NEWCASTLEBRIDGE
Newcastle Bridge Club ABN 16 405 302 022

Committee Meeting Agenda

Location:	Newcastle Bridge Club	**Date:**	Thursday 10/09/2020
Chair:	Jeff Biddlecombe	**Time:**	1:20 pm

AGENDA
1. Apologies
2. Minutes of previous meeting dated 23 July 2020
3. Correspondence
4. Business arising from correspondence and previous minutes
5. New Business 5.1. Review of Club 2nd re-opening ..... All 5.2. Clubhouse roof ..... Jeff 5.3. AGM ..... All
6. Financials 6.1. Reports ..... Janet
7. Next Meeting: 8/10/2020

NEWCASTLEBRIDGE

COMMITTEE MEETING MINUTES: 10 September 2020

Location:	Newcastle Bridge Club	**Date:**	10/09/2020
Chair:	Jeff Biddlecombe	**Time:**	1:20pm
Attendees:	Jeff Biddlecombe, Rosalie Broughton, Julie Butel, Caroline Carey, Janet Hill, Ailsa Kearney, Vincia Martin, Peter Peterson, Ken Wilks		

AGENDA ITEM

1. WELCOME AND APOLOGIES

Jeff opened the meeting at 1:20pm.

No apologies

2. MINUTES OF PREVIOUS MEETING (23/07/2020)

Rosalie moved that the minutes of the last meeting be accepted, Ken seconded the motion. Jeff then signed the minutes as a true record of the meeting.

3. CORRESPONDENCE

3.1. ***Roy Hardy:*** Roy raised a number of issues he believed were stopping members from returning to play Bridge at the Club, via email. These included the need for online registration, the absence of stand-by players, no competitions, no temperature checking. He also proposed that a general meeting be held to explain the reasons for the increase in table fees to members.

Action: Jeff responded by email to Roy with the rationale behind the decisions that had been made. Jeff advised that the 2020 AGM as well as Club competitions were to be discussed at the September committee meeting. Jeff added that his feedback from members re why they had not yet returned to Bridge was a general fear of contracting COVID.

3.2. ***Mik Ilett:*** In response to an email sent to all members regarding on-line registration, Mik emailed the Club regarding his concerns about the inadequacies of the registration process and suggested that the Club invest in a more contemporary solution.

Action: After discussion, the consensus was that the registration process was working satisfactorily apart from a few hiccups. Jeff agreed to contact Mik.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nothing to report

AGENDA ITEM

5. NEW BUSINESS

5.1. Review of Club 2nd re-opening

Numbers remain below pre-COVID attendances but are acceptable for most sessions. The exceptions are the Monday night session (2 of the last 3 sessions cancelled) and Wednesday session (the last 3 sessions cancelled).

Initiatives to help increase attendance figures were discussed:

- ***Stand-by players:*** Difficult to arrange at the moment as a lot of the usual stand-by players are not currently playing.
  Action: No action agreed for the present, but there could be merit in emailing members at some stage to see if anyone is interested. The complication is that players are currently required to register as a pair.
- ***Members without partners:*** Some members are having difficulty finding a partner during the pandemic (a requirement for on-line registration as there are no stand-by players). A number of options were discussed, including the Pianola partner finder facility.
  Action: Ken will investigate how it works and report back.
- ***When a session is cancelled:*** The importance of "uncancelling" a cancelled session was stressed as it can lead to confusion as to whether the next week's session is also cancelled.
  Action: Julie/Ken to do this as soon as practicable after the cancelled session.
- ***Options to attract more players to Wednesday session:*** It was agreed to do a one-off trial of a special Wednesday "Come without a partner"
  Action:
  - Finalize the date once arrangements have been made for the work to remove rubbish from the ceiling void (ref.5.2)
  - Vincia to try and lock in 6 pairs (Ken will send Vincia the list of names who have played on Wednesday since the Club re-opened in July to help with this)
  - Advise members by email and promote on the webpage

5.2. Clubhouse roof

As agreed at the last Committee meeting, Jeff contacted builders for quotes to resolve the structural issues in the roof. During this process, old insulation material suspected to contain asbestos was found in the roof void. The builder recommended that samples be taken for testing, and Jeff arranged a full site inspection by ESP. The report (see attached) confirmed the presence of asbestos containing debris and deleterious materials in the ceiling space and recommended remediation work.

ESP requested quotes from three asbestos removal companies for the work. The expected cost is approximately $10,000 and will take 3 days to complete. The Club house will not be able to be used while the work is underway.

AGENDA ITEM

Action: It was agreed that Jeff would progress with ESP and arrange for the removal to be done as soon as possible, preferably Wednesday through Friday. Once this is done, the rectification of the structural issues in the roof can be scheduled. This work will also take 3 days and the Club house will again not be available while it is underway.

Members will be advised as soon as the arrangements are finalized.

5.3. 2020 AGM

Due to the restrictions of COVID-19, the Department of Fair Trading have made the following concession re the holding of the 2020 AGM:

"Incorporated associations may conduct their 2020 AGM when COVID-19 restrictions are lifted or present 2020 financial information to members at the 2021 AGM".

Based on this, the Committee agreed not to hold the 2020 AGM unless members requested that one be held. The 2020 financial reports are currently with the auditors and will be posted on the website when available.
All current Committee members agreed to continue in their current position until the next AGM and Janet Hill agreed to continue to act as stand-in Treasurer. Until the next AGM is held, the Committee is confirmed as:

President: Jeff Biddlecombe
Vice-President: Vincia Martin
Secretary: Julie Butel
Acting Treasurer: Janet Hill
Committee Members: Rosalie Broughton, Caroline Carey, Ailsa Kearney
Peter Peterson was re-elected as ***Tournament Director*** and Ken Wilks as ***Masterpoint Secretary***.

