reserve and in Tamarama Park. The Garden Fence is used in conjunction with planting to define playground edges and is preferable to more traditional fencing as it is unimposing in design. The Garden Fence is 800mm high made of Galvanised Steel and can be painted black or grey. The fence is constructed from single loops forming a continuous line. Utilising the Garden Fence for an approximate length of 40 metres in conjunction with planting would cost approximately \$25,000 to \$35,000.



Figure 4. Garden fencing in Bronte Park playground.

- Steel Fence (Type A) can be used around playgrounds where planting, or the Garden Fence is not appropriate. This fence is typically recommended in play spaces adjoining busy roads such as the play space on Murriverie Road. The fence is a minimum of 600 mm to maximum 850 mm high and made of 316 Marine Grade Stainless Steel and has vertical end posts and round steel rods. For a similar length of fencing the cost may range from \$50,000 to \$60,000. For a fence surrounding the entire play space, at approximately 90 metres would incur a cost of \$135,000 to \$150,000. This style of fencing is not recommended in Clarke Reserve as it is more imposing in design, costly and inappropriate in a location such as Clarke Reserve where the playground does not directly front a busy road.



Figure 5. Steel Fencing in Murriverie Park playground.

In consideration of the options listed above, it is recommended that permanent signage be installed and a combination of planting and garden fencing be installed along the playground interface with pedestrian paths. Breaks would be provided within the planting / fencing buffer to allow users of the playground to freely move through the space while guiding dog-owners around the play space. It is estimated that the implementation of this preferred option for signage, garden fencing and landscaping will cost \$35,000.

2. Erecting signage to deter dogs off-leash

Park signage in Clarke Reserve, including regulatory information on dog walking, has been budgeted for in the 2018/19 Capital Works Budget. Upgraded park signage will assist rangers in educating park users on appropriate behaviour and enable enforcement of regulations in accordance with the LGA Act.

In the short-term Council has erected temporary signage around the play space to educate users until such time permanent signage can be commissioned and installed early next financial year in line with programmed park signage works.

As the installation of signage is budgeted in 2018/19, no additional funding is required.

3. Reviewing the appropriateness and suitability of existing plantings and the positioning of rocks within the playground in order to prevent injury to children

Clarke Reserve play space includes a dry creek bed with planting and rocks. The benefits of these elements are twofold, its function as a natural play feature and to drain water runoff from the surrounding area which has substantial bedrock. The planting also defines edges to the play space providing some buffering to the road.

Natural play spaces blend natural areas, environmental features and plants to interest children in learning about the wonders of the natural world in an unstructured spaces and adds to the natural materials to the play space. Natural play spaces:

- Allow children to be spontaneous, active and creative.
- Provide for children of all ages and abilities and gender.
- Promote a range of physical activity that supports children's growth and development.

As a natural play element, the creek bed and surrounding rocks provide an opportunity for kids to climb, balance and explore. Children's balancing skills are tested when they make their way along a boulder border or use the boulders as stepping stones. The boulders can also be a good place to sit and rest, talk or watch. Climbing over rocks and boulders:

- Improves coordination, agility and balance.
- Develops muscles through the use of both gross and fine motor skills.
- Enhances problem solving skills, sense of adventure and creativity skills.
- Increases mental focus through exploring various routes of difficulty.
- Engages social and cooperative play (see Kidsafe NSW Inc., Playground Advisory Unit, July 2010, Play Ground News, Issue 34, kidssafe.org).

It is important to note that there have been no reported incidents of injury to children at Clarke Reserve.

Rocks within the play space have been placed a suitable distance from circulation areas and other climbing features to minimise risk of children tripping and falling onto them. It is not possible or desirable to entirely eliminate risk of falling in play spaces as an element of risk helps children learn to manage their boundaries. It is therefore not recommended to move or remove existing rocks in Clarke Reserve.

Council also undertakes an annual playground safety audits to ensure Council's play spaces are fit for purpose and safe and the equipment at Clarke Reserve has been given full compliance. As such a redesign of the play space on safety grounds is not supported.

Concerns have been raised regarding some of the planting being too spikey for children. The majority of planting is suitable, some planting has reached the end of its life and is suffering from die-back and is consequently spikey. It is recommended that inappropriate planting be replaced as part of the proposed landscaping upgrade discussed in this report.

4. Exploring options of additional play equipment; in particular, a slippery dip

Council is currently nearing completion of the short-term priorities outlined in the strategy. To achieve Council's goal and improve all our play spaces sequentially and equitably for all residents across the whole LGA, we aim to continue our improvement works as scheduled thereby addressing the most pressing requirements.

Inclusion of additional play equipment at Clarke Reserve will require a substantial redesign of the current play space to ensure appropriate placement of new and existing equipment. Allocating budget to a recently upgraded play space at Clarke Reserve will divert resources and budget away from the design and construction of our high priority play spaces currently underway and is therefore not recommended at this stage. A future redesign of Clarke Reserve should consider the location of the playground within Clarke Reserve in light of potential conflicts with dog walkers, ocean views and any perceived issues with road traffic.

Recent consultation with the local precinct and residents

Council officers attended an on-site meeting on the 22 May 2018 with Diamond Bay/Vaucluse Precinct representatives and interested residents to discuss concerns with the Clarke Reserve playground.

The main issues raised included:

1. The conflict between children and dogs in the playground due to the nearby dog off leash area at Christenson Park.
2. Lack of regulatory signage around dogs in Clarke Reserve.
3. Lack of compliance of dogs off leash within the playground and reserve.
4. Appropriateness of the safety chains on the existing swings.
5. Suitability of some plant selection within the playground area.
6. Need to expedite coastal fence replacement along Clarke Reserve and request for updated timing.

This report had discussed and provided recommendations regarding points 1, 2, 3 and 5. In regard to the remaining points:

- *Point 4.* Currently a 'five way swing' is installed at Clarke Reserve containing four swings with bench seats and one baby swing. The standard bench swings have a safety chain (as supplied with the swing set) to prevent children falling or jumping off the swing into the central area and getting hit by other children swinging. The issue is that smaller children are unable to dismount from the swing themselves without the potential of the chain hurting their neck. Council officers have followed up with the manufacturer and supplier of the existing swing and has been advised that the safety chain should not be modified or removed due to consequent issues with compliance of the swing. As the issue pertains to smaller children Council could install a 'cradle seat' suitable for small toddlers (approx. up to 2 years old) which would provide a safer alternative for this age range. The supply of the cradle seat would cost \$640.
- *Point 6.* The coastal fence replacement has been reported to Council in workshop on the 12 of June. Councillors will continue to be updated on the program for the coastal fence replacement.

It should be noted that correspondence has been received by the local community both for and against fencing. Those who oppose fencing do so on the grounds that it is unnecessary as there have not been any known incidents of conflicts between dogs and children playing and the parks coastal and scenic values are compromised by a fence.

5. Financial impact statement/Timeframe/Consultation

The recommended actions detailed within this report include the installation of permanent signage, the cost of planting, edging and the supply and installation of the Garden Fencing and the supply and install of a toddler swing, at an estimated cost of \$35,640. It is recommended that these works are funded from SAMP Reserve and a quarterly amendment be made to transfer these funds at Q1.

6. Conclusion

Councils adopted Play Space Strategy and action plan sets priorities to ensure Waverley has a diversity of play experiences to meet the needs of the community over the remaining 10 years life of the strategy. Any future works on completed play spaces should be considered on the basis of safety audits and general maintenance to addressing pressing issues and that requests for additional capital uplift be noted for inclusion in future upgrade works.

Council aims to address conflicting uses in the reserve between non-compliant dog owners with dogs off-leash and children playing with appropriate compliance signage and ranger presence and enforcement. This report recommends that signage, garden fencing and associated landscaping be installed to address these concerns.

7. Attachments

Nil.

REPORT
CM/7.12/18.07

Subject: Petition - Resident Parking Scheme in Henrietta Street, Waverley

TRIM No: A03/2581

Author: Natalie Kirkup, Governance and Internal Ombudsman Officer

Director: Ross McLeod, General Manager

RECOMMENDATION:

That the petition requesting resident parking on Henrietta Street, Waverley, from the corner of Victoria Street to Birrell Street, be forwarded to the Executive Manager, Creating Waverley for appropriate action.