Action:

- Advise members by email and seek feedback if any members want an AGM to be held
- Post Financial Reports on the website as soon as they are available
- Arrange for Janet to have access to bank and investment accounts (Ken will pick up forms the next time he does the banking)

6. FINANCIALS

Janet tabled the P & L Report for the 2 months ending 31 July (see attached). Income is $7671 compared with $18514 for the same period last year. However, the net profit is $2990 ($2112 for the same period last year) due to COVID-19 Government support payments.

Peter moved that the report be accepted, and Jeff seconded the motion.

AGENDA ITEM
7. ADDITIONAL ITEMS DISCUSSED **7.1. Competitions** At the last meeting, it was decided not to hold any Club Championship events, 3-week events or State qualifying events in 2020. All agreed that there was no point in running these events while attendances were at the present levels so the previous decision stands. ***Action:*** Jeff will advise Roy Hardy. **7.2. Red Points** Ken advised that he had contacted the ABF to find out if we would lose the red points allocated to us if they were not used this year. It was agreed if we were advised that we would lose them, Ken would allocate the points to the sessions based on a percentage attendance/session from when we first reopened. Soon after the meeting and before the minutes were prepared, Ken received confirmation from ABF that we would lose any unused red points. Ken has since allocated the unused red point events to sessions already played, re-scored those sessions as red point events, and updated the results on the webpage as red point events. The outstanding red point sessions will be held on the scheduled days provided that the session is held. If any red point session is cancelled, the red points will be reallocated. **7.3. 2021 Program** Given the uncertainty about when things will return to normal, it was agreed not to prepare a program for 2021 at this stage. It was also agreed not to hold the Congress in 2021 based on current information. However, if we get asked to nominate for the event, we will request the usual date so that we don't lose it.
8. MEETING CLOSE: The meeting concluded at 2:45pm
9. NEXT MEETING: Thursday 8/10/2020 at 1:20pm

Confirmed to be a true record of the meeting

Moved by:	ROSALIE BROUGHTON
Seconded by:	VINCENT MARTIN
Signed by:	
Date:	15-10-20

Newcastle Bridge Club

Profit and Loss for 2 months to August 2020

	Actual	Prev Year
Income		
Weekend Club Events	$0.00	$318.00
Hosting Events	$0.00	$736.00
Subscriptions	$185.00	$185.00
Total Table Fees	$7,486.00	$16,958.00
Board Dealing	$0.00	$267.00
Hall Hire	$0.00	$50.00
Total Income	**$7,671.00**	**$18,514.00**
Expenses		
Audit Fees	$0.00	**$0.00**
Card Dealing	$32.00	$312.00
Cleaning	$1,760.00	$2,105.00
Consumables	$1,011.00	$786.00
Insurance	$12.00	$0.00
Printing, Stationery & Postage	$189.00	$881.00
Prize Money	$0.00	$1,436.00
Refreshments	$475.00	$659.00
Socials	$0.00	$95.00
Congress	$0.00	$113.00
Other Competitions	$0.00	$1,623.00
Office Staff	$5,490.00	$1,757.00
Superannuation	$0.00	$335.00
Non Playing Director	$1,260.00	$1,750.00
Capitation (ABF)	$0.00	$0.00
Masterpoints	$0.00	$160.00
R&M Air Conditioning	$0.00	$180.00
R&M Building	$440.00	$250.00
R&M Grounds	$33.00	-$201.00
Electricity	$488.00	$778.00
Rates - Land / Water	$3,425.00	$3,548.00
Telecommunications	$212.00	$207.00
Computer Systems	$130.00	$101.00
Total Expenses	**$14,957.00**	**$16,875.00**
Surplus/Deficit from Bridge	**-$7,286.00**	**$1,639.00**
Other Income & Expenses		
Interest Income	$55.00	$476.00
Investment Income	$1,047.00	
Government Support	$9,174.00	
Gain on Asset Disposals		
Total Other Income	**$10,276.00**	**$476.00**
Net Profit/(Loss)	**$2,990.00**	**$2,112.00**

Julie Butel

From: Jeff <sjbidds@aapt.net.au>
Sent: Wednesday, 9 September 2020 5:00 PM
To: Julie Butel; Vincia Martin; Rosalie Broughton; Ken Wilks; Windows Live Mail; Ailsa Kearney; Caroline Carey; Tony Wagstaff; Peter Peterson
Subject: Fwd: Remediation ceiling Space - Newcastle Bridge Club
Attachments: image001.png; Untitled attachment 00016.html; Untitled attachment 00019.pdf; Untitled attachment 00022.html

Hi all,
Please see attached for reading to discuss at tomorrow's meeting.

Cheers
Jeff

Begin forwarded message:

> **From:** David Whiting <dwhiting@esplabs.com.au>
> **Date:** 9 September 2020 at 3:19:33 pm AEST
> **To:** Bridge Club Newcastle <admin@newcastlebridge.org>, "sjbidds@aapt.net.au" <sjbidds@aapt.net.au>
> **Cc:** Craig Whiting <cwhiting@esplabs.com.au>, Accounts ESP <accounts@esplabs.com.au>
> **Subject: Remediation ceiling Space - Newcastle Bridge Club**
>
> Hi Jeff Biddlecomb, President
> Newcastle Bridge Club
>
> ***Background***
> ESP has
> Visually surveyed the site during August 2020;
> Collected fragments and dust samples;
> Analysed samples (4)
> Identified asbestos containing debris and deleterious materials in the ceiling space of the property;
> Newcastle Bridge Club – 12 Young Drive Broadmeadow NSW.
> And
> Submitted final report (refer attached) prior to committee meeting for Thursday 10th September 2020.
>
> **Site Specific Hazard Materials Survey (HMS – Ceiling Space)**
> 1) Conclusions and Recommendations in final version of the HMS for Property known as Newcastle Bridge Club.
> Fee:
> 1) Sample = 4 @ $100 = $400+ gst
> 2) Site visit & HMS Report = $1,000+gst
> ***Total $1,400+ gst***
> An invoice will be prepared and dispatched on your approval of draft.
>
> 2) As discussed with ESP operations manager, Craig Whiting, asbestos remediation work is recommended and the following three (3) companies have been approach and submitted proposals for consideration.
> i) JA Crockett Asbestos Removals
> ii) TMT Asbestos Removals

iii) Rhino Asbestos Removals

All three (3) Removal companies are known to ESP and varying prices have been submitted with differing conditions. ie: deliverable timelines and methodology, in accordance with SafeWork NSW guidelines for the removal of Friable Asbestos.