1. Executive Summary

Council has received a petition containing 26 signatures from residents of Henrietta Street, Waverley, requesting that a resident parking scheme be installed in Henrietta Street, Waverley from the corner of Victoria Street to Birrell Street.

It is recommended that the petition be forwarded to the Executive Manager, Creating Waverley, for appropriate action.

2. Introduction/Background

Council accepts petitions from persons who have an interest in the Waverley Local Government Area as residents, landowners, business people or in some other capacity. Petitions must concern matters that Council is authorised to determine.

3. Relevant Council Resolutions

Nil.

4. Discussion

The petition requests Council to implement resident parking 2P 8 am–6 pm Monday to Friday on Henrietta Street, from the corner of Victoria Street to Birrell Street.

5. Financial impact statement/Timeframe/Consultation

There is no financial impact in Council receiving the petition.

6. Conclusion

It is recommended that Council refers the petition to the Executive Manager, Creating Waverley, for appropriate action.

7. Attachments

Nil.

REPORT
CM/7.13/18.07

Subject: Tender Evaluation - Fire Services

TRIM No: A18/0170

Author: John Andrews, Property Co-ordinator

Director: Rachel Jenkin, Acting Director, Waverley Life

RECOMMENDATION:

That Council:

1. Treats the attachment to this report as confidential in accordance with section 11(3) of the *Local Government Act 1993*, as it relates to a matter specified in section 10A(2)(c) of the *Local Government Act 1993*. The report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
2. Under clause 178(1) (a) of the *Local Government (General) Regulation 2005*, accepts Hirotec Maintenance Pty Ltd as the preferred tenderer for the supply of Maintenance of Fire Services for the sum of \${TO BE INSERTED BY COUNCIL AT THE MEETING}.
3. Authorises the General Manager, or delegated representatives, to enter into contract on behalf of Council and Hirotec Maintenance Pty Ltd.
4. Notifies unsuccessful tenderers of the decision in accordance with clause 179 of the *Local Government (General) Regulation 2005*.

1. Executive Summary

The purpose of this report is to seek Council's approval for the appointment of Hirotec Maintenance Pty Ltd for the Waverley Council Fire Services contract as recommended by the Tender Evaluation Panel.

2. Introduction/Background

Waverley Council has a large building portfolio comprising community properties, leased commercial properties, administrative offices, works depot, surf lifesaving clubhouses, community residential, central library, community halls, car parks both open and multi-storey and sports grandstands.

To ensure that building assets are properly protected, Council is required to have under contract a suitably qualified Fire Safety Service provider to maintain the reliability of fire protection systems and equipment and to maintain the essential life safety systems at the nominated Waverley Council sites and locations. Council sought submissions from appropriately qualified and experienced Tenderers for the procurement of inspection, testing, preventive maintenance and repair of Essential Fire Services for a period of three years; plus two years; plus two years option.

3. Relevant Council Resolutions

Nil.

4. Discussion

A Tender Evaluation Panel was established to evaluate the tenders. The Panel consisted of:

- Matthew Henderson - Project Manager, Project Waverley.
- John Andrews - Property Co-ordinator, Enriching Waverley.
- Toby Kuchta - Facilities Co-ordinator, Enriching Waverley.

In addition, Council officers engaged the services of an external consultant specialising in fire services to provide technical advice.

A Request For Tender (RFT) Evaluation & Probity Plan was developed and approved by the Evaluation Panel. Tenders for the provision of Fire Services which includes inspection, testing, preventative maintenance and survey of essential services were called for between 21 May 2018 and 22 June 2018.

The Evaluation Panel used the Request For Tender (RFT) Evaluation and Probity Plan to determine which tender offered the best value for money.

Tenders received

- Advance Group
- ARA T/as Auto Fire Protection Design
- AFT Australia Pty Ltd
- Chubb Fire & Security
- Firecorp Australia Pty Ltd
- Firesafe Australia & New Zealand Pty Ltd
- Hirotec Maintenance Pty Ltd
- Newsound Fire Services
- Synergy Fire & Security
- 2020 Fire Protection
- Wormald Australia

Late tenders

Nil.