Scope of Works

1) SafeWork NSW regulatory compliance applications and completion certification permits.
2) Prestart Baseline suspended particulate monitoring
3) Boundary monitoring during 'clean'
4) Visual 'clearance' following remediation works

ESP will project manage the ceiling space "clean and clear" – Estimate cost not to exceed $9,500+gst

Please review and respond at your convenience

Cheers
David Whiting, AIOH, NATA 3110
director
ESP – Environmental & Safety Professionals

Report for

NEWCASTLE BRIDGE CLUB

Prepared by

ESP – ENVIRONMENTAL & SAFETY PROFESSIONALS
5 Newton Street
Broadmeadow NSW 2292
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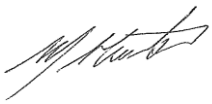
ESP Job: J43370 – August 2020

DISTRIBUTION:

ESP Document Control:

Prepared By	Date	Signed
Michael Hunter Senior Consultant	01/09/2020	
Reviewed By	Date	**Signed**
Craig Whiting Operations Manager	7/09/2020	

Deliverable	Status	Date	Recipient
PDF	Final	01/09/2020	Jeff Biddlecombe

ESP - ENVIRONMENTAL & SAFETY PROFESSIONALS
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1 EXECUTIVE SUMMARY

This report presents the findings of a Hazardous Material Survey (HMS) carried on the Newcastle Bridge Club Hall located at 12 Young Drive Broadmeadow.

The survey was authorised by Jeff Biddlecombe representing the Bridge Club. The survey was conducted by ESP - Environmental & Safety Professionals.

The site inspection was carried out 21st August 2020 and included a visual inspection of and sampling of suspected hazardous materials including asbestos containing material (ACM) where practicable.

For the purposes of this report, hazardous materials are limited to Asbestos only.

Summary of Findings

A summary of findings is provided in Table 1 below.

Table 1 – Summary of Hazardous Materials

HAZARDOUS MATERIALS IDENTIFIED	Internal of Hall	External of Hall
Friable Asbestos	No	No
Bonded Asbestos	Yes	Yes

Refer to Appendix 1 - Register of Hazardous Materials for detailed results.

Refer to Appendix 4 - Summary of Results, for details all materials identified, including non-hazardous materials.

The location of hazardous materials throughout the property was assessed by experienced ESP staff with the aid of visual inspection and sampling as/if required.

The results of the HMS are provided in a tabular format which is designed to provide readily available information about the presence of Hazardous Materials in the premises. For the purpose of this report, Hazardous Materials are limited to:

- Asbestos Containing Material (ACM)

Laboratory reports of sample analysis are contained in Appendix 2 - NATA Laboratory Results. Photographs recorded during the survey, which identify Hazardous Materials, are shown in Appendix 3 - Photographs.

CONTENTS

2 INTRODUCTION

ESP - Environmental & Safety Professionals were engaged by Jeff Biddlecombe representing the Newcastle Bridge Club to undertake a Hazardous Material Survey of the Bridge Club Hall located at 12 Young Drive Broadmeadow.

The purpose of the HMS was to identify the presence of hazardous materials in the above-mentioned premises and to prepare a register of hazardous materials identified during the survey. ESP - Environmental & Safety Professionals conducted the HMS inspection on 21st August 2020.

The location of hazardous materials throughout the property was assessed by an experienced ESP consultant with the aid of visual inspection and sampling as/if required.

The results of the HMS are provided in a tabular format which is designed to provide readily available information about the presence of Hazardous Materials in the premises. For the purpose of this report, Hazardous Materials are limited to:

- Asbestos Containing Material (ACM)

Laboratory reports of sample analysis are contained in Appendix 2

Photographs recorded during the survey, which identify Hazardous Materials, are shown in Appendix 3

2.1 Objectives & Scope of Survey

The objective and scope of this HMS were to:

- Identify hazardous materials within the buildings;
- Provide a qualitative risk assessment of the hazardous materials identified;
- Provide recommendations on control measures;
- Prepare a hazardous material register to address legislative compliance.

The survey works and production of this report have been undertaken with consideration of the requirements of:

- *NSW Work Health and Safety Regulation 2017.*
- *SafeWork NSW Code of Practice: How To Manage And Control Asbestos In The Workplace, 2019.*
- *SafeWork NSW Code of Practice: How to Safely Remove Asbestos, 2019*.

No one section or part of a section of this report is to be taken as giving an overall idea of this report. Each section is to be read in conjunction with the whole of this report, including the appendices and attachments.

3 Sample Methodology

3.1 Sampling strategy

The identification of hazardous materials involved visual inspection of all accessible areas and collecting small samples of suspect materials. Where identical suspect materials were detected at different locations, visual confirmation only may have been made rather than additional sample collection. At the time each sample of suspect material was collected the location, condition, accessibility, friability and quantity were recorded.

3.2 Sample analysis

Asbestos Containing Materials
Samples of suspected ACM were collected and analysed by ESP - Environmental & Safety Professionals' NATA accredited laboratory (NATA Reg: 3110).

Samples collected during the HMS were analysed (where appropriate) using polarised light microscopy in conjunction with dispersion staining techniques. The results of all sample analysis were interpreted by qualified personnel. Refer Appendix 2 - NATA Laboratory Results.