Non-conforming tenders

- 2020 Fire Protection
- Advance Group

Alternative tenders

Nil.

Tender Evaluation

Conforming tenders were evaluated in accordance with Council's Purchasing Procedures and Request For Tender (RFT) Evaluation and Probity Plan, the Tendering Guidelines for NSW Local Government 2009 issued by the Office of Local Government, and the provisions of the *Local Government Act 1993* and *Local Government (General) Regulation 2005*.

The Evaluation Panel agreed on the following weightings to be used against the advertised selection criteria:

Advertised Evaluation Criteria	Weighting
Methodology	15%
Programme	15%
Quality of proposal	10%
Demonstrated relevant experience	10%
Capacity to carry out the works	10%
Price	40%
Total	100%

Tenders were given a score on each of the evaluation criteria, resulting in a total score out of 100. Tenders were ranked in accordance with their scores. Final scores and rankings are shown in the confidential Tender Evaluation Matrix attached to this report.

Evaluation Panel's Recommendation

Following a rigorous evaluation of the tenders, the Evaluation Panel recommends that the services/product offered by Hirotec Maintenance Pty Ltd provides the best value to Council.

5. Financial impact statement/Timeframe/Consultation

The cost for the preferred Tenderers contract price is included in the annual budget. It is anticipated that they will commence providing their services to Council in September 2018.

6. Conclusion

The Tender Evaluation Panel recommends Council enter a contract with Hirotec Maintenance Pty Ltd for the Waverley Council Fire Services.

7. Attachments

1. Fire Services Tender Matrix (confidential)

NOTICE OF MOTION CM/8.1/18.07



Subject: Investment Policy - Amendment

TRIM No: A05/0197

Submitted by: Councillor Copeland
Councillor Wy Kanak

MOTION:

That Council:

- Amends the Investment Policy to read as in the two tables in 5.1 Investment Framework (a) and (b) below, and notes that this motion proposes to change the AAA, AA and A ratings by 5% and accepts the other % changes proposed by Prudential Investment Services by replacing the Current Maximums with the Proposed Maximums. See footnotes below table (b).

5. Policy Content

5.1. Investment Framework

(a) Portfolio Credit Framework

The maximum available limits in each rating category are as follows:

Portfolio Credit Limits

Long Term Credit Ratings Categories	Short Term Credit Ratings	Current Maximum	Proposed Maximum
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	60%
B	-	20%	30%^

Specific Ministerial Approved Forms of Investment

NSW Treasury Corp Deposits and TcorpIM Funds^	100%
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(b) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Individual Counterparty Limits

Long Term Credit Ratings Categories	Short Term Credit Ratings	Current Maximum	Proposed Maximum
AAA	A-1+	40%	35%*
AA	A-1	25%	20%*
A	A-2	20%	25%*
BBB	-	10%	15%^

NSW TCorpIM Funds

Cash Fund and/or Strategic Cash Fund	100%
Medium Term Growth Fund^	20%^
Long Term Growth Fund^	10%^

*Council proposal

^Prudential Investment Services proposal

2. Replaces 5.1 Investment Framework '(e) Investments in non-coal and carbon alternatives' with the following wording on positive and negative filters:

'(e) Investments in ethically, socially and environmentally beneficial alternatives.

Council invests in alternatives by observing quadruple bottom line accounting principles over both short-term and long-term outlooks—society, environment, economic/financial, civic leadership/governance—and where financial institutions are offering an equal or better return on investment, and within the prevailing legislation and current Investment Policy risk management guidelines.

More specifically, a commitment to (including but not limited to): investments that provide for the ethical treatment of all stakeholders (not just shareholders), support development of worker ownership and control of the work place, high quality products and services, local ventures, appropriate technology, ecologically sustainable practices, social and economic justice, peace and non-violence and the use of renewable resources.

And avoiding investments that create pollution (such as fossil fuel industries) that are speculative, that exploit workers, customers and/or the environment, that are engaged in alcohol, tobacco and arms manufacture, that inhibit human rights and that damage non-renewable resources.'

Background

Quadruple bottom line accounting is identified as a goal in the Waverley Strategic Plan on p. 17, under Corporate Leadership and Governance.