Synthetic Mineral Fibre (SMF)
Sampling of SMF was not conducted, visually identified only.

Polychlorinated Biphenyls (PCBs)
Sampling of PCBs was not conducted, Age of Fluro lights observed to be possibly within age of containing PCB.

Lead based paint
Sampling of lead-based paint was not conducted.

Mould
Mould sample not required to be taken.

3.3 Areas not accessed

Areas not accessed during the survey include:

- Concealed ceilings;
- Concealed ceiling linings;
- Concealed ceiling spaces;
- Concealed walls;
- Concealed wall linings;
- Concealed wall cavities;
- Concealed floor linings behind/under inaccessible surfaces;
- Sub Floor

NOTE: - Areas that are inaccessible at the time of this survey may contain ACM, dust or debris and are therefore deemed to contain asbestos.
If demolition, renovations or refurbishment works are to be carried out to any inaccessible areas of the building (beyond the date of this survey), all suspected asbestos containing materials (ACM), dust or debris must be treated as asbestos containing material (ACM) and are to be tested by a qualified or competent sampler. All samples collected are to be sent to a NATA accredited laboratory for asbestos identification testing prior to commencement of any works.

4 LIMITATIONS

This HMS is intended for the use of the client only and should not be used in isolation for tender response purposes or as a substitute for a Demolition Work Method Statement (DWMS).

ESP *note* that this HMS is not to be used as a hazardous materials management plan (HMMP) as it would require additional information such as intrusive sampling of all materials, risk assessment, training, consultation, risk control measures and documented safe working practices and procedures [refer to relevant Safe Work Australia (SWA) formerly NOHSC codes of practice and guidance materials on asbestos and Australian Standard AS 2601 - 2001: Demolition of Structures].

ESP *note* that no inspection can be regarded as absolute and that partial or total demolition/refurbishment of structures may reveal instances of ACM in – situ, which were not discovered during this initial inspection, including beneath existing floor coverings, behind ceiling and wall linings, areas like ceiling spaces where access was inaccessible, not available or not provided at time of inspection. Refer to recommendations regarding a destructive audit prior to demolition works.

This HMS does not report on the presence or otherwise of deleterious dust, debris and crumbling's within the building/structures (i.e. ceiling spaces, exposed roof structure, duct and wall cavities etc.). All dust, debris and crumbling's in this environment have the potential to contain asbestos and other particulates such as lead and should be considered in a HMMP when impacting on the building elements/surfaces.

This HMS was undertaken only in those areas where access was available and does not generally include sub floor areas where access is typically restricted or not practicably available. Where observation would necessitate demolition or damage to wall cladding, floor covering, coatings and plant etc., only limited inspection was made.

Some areas of the building may contain concealed pipework that may be lagged in asbestos containing material which could not be accessed or sampled at the time of this inspection.

Materials, which are also not generally accessed for reasons of safety or because of difficulty of access, include light fittings and electrical backing boards.

Limitations apply to the analytical methods used when identifying asbestos fibres in samples. NATA supports this claim by stating that in materials such as vinyl floor tiles, mastics, sealants, putties and epoxy resins it is extremely difficult to detect the presence of asbestos. This is due to the low grade, small amount, small length and/or diameter of asbestos fibres present in the material.

Measurements/ and quantities mentioned in this report are approximate only.

This survey does not report on potential underground or in - ground/soil hazards or potentially hazardous substances arising from or used in the workplace at the premises.

5 DISCUSSION

Refer to 7.0 - Risk Assessment Criteria for health-based impacts of identified hazardous materials and to Appendix 4 - Summary of Results for details of all materials identified.

5.1 Asbestos (ACM)

ACM has been identified on the site. Refer to Appendix 1 - Hazardous Materials Register.

Areas inaccessible or not available to sample at the time of survey have been “deemed to contain asbestos.” This assessment is based on comparative visual inspections of similar site areas, historic and other reasonable grounds and the likelihood they may contain asbestos.

5.2 Synthetic Mineral Fibres

Synthetic Mineral Fibre (SMF) was identified during the inspection in insulation to the aircon ducts and in hot water heaters. Refer to the Hazardous Materials Register at Appendix 1.

5.3 Polychlorinated Biphenyls

No Polychlorinated Biphenyls (PCBs) were visually identified during the inspection.

5.4 Lead Paint

Lead based paint was not identified during the inspection.

Australian Standard AS4361.2 2017 Guide to Hazardous Paint Management Part 2: Lead Paint in Residential, Public and Commercial buildings defines lead paint in which the lead content (calculated as lead metal) is in excess of 1.0 % by weight of the dry film as determined by laboratory testing. Results are expressed in mg/kg (ppm) or percentage w/w.

5.5 Mould

Mould was not visually observed during the inspection with no samples taken for testing.

6 RECOMMENDATIONS

6.1 Asbestos Containing Materials (ACM)

- Friable ACM where broken or damaged, is a high priority for remediation, and removal should be considered immediately;
- Bonded (non - friable) ACM where broken or damaged, should be a high priority for remediation;
- Bonded ACM, if sealed and undamaged, low risk and in good condition may be left in - situ under control management until affected by proposed demolition or refurbishment works;
- The NSW Work Health and Safety Regulation 2017 requires that *"a person conducting a business or undertaking at a premise that contains asbestos or ACM, to ensure that risk assessment and control measures are carried out in accordance with SafeWork NSW Code of Practice: How To Manage And Control Asbestos In The Workplace, 2019"*;
- ACM should be inspected every 6 months to ensure that it is not deteriorating or contributing to an unacceptable health risk;
- ACM should be clearly labelled in accordance with the above *Code of Practice* to ensure it is not unknowingly disturbed without the correct precautions being taken;
- If ACM is identified, an asbestos management plan should be developed to control any maintenance or building work that may impact on ACM;
- The management plan should be subject to regular reviews to reassess the management processes and their effectiveness in preventing exposure, controlling maintenance workers/contractors, highlighting the need for action to repair/remove ACM and raising awareness among all employees;
- Prior to any proposed demolition or refurbishment works a Destructive Hazardous Materials Audit should be conducted as per AS 2601-2001: Demolition of Structures;
- ACM needs to be removed before any demolition, renovation or refurbishment works;
- All asbestos removal works should be conducted in accordance with state regulations;
- Removal of ACM from the site should only be carried out by a contractor holding appropriate licenses, consents and approvals from the person conducting a business or undertaking, SafeWork NSW and/or other authorities (as required) to transport and dispose of the asbestos waste materials;
- Air monitoring for asbestos fibres should be conducted during ACM removal works; and
- An inspection and clearance report should be provided following the removal of ACM and prior to any proposed demolition or refurbishment works. The asbestos register should then be updated accordingly.