The credit ratings assessments are provided by Standard and Poor (S&P). The advisor, Prudential Investment Services, proposes to increase the BBB ratings category by 10% to 30% for the portfolio credit limits, and to increase the BBB ratings category by 5% to 15% for the individual counter party limits. The categories AAA, AA and A to remain at the same level.

Apparently, NSW TCorp are actively lobbying the OLG to amend the Ministerial Order to sharply reduce councils' exposure limits to lower rated banks. In order to reduce exposure to the lower rated financial

institutions, there are alternatives such as 'green' or 'sustainable' bonds issued by the higher rated financial institutions. These bonds would also be assessed by the proposed new filters in section 5.1 (e).

Unfortunately, poor or deceptive ratings assessments by S&P contributed to the Global Financial Crisis (GFC), which was based on sub-prime mortgages and collateralised debt obligations (CDOs), and in the end had no or minimal security behind them. Woollahra Council bought them and was severely stung. As a consequence, S&P or other credit ratings may not be particularly good indicators of an investment's credit worthiness.

Additionally, there are a number of Authorised Deposit-taking Institutions (ADIs) that have undertaken allegedly unethical, corrupt and criminal behaviour.

The intention is to send a signal to the following ADIs of CBA (A-1+), WBC (A-1+), NAB (A-1+), AMP (A-1), Suncorp A-1, BoQ by reducing our holdings with them. Ideally, remove all Waverley's holdings with these ADIs, but understand there are financial and legal considerations.

These two factors—S&P's issue with accurate ratings and the allegedly criminal activities of some ADIs—do not inspire confidence in relying on and using their services.

NOTICE OF MOTION
CM/8.2/18.07**Subject:** Dover Heights Coastal Reserves**TRIM No:** A18/0401**Submitted by:** Councillor Nemesh
Councillor Betts

MOTION:

That Council:

1. Considers, as part of its open space and recreation strategy, creating a plan of management for the contiguous reserves of Weonga, Rodney and Raleigh Reserves.
2. Consults with the Dover Heights community and, in particular, the Dover Heights Precinct on establishing such a plan of management.
3. Officers report back to Council and prepare a presentation to the Dover Heights Precinct on the progress of the open space and recreation strategy.

NOTICE OF MOTION CM/8.3/18.07



Subject: Special Tow-away Areas for Bondi Road and Carrington Road

TRIM No: A02/0637-02

Submitted by: Councillor Kay
Councillor Burrill

MOTION:

That Council:

1. Officers investigate separate special tow-away areas for Bondi Road's existing weekday 'No Stopping' zones of 7–9 am westbound and 4–6.30 pm eastbound and for Carrington Road's existing weekday 'No Stopping' zones of 7.30–9.30 am northbound and 4–6.30 pm southbound under the *Road Transport Act 2013*, section 143, subsections 9–11.
2. If the investigation proves that special tow-away areas are workable and beneficial, writes to the NSW State Minister for Roads, Maritime and Freight requesting that the RMS establish special tow-away areas, as per conclusions from the investigation. A copy of this letter is to be distributed to the NSW State Minister for Transport and Infrastructure, and the State members of Vacluse and Coogee.
3. Officers prepare a report on the above for Council consideration.

Background

Bondi Road is a State Road under RMS authority. It has weekday 'No Stopping' zones westbound 7–9 am and eastbound 4–6.30 pm.

Council is able to issue infringements for illegally parked vehicles in these zones, but they cannot be towed under the existing parking restrictions.

This means that illegally parked vehicles cause congestion and, more importantly, hold up efficient bus throughput and thereby unduly impact bus schedules.

Efficient and effective public transport is an essential element of Waverley's People, Movement and Places Strategy.

It is therefore important that illegally parked vehicles can be towed, and congestion and delays reduced on Bondi Road, especially for buses.

Towing can be arranged for clearways, and the RMS have indicated that Bondi Road is on the list for clearway assessment in the future under their Sydney Clearways Strategy 2013.