6.2 Synthetic Mineral Fibre (SMF)

During demolition or refurbishment, any works involving SMF should comply with the SWA/NOHSC (1990) Synthetic Mineral Fibres; National Standard for SMF; and the National Code of Practice for the Safe Use of SMFs. All contractors working in areas where SMH is identified and may be impacted should wear appropriate Personal Protective Equipment (PPE) as outlined in the above NOHSC Code.

6.3 Polychlorinated Biphenyls (PCB)

A licensed electrician should confirm the PCB status of capacitors in fluorescent light fittings on the site. Fluorescent light fittings installed pre-1980 may contain PCB filled capacitors.

PCBs should be handled using appropriate PPE. The transportation and disposal of PCB waste is regulated by the Protection of the Environment Operations (Waste) Regulation 2005 and in accordance with NSW OEH (EPA) requirements for PCB's.

6.4 Lead in Paint

Any works impacting paint identified as, or suspected of, containing lead should proceed in accordance with the requirements of Australian Standard AS 4361.2 – 2017 Guide to Hazardous Paint Management Part 2: Lead Paint in Residential, Public and Commercial buildings.

6.5 Mould

If any mould is found and proves to be of an unacceptable type it should be professionally clean/removed to prevent any harm occurring to occupants of the building.

7 RISK ASSESSMENT CRITERIA

There are varying factors which contribute to risk ratings when assessing the potential risk to human health from asbestos, SMF, PCBs and lead based paint.

7.1 Asbestos

Asbestos is primarily a respirable hazard. The health risk is related to the potential of asbestos fibres to become airborne and enter the lower regions of the lung to cause asbestos related disease. To assess the risk of ACM several factors must be considered including condition, friability, accessibility, physical damage, water or fire damage, exposure and environmental impacts. Three key factors in assessment of risk priority for asbestos are:

1. Condition

The condition rating of ACM identified on the site is referred to as follows:

a) **GOOD** - undamaged, not deteriorated and suitable for intended/current use.

b) **FAIR** - minor cracking evident and in need of remedial attention.

c) **POOR** - damaged or deteriorated and in urgent need of removal and/or replacement is required.

2. Friability

Friability relates to the ease in which asbestos fibres may be released into the air when ACM is broken or impacted.

a) **FRIABLE** - means any material that contains asbestos and is in the form of a powder or can be crumbled, pulverised or reduced to powder by hand pressure when dry.

b) **NON-FRIABLE** - means any material (other than friable asbestos material) that contains asbestos and is typically in a bonded matrix.

7.2 Accessibility

Consideration of accessibility relates to the potential of ACM to be impacted or disturbed relative to its physical location.

a) **LOW** - cannot easily be disturbed or damaged because it is isolated from access and view e.g. in ceiling spaces, wall cavities or voids.

b) **MEDIUM** - are visible but not easily accessed e.g. eaves soffits.

c) **HIGH** - may easily be damaged because they are accessible and potentially subject to impacts e.g. wall linings.

7.3 Asbestos Risk Rating

The risk rating is a health-based assessment of risk presented by ACM identified on the site after considering the key risk factors and is logged in the asbestos register at Appendix 1, e.g.:

LOW	ACM is stable and effectively sealed against fibre dispersion to the atmosphere. Health risk is negligible if left undisturbed and under the control of an asbestos management plan.
MEDIUM	ACM is identified, whilst not seen at present as a substantial risk. Materials are located in areas that are subject to potential deterioration or disturbance and possible future risk. Appropriate abatement measures should be taken as soon as possible. Until then, appropriate labelling and effective use of an asbestos management plan is seen as necessary.
HIGH	ACM is in a damaged/poor condition or friable and exposed state, such that asbestos fibres are being or are likely to be released to the atmosphere. Potential health risk. The immediate removal of this asbestos containing material is recommended with isolation by signage, barriers and management control until removal is completed.

7.4 Synthetic Mineral Fibre

SMF risk can be assessed using similar factors to asbestos. However, unlike asbestos, SMF is an inspirable hazard affecting the upper respiratory system and can cause coughing, irritation and itching of the skin and eyes. Where non-friable (bonded) and in good condition, the SMF insulation found on the site is considered to be low risk.

However aged and degraded SMF material can become friable (and a potential respirable health hazard) if fibres have a diameter smaller than 3 microns, a length longer than 5 microns and a length-to-diameter ratio larger than or equal to 3.

7.5 Polychlorinated Biphenyls

Polychlorinated biphenyls (PCBs) are organochlorine compounds which are mixtures of individual chlorinated compounds. PCBs are a toxic irritant and a known or suspected carcinogen. Exposure to PCBs may occur via ingestion, inhalation or dermal (skin) contact. The effects on human health depend on exposure time, concentration and the toxicity of the particular PCB.

Fluorescent light fittings installed pre-1980 may contain PCB filled capacitors. If such capacitors were intact, good condition and not leaking, then they would be considered as low risk.