Unfortunately, the RMS requires consistent clearway times, which have been to date weekdays 6–10 am and 3–7 pm. The RMS have recently indicated that these standard clearway times are to change to

6 am–7 pm weekdays and 9 am–6 pm weekends and public holidays. It is my contention that neither the current or the intended clearway time restrictions as a replacement for the existing Bondi Road weekday 'No Stopping' zones would be supported by Council or the community.

That leaves us with the option of the RMS establishing a special tow-away area for the timed Bondi Road No Stopping zones.

I understand that if the special tow-away area is established, Council would enter into an arrangement with the RMS whereby Council's Parking Patrol Officers can request the RMS's Transport Management Centre (TMC) to tow illegally parked vehicles from the special tow-away area, and the TMC would then arrange this towing in the same way that it organises towing from clearways.

A similar argument can be made for Carrington Road, except it has weekday 'No Stopping' zones northbound 7.30–9.30 am and southbound 4–6.30 pm.

The relevant subsections of section 143 (Removal of unattended motor vehicles or trailers from certain places) of the *Road Transport Act* are as follows:

(9) Establishment of special tow-away areas: The Authority may establish special tow-away areas for the purposes of this section.

(10) Any such area may be established by order published in the Gazette, or by the erection of signs in or about the area concerned, or both. Note: Any such order may be amended, rescinded, revoked or repealed. See section 43 of the *Interpretation Act 1987* and the definition of 'repeal' in section 21 of that Act.

(11) If the Authority establishes a special tow-away area, it is to cause a notice to be published in at least 2 newspapers circulating in the area to which the special tow-away area relates. The notice must describe or identify the special tow-away area, and specify the period for which the area concerned is to operate as a special tow-away area.

NOTICE OF MOTION
CM/8.4/18.07**Subject:** Military Road - Vehicle Speed**TRIM No:** A03/0042-04**Submitted by:** Councillor Nemesh
Councillor Betts

MOTION:

That Council:

1. Is advised that there was an investigation of vehicle speeds along Military Road by Council.
2. Officers prepare a report for Council consideration that identifies the results of the investigation and whether actions are required to minimise vehicle speeds and improve vehicle safety along Military Road. The report is to consider:
 - (a) Previous vehicle crash data along Military Road.
 - (b) Installing traffic calming measures.
 - (c) Reducing the maximum speed from 50 km/h to 40 km/h.

Background

There has been community concern expressed at the speed of vehicles travelling along Military Road. Council installed two traffic counters on Military Road at Hunter and Raleigh Streets over a seven-day period from 26 May to 1 June 2018. This motion is asking officers to make recommendations to improve vehicle safety if required based on the results of that traffic investigation.

NOTICE OF MOTION CM/8.5/18.07



Subject: Waverley Council Co-Naming

TRIM No: A02/0424

Submitted by: Councillor Wy Kanak

MOTION:

That:

1. That Waverley Local Government Area be co-named with a First Nations Aboriginal Language name, and that a process of consultation and research with the Aboriginal community and authorities be undertaken to consider co-naming the area now known as Waverley.
2. A community/Council officer's report be presented to Council following this consultation with recommendations within 12 months, that can cover, but not be restricted to:
 - (a) Aboriginal language used within, and associated with, the Eastern Suburbs, Waverley.
 - (b) Traditional owner descendant residential connections to Waverley, Eastern Suburbs.
 - (c) A discussion of cultural appropriation in the context of co-dual-naming.
 - (d) Other processes and examples of NSW Local Government dual naming exercises.
3. The Council officer's/community consultation report use historical, recent and current literature such as:
 - (a) Waverley Council's previous 2009 'Aboriginal Cultural Heritage Study' (by Dominic Steele).
 - (b) 'Hidden in Plain View' by Paul Irish.

Background

There is clear evidence that Aboriginal occupation of land that comprises the Waverley Local Government Area was active at the time of European Invasion/settlement. Recognition of the Aboriginal knowledge and understanding of our coastal lands, ridges, gullies and swamps would improve understanding of our Aboriginal past.

**NOTICE OF MOTION
CM/8.6/18.07****Subject:** Pedestrian and Cyclist Safety**TRIM No:** A03/0042-04**Submitted by:** Councillor Wy Kanak

MOTION:

That Council improves pedestrian and cyclist safety in areas of frequently-trafficked public footpath by strategies such as painting yellow and black high-visibility attention-focusing crossing hatching, especially at wider, longer, public footpath crossings occurring at petroleum dispensing service stations.