7.6 Lead Paint

Lead in any form is toxic to humans when ingested or inhaled. The health risk of lead paint is assessed by the factors of inhalation and ingestion coupled with the condition of the paint i.e. flaking paint is more likely to breakdown and be inhaled or ingested. Where lead paint is in good condition and not flaking it is considered to be low risk.

8 ASSOCIATED CODES AND PRACTICES

The following Codes, Regulations and Standards shall be the minimum applicable to the work. Where a Code of Practice applies to the work, its recommendations shall be mandatory unless stated otherwise in this specification.

Protection of the Environment Operations Act and Regulations 1997

Environmentally Hazardous Chemicals Act 1985

Work Health and Safety Act (NSW) 2011 and relevant codes of practice and Standards

Work Health and Safety Regulation (NSW) 2017 and relevant codes of practice and Standards

Australian Standard 2601-2001: Demolition of Structures

SafeWork NSW Code of Practice: How to Safely Remove Asbestos 2019

SafeWork NSW Code of Practice: How to Manage and Control Asbestos in the Workplace 2019

National Code of Practice for the Control of Workplace Hazardous Substances

[NOHSC: 2007(1994)]

National Code of Practice for the Labelling of Workplace Substances [NOHSC: 2012(1994)]

National Code of Practice for the Preparation of Material Safety Data Sheets [NOHSC: 2011(1994)]

National Code of Practice for the Safe Use of Synthetic Mineral Fibres [NOHSC: 2006(1990)]

Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Dust [NOHSC: 3003(2005)]

Guidance Note on the Membrane Filter Method for the Estimation of Airborne Synthetic Mineral Fibres [NOHSC: 3006(1989)]

Heritage Act (NSW) 1997

Local Government Act (NSW) 1993

9 ABBREVIATIONS & GLOSSARY

ACM: Asbestos Containing Material.

Asbestos containing material: (ACM) means any material or object that contains asbestos.

Atmospheric Monitoring: means the measurement of the concentration of hazardous substances in the air of the workplace over a specified period of time.

Asbestos: means the fibrous form of the mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals and includes actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos), tremolite, or any material containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.

Amosite: Brown or Grey Asbestos.

Bonded asbestos material: Means any material (other than friable asbestos material) that contains asbestos.

CFCS: Corrugated Fibrous Cement Sheeting.

Chrysotile: White Asbestos.

Crocidolite: Blue Asbestos.

Class AS1 licence: means a licence issued by SafeWork NSW which allows the holder to remove friable asbestos-containing material and non-friable asbestos-containing material as specified in the licence.

Class AS2 licence: means a licence issued by SafeWork NSW which allows the holder to remove non-friable asbestos-containing material as specified in the licence;

Consultation: means the sharing of information and exchange of views between managers, workers and/or their representative(s) on health and safety issues. It includes the opportunity to contribute to decision making in a timely fashion to resolve hazardous substance risks.

Deemed to Contain: Item not tested but based upon materials properties, age, etc. It is presumed to contain asbestos.

Dust and Debris: means visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that are likely to have originated from ACM.

External: Refers to the top or outside of roof sheeting or the outside of building/wall sheeting.

Exposure: means contact that may occur between a hazardous substance and an individual. Exposure commonly occurs through 3 main routes – injection, inhalation and skin contact. Routes of entry may include through the eyes, ears or other body cavities and surfaces.

Exposure Standard: relates to the airborne concentration of individual chemical substances in a worker's breathing zone, which, according to current knowledge, should neither impair the health of nor cause undue discomfort to nearly all workers. National exposure standards are found in the document Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment [NOHSC: 1003(1995)]. Refer to Safe Work Australia for amendments of this Standard for various substances between 1997 and 2005.

FFCS: Flat Fibrous Cement Sheeting.

Friable asbestos material: means, when dry, may be crumbled, pulverised or reduced to powder by hand pressure, or as a result of a work process becomes such that it may be crumbled, pulverised or reduced to powder by hand pressure.

Hazard: is anything that has the potential to result in harm to a person.

High risk situation: Where there is some likelihood of access to hazardous materials, wherein a person may be placed at risk.

HMMP: Hazardous Material Management Plan.

HMS: Hazardous Material Survey.

Internal: Refers to the underside of roof sheeting, or the inside of building/wall sheeting.

Leave in situ: ACM identified but is in good condition, bonded and poses low risk to human health.

NAD: No Asbestos Detected.

NATA: National Association of Testing Authorities.

NOHSCH: National Occupational Health and Safety Commission.

WH&S: Work Health and Safety.

PCB's: Poly Chlorinated Biphenyls.

PDS: Pre-Demolition Survey.

Practicable: having regard to:

- The severity of the hazard or risk in question;
- The state of knowledge about the hazard or risk;
- The availability and suitability of ways to remove or mitigate that hazard or risk; and
- The cost of removing or mitigating that hazard or risk.

Risk: is the likelihood that harm will occur.

Safety Data Sheet (SDS): is a document which a manufacturer or importer must prepare, amend, provide and review that describes the properties and uses of chemicals (which may be hazardous substances and/or dangerous goods). An MSDS must state the product name; identify ingredients, chemical and physical properties, health hazard information, precautions for safe use and handling, and the manufacturers or importer's name and Australian contact details.

SMF: Synthetic Mineral Fibre.

STEL: Short Term Exposure Level.

TWA8: Time Weighed Average - 8 hour.

VFC: Vinyl Floor Covering.

VFT: Vinyl Floor Tiles.

10. Appendices

10.1 Appendix 1 Hazardous Material Register

SUMMARY OF RESULTS

Client: Newcastle Bridge Club **ESP Job No: J43370**

Survey Address: 12 Young Drive Broadmeadow **Survey Date: 21/08/2020**

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
External Materials of Hall										
	-	Foundations	Pier Packers	Possible FFCS	Deemed to Contain asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Old Sash Windows	Putty	Window seal	Deemed to Contain Asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Eaves	Liners	FFCS	Deemed to Contain Asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Front Awning	Liner	FFCS	Deemed to Contain Asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-

SUMMARY OF RESULTS

Client: Newcastle Bridge Club
Survey Address: 12 Young Drive Broadmeadow

ESP Job No: J43370
Survey Date: 21/08/2020

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
	-	Ladies Hand Basin room	Manhole Cover	FFCS	Deemed to contain asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	E74299 & E74300	Back section of hall ceiling Space, including over kitchen and lady's toilet	Plaster	Ceiling space contain deleterious waste	Samples of Debris contains Chrysotile asbestos	Non-Friable	Poor	High	Under Best Practice Have ceiling space cleaned out under Friable conditions	-
	E74301	Back section of hall ceiling Space, including over kitchen and lady's toilet	Plaster	Dust within ceiling space	Dust Sample contains Chrysotile Asbestos Bonded Clusters	Non-Friable	Poor	High	Under Best Practice Have ceiling space cleaned out under Friable conditions	-
	-	Throughout Hall	Fluro Lights internal capacitor	May Contain Enclosed PBC	PBC is an extremely high Carcinogenic	N/A	No visual sign of leakage	If Present High	Have lights checked by Licenced electrician if brownish liquid starts to show, **DO NOT TOUCH seek help in correct clean up procedure**	-

10.2 Appendix 2 - Lab Results

esp Environmental & Safety Professionals

A division of Enviro-Net Australia Pty. Ltd.
ABN 39 067 499 389 ACN 067 499 389 NATA Reg. 3110
www.environet.com.au
Email: esp@esplabs.com.au

Melbourne Laboratory
Unit 2/28 Parker Street
Footscray, Victoria 3011
Ph: (03) 9688 8000

ASBESTOS IDENTIFICATION REPORT

Date: 27 August 2020

ESP Job Number: J43370

Customer: Newcastle Bridge Club

Address: 12 Young Drive, Broadmeadow, NSW

Attention: Jeff Biddlecombe

Reference: –

Site Address: 12 Young Drive, Broadmeadow, NSW, 22292

Sampled By: ESP – Environmental & Safety Professionals

Date Sampled: 21 August 2020

Date Analysed: 27 August 2020

Test Method: Qualitative identification of asbestos types in bulk samples by polarised light microscopy, including dispersion staining and trace analysis, with a calculated practical detection limit of 0.01 %, using methodology in accordance with AS 4964 and ESP in-house Method No. 2.

ESP Lab No.	Sample location (if provided) and sample description	Result	Notes
E74299	1: Super Six Sample – Fibro cement material (150 x 40 x 8 mm)	Chrysotile asbestos detected Amosite asbestos detected	-
E74300	2: Debris - Suspected Super Six – Fibro cement material (70 x 40 x 10 mm)	Chrysotile asbestos detected Amosite asbestos detected	-
E74301	3: Dust Swab No.1 - Ceiling Cavity – Swab (100 x 80 x 3 mm)	Chrysotile asbestos detected (5 x 5 x 2 mm) Synthetic mineral fibre detected	+
E74302	4: Dust Swab No.2 - Ceiling Cavity – Swab (100 x 80 x 3 mm)	No asbestos detected Synthetic mineral fibre detected	-

The results contained in this report relate only to the sample(s) submitted for testing.

ilac-MRA NATA Accreditation No. 3110

NATA Accredited Laboratory
Accredited for compliance with ISO/IEC-17025 - Testing

Notes:
~ As noted in AS 4964, asbestos may be difficult to detect in materials of this type. Therefore, confirmation by another analytical technique is advised.
^ Soil samples exceeding 100 g are examined for fibrous material, and sub-sampled to approximately 40 g using an approved sub-sampling technique (ISO 23909). Sub-sampling may limit the likelihood of detection of asbestos in the sample.
# Mineral fibres of unknown type were detected using polarized light microscopy including dispersion staining. The fibres detected may or may not be asbestos fibres. To confirm the identities of the fibres, another independent analytical technique is required.
+ Dimensions in the 'Result' column indicate the approximate total dimensions of the asbestos fibres/bundles of the preceding type of asbestos.

Approved Identifier: Ross Cooper
Approved Signatory: Ross Cooper

10.3 Appendix 3 - Photos

Photo 1
Pier Packers Deemed to be FFCS and contain Asbestos.

Photo 2
Window Putty Deemed to contain Asbestos.

Photo 3
Eave liners Deemed to be FFCS and contain Asbestos.

Photo 4
Front Awning liner Deemed to be FFCS and contain Asbestos.

Photo 5
Manhole cover FFCS and Deemed to contain Asbestos

Photo 6
Pieces of debris found in rear ceiling space proved to contain Asbestos E74299 &E74300.

Photo 7

Dust Swab from Rear Ceiling Space proved to contain Asbestos E74301

Photo 8

Fluro light fittings throughout building may contain PCB due to age of fittings.

10.4 Appendix 4 Summary of Results

SUMMARY OF RESULTS

Client: Newcastle Bridge Club **ESP Job No: J43370**

Survey Address: 12 Young Drive Broadmeadow **Survey Date: 21/08/2020**

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
External Materials of Hall										
	-	Foundations	Piers	Brick	N/A	-	-	-	No further action required	-
	-	" "	Pier Packers	Possible FFCS	Deemed to Contain asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Walls	Dual material	Front Section Brick Rear Section Timber	N/A	-	-	-	No further action required	-
	-	Roof	Metal	Colour Bond	N/A	-	-	-	No further action required	-
	-	Old Sash Windows	Putty	Window seal	Deemed to Contain Asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Eaves	Liners	FFCS	Deemed to Contain Asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Front Awning	Liner	FFCS	Deemed to Contain Asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-