Background

Waverley already has yellow safety hatching at its Eastgate Car Park Spring Street exit. Yellow warnings were also installed after Cr Wy Kanak reported pedestrian danger at the Westfield carpark exit near Hollywood Avenue, Waverley Mall. Vehicles often move at speed into and out of the petroleum dispensing service stations in our area, such as Caltex on Bondi Road (corner of Park Parade) and BP on Bondi Road (corner of Avoca Street). Vehicles have been reported to NSW Police as speeding along Park Parade near the Caltex service station, and have been seen entering that service station by travelling at speed along the wrong side of the road on Park Parade.

URGENT BUSINESS
CM/9/18.07**Subject:** Urgent Business**Author:** Ross McLeod, General Manager

In accordance with clause 241 of the *Local Government (General) Regulation 2005* and clause 3.5 of Council's Code of Meeting Practice, business may be transacted at a meeting of Council even though due notice of the business has not been given to Councillors. However, this can happen only if:

1. The business proposed to be brought forward is ruled by the chairperson to be of great urgency; and
2. A motion is passed to have the business transacted at the meeting.

Such a motion can be moved without notice.

Only the mover of a motion can speak to the motion before it is put. A motion to have urgent business transacted at the meeting requires a seconder.

For business to be considered urgent it must be of a kind that requires immediate action or attention, and that cannot be dealt with as a Mayoral Minute or Notice of Motion at a later meeting or by any other means.

The mover of the motion must, when speaking to the motion, explain why he or she believes the business to be of great urgency.

CLOSED SESSION
CM/10/18.07

Subject: Moving into Closed Session

Author: Ross McLeod, General Manager

**RECOMMENDATION:**

That:

1. Council moves into closed session to deal with the matter listed below, which is classified as confidential under section 10A(2) of the *Local Government Act 1993* for the reason specified:

CM/10.1/18.07 CONFIDENTIAL REPORT - Processing of Collected Recyclable Materials Contract

This matter is considered to be confidential in accordance with section 10A(2)(c) of the *Local Government Act*, and Council is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

2. Pursuant to sections 10A(1), 10(2) and 10A(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified as confidential under section 10A(2) of the *Local Government Act 1993*.
3. The correspondence and reports relevant to the subject business be withheld from the media and public as provided by section 11(2) of the *Local Government Act 1993*.

Introduction/Background

In accordance with section 10A(2) of the Act, a Council may close part of its meeting to deal with business of the following kind:

- (a) Personnel matters concerning particular individuals (other than councillors).
- (b) Personal hardship of any resident or ratepayer.
- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business.
- (d) Commercial information of a confidential nature that would, if disclosed:
 - (i) Prejudice the commercial position of a person who supplied it: or
 - (ii) Confer a commercial advantage on a competitor of Council;
 - (iii) Reveal a trade secret.
- (e) Information that would, if disclosed, prejudice the maintenance of law.
- (f) Matters affecting the security of Council, Councillors, Council staff and Council property.
- (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege.
- (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) Alleged contraventions of any Code of Conduct requirements applicable under section 440.

It is my opinion that the business listed in the recommendation is of a kind referred to in section 10A(2) of the *Local Government Act 1993* and, under the provisions of the Act and the *Local Government (General) Regulation 2005*, should be dealt with in a part of the meeting that is closed to members of the public and the media.

Pursuant to section 10A(4) of the Act and clause 252 of the *Local Government (General) Regulation*, members of the public may make representations to the meeting immediately after the motion to close part of the meeting is moved and seconded, as to whether that part of the meeting should be closed.

**RESUMING IN OPEN SESSION
CM/11/18.07**

Subject: Resuming in Open Session
Author: Ross McLeod, General Manager

**RECOMMENDATION:**

That Council resumes in open session.

Introduction/Background

In accordance with clause 253 of the *Local Government (General) Regulation 2005*, when the meeting resumes in open session the Chair will announce the resolutions made by Council, including the names of the movers and seconders, while the meeting was closed to members of the public and the media.