SUMMARY OF RESULTS

Client: Newcastle Bridge Club **ESP Job No: J43370**

Survey Address: 12 Young Drive Broadmeadow **Survey Date: 21/08/2020**

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
Internal Rooms of Hall										
-	-	Front Foyer	Ceiling	Plaster	N/A	-	-	-	No further action required	-
-	-	" "	Walls	Rendered Bricks	N/A	-	-	-	No further action required	-
-	-	" "	Floor	Tiles	N/A	-	-	-	No further action required	-
-	-	Men's Toilet off Foyer	Ceiling	Plaster	N/A	-	-	-	No further action required	-
-	-	" "	Walls	Rendered Bricks	N/A	-	-	-	No further action required	-
-	-	" "	Floor	Tiles	N/A	-	-	-	No further action required	-
-	-	Office off Foyer	Ceiling	Plaster	N/A	-	-	-	No further action required	-
-	-	" "	Walls	Rendered Bricks	N/A	-	-	-	No further action required	-
-	-	" "	Floor	Carpet	N/A	-	-	-	No further action required	-

SUMMARY OF RESULTS

Client: Newcastle Bridge Club **ESP Job No: J43370**

Survey Address: 12 Young Drive Broadmeadow **Survey Date: 21/08/2020**

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
		Main Hall Section at front	Ceiling	SMF False Ceiling	N/A	-	-	-	No further action required	-
		" "	Walls	SMF False Ceiling	N/A	-	-	-	No further action required	-
		" "	Floor	Carpet	N/A	-	-	-	No further action required	-
		Rear Section of main Hall	Ceiling	Old Horsehair plaster painted with Decorative paint.	N/A	-	-	-	No further action required	-
		" "	Walls	Plaster	N/A	-	-	-	No further action required	-
		" "	Floor	Carpet/Tiles	N/A	-	-	-	No further action required	-
		Storage Cabinets in Main Hall	Total construction	Timber	N/A	-	-	-	No further action required	-
		Kitchen	Ceiling	Plaster	N/A	-	-	-	No further action required	-
		" "	Walls	Plaster/Tiles	N/A	-	-	-	No further action required	-
		" "	Floor	Tiles	N/A				No further action required	-

SUMMARY OF RESULTS

Client: Newcastle Bridge Club
Survey Address: 12 Young Drive Broadmeadow

ESP Job No: J43370
Survey Date: 21/08/2020

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
	-	Ladies Toilet and Hand basin room	Ceiling	Plaster	N/A	-	-	-	No further action required	-
	-	" "	Walls	Plaster	N/A	-	-	-	No further action required	-
	-	" "	Floor	Tiles	N/A	-	-	-	No further action required	-
	-	Ladies Hand Basin room	Manhole Cover	FFCS	Deemed to contain asbestos	Non-Friable	Good	Low	if to be impacted on from renovations, maintenance and/or demolition have removed,	-
	-	Disable Toilets	Ceiling	Plaster	N/A	-	-	-	No further action required	-
	-	" "	Walls	Plaster	N/A	-	-	-	No further action required	-
	-	" "	Floor	Tiles	N/A	-	-	-	No further action required	-
	-	Main hall Front Ceiling Space	Ceiling Material	SMF False tiling Ceiling	No visual Debris in ceiling space	-	-	-	No further action required	-

SUMMARY OF RESULTS

Client: Newcastle Bridge Club **ESP Job No: J43370**

Survey Address: 12 Young Drive Broadmeadow **Survey Date: 21/08/2020**

Photo No	Sample No	Location / Room	Surface Description	Material Description	Material Status	Friable/ Non-Friable	Condition	Risk Rating	Recommendations/Comments	Qty (m^2)
	E74299 & E74300	Back section of hall ceiling Space, including over kitchen and lady's toilet	Plaster	Ceiling space contain deleterious waste	Samples of Debris contains Chrysotile asbestos	Non-Friable	Poor	High	Under Best Practice Have ceiling space cleaned out under Friable conditions	-
	E74301	" "	Plaster	Dust within ceiling space	Dust Sample contains Chrysotile Asbestos Bonded Clusters	Non-Friable	Poor	High	Under Best Practice Have ceiling space cleaned out under Friable conditions	-
	E74302	Back section of hall ceiling Space, including over kitchen and lady's toilet	Plaster	Dust within ceiling space	No asbestos detected in sample	N/A	-	-	As above	-
		Throughout Hall	Fluro Lights internal capacitor	May Contain Enclosed PBC	PBC is a extremely high Carcinogenic	N/A	No visual sign of leakage	If Present High	Have lights checked by Licenced electrician if brownish liquid starts to show, **DO NOT TOUCH seek help in correct clean up procedure**	-

10.5 Appendix 5 – Conclusions and Recommendations.

- Areas and/or materials that were inaccessible or not available to sample at time of inspection are deemed to contain asbestos.
- Asbestos containing material in bonded state if it is to be impacted upon in the future for renovations, Maintenance and/or demolition then it should be removed by a “B” licensed asbestos removalist under bonded asbestos controlled conditions.
- As stated in the summary of Hazardous Material Register the ceiling space needs to be cleaned of asbestos debris and dust containing asbestos debris, due to the nature of this work it is strongly recommended Under Best Practices that the ceiling be Cleaned of asbestos under Friable Conditions using a “A” licenced asbestos removalist.
- Air Monitoring must take place while any asbestos removal is being carried out either being Bonded or Friable.
- A visual clearance must be obtained after the removal of any Bonded asbestos.
- A visual clearance as well as swab testing must be carried out after the removal of asbestos debris and dust from the rear ceiling space.

10.6 Appendix 6 – Satellite Photo.

	TITLE: Satellite Photo – Newcastle Bridge Club Hall" **SITE**: 12 Young Drive Broadmeadow **CLIENT**: Newcastle Bridge Club	**JOB NUMBER**: J43370 **SURVEY DATE**: 21st August2020

LEGEND **Building Survey Boundary**