

# POLICY

## Asbestos Policy

|                               |   |
|-------------------------------|---|
| Date adopted by Council       | 28 June 2021  |
| Minute Number                 | H.06.1  |
| Endorsed by                   | Council Health & Safety Committee   |
| CM Ref                        | CD-101/20   |
| Due for review                | June 2023   |
| Related documents             | Asbestos Register   |
| Responsible officer           | Manager Human Resources   |
| Department/Section            | Corporate Services / Human Resources  |
| Category                      | Personnel   |
| Community Strategic Plan goal | <b>Goal 8</b> Provide Community leadership.   |
|                               | <p><b>CS-2</b> – Form partnerships and participate in networks which address the needs and interests of disadvantaged and disability groups in the community.</p> <p><b>CS-4</b> – Facilitate partnerships which create and support a safe, inclusive and caring community.</p> |



## Policy Statement

Upper Hunter Shire 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.

Many homes, sheds, buildings and underground services throughout the Upper Hunter Shire may contain asbestos. If in doubt, it is better to handle the questionable material as if it was asbestos. Council's involvement in asbestos includes providing education in disposal and provision of waste facilities as well as providing information of the possibility of NOA (Naturally Occurring Asbestos) within the Shire.

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 Local Government 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.



## Objective

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.

## Scope

This policy applies to all of the Upper Hunter Shire 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 2017). Definitions for key terms used in the policy are provided below and acronyms are listed in Appendix C.

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 SafeWork NSW.
- Code of practice on how to safely remove asbestos published by SafeWork NSW (catalogue no. WC03561) published by SafeWork 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.



## Definitions

All terms used in this policy have the standard dictionary definition.

|   |   |
|---|---|
| <b>accredited certifier</b>                       | in relation to matters of a particular kind, means the holder of a certificate of accreditation as an accredited certifier under the <i>Building Professionals Act 2005</i> in relation to those matters.   |
| <b>airborne asbestos</b>                          | means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.   |
| <b>asbestos</b>                                   | means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: <ul style="list-style-type: none"> <li>a. actinolite asbestos</li> <li>b. grunerite (or amosite) asbestos (brown)</li> <li>c. anthophyllite asbestos</li> <li>d. chrysotile asbestos (white)</li> <li>e. crocidolite asbestos (blue)</li> <li>f. tremolite asbestos</li> </ul> a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f). |
| <b>asbestos containing material (ACM)</b>         | means any material or thing that, as part of its design, contains asbestos.   |
| <b>asbestos-contaminated dust or debris (ACD)</b> | means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.   |
| <b>asbestos-related work</b>                      | means work involving asbestos that is permitted under the <i>Work Health and Safety Regulation 2017</i> , other than asbestos removal work.   |
| <b>asbestos removal work</b>                      | means: <ul style="list-style-type: none"> <li>g. work involving the removal of asbestos or asbestos containing material, or</li> <li>h. Class A asbestos removal work or Class B asbestos removal work.</li> </ul>  |
| <b>asbestos removalist</b>                        | means a person conducting a business or undertaking who carries out asbestos removal work.  |
| <b>asbestos waste</b>                             | 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.  |
| <b>certifying authority</b>                       | means a person who is authorised by or under section 85A of the <i>Environmental Planning and Assessment Act 1979</i> to issue complying development certificates, or is authorised by or under section 109D of the <i>Environmental Planning and Assessment Act 1979</i> to issue part 4A certificates.  |
| <b>Class A asbestos removal licence</b>           | 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.  |
| <b>Class A asbestos removal work</b>              | means the removal of friable asbestos which must be licensed under clause 485 of the <i>Work Health and Safety Regulation 2017</i> . 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.   |
| <b>Class B asbestos removal licence</b>  | means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.  |
| <b>Class B asbestos removal work</b>     | 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.  |
| <b>competent person</b>                  | means: a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds: <ul style="list-style-type: none"> <li>a. a certification in relation to the specified VET course for asbestos assessor work, or</li> </ul> a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.           |
| <b>complying development</b>             | 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.  |
| <b>complying development certificate</b> |   |
| <b>contaminant</b>                       | means any substance that may be harmful to health or safety.  |
| <b>contamination of land</b>             | 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   |
| <b>control measure</b>                   | in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.  |
| <b>demolition work</b>                   | 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: <ul style="list-style-type: none"> <li>a. the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or</li> </ul> the removal of power, light or telecommunication poles. |
| <b>development</b>                       | means: <ul style="list-style-type: none"> <li>a. the use of land</li> <li>b. the subdivision of land</li> <li>c. the erection of a building</li> <li>d. the carrying out of a work</li> <li>e. the demolition of a building or work</li> </ul> any other act, matter or thing referred to in section 26 of the <i>Environmental Planning and Assessment Act 1979</i> that is controlled by an environmental planning instrument.                    |
| <b>development application</b>           | means an application for consent under part 4 of the <i>Environmental Planning and Assessment Act 1979</i> to carry out development but does not include an application for a complying development certificate.  |



|                                       |  |
|---------------------------------------|--|
| <b>emergency service organisation</b> | includes any of the following:<br>f. the Ambulance Service of NSW<br>g. Fire and Rescue NSW<br>h. the NSW Rural Fire Service<br>i. the NSW Police Force<br>j. the State Emergency Service<br>k. the NSW Volunteer Rescue Association Inc.<br>l. the NSW Mines Rescue Brigade established under the <i>Coal Industry Act 2001</i><br>m. an accredited rescue unit within the meaning of the <i>State Emergency and Rescue Management Act 1989</i> .   |
| <b>exempt development</b>             | means minor development that does not require any planning or construction approval because it is exempt from planning approval.   |
| <b>exposure standard for asbestos</b> | 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.  |
| <b>friable asbestos</b>               | means material that:<br>a. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry contains asbestos.   |
| <b>health</b>                         | means physical and psychological health.   |
| <b>health monitoring</b>              | of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.  |
| <b>independent</b>                    | in relation to clearance inspections and air monitoring means:<br>a. not involved in the removal of the asbestos<br>b. not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.  |
| <b>in situ asbestos</b>               | means asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.   |
| <b>licence holder</b>                 | means: in the case of an asbestos assessor licence – the person who is licensed:<br>c. to carry out air monitoring during Class A asbestos removal work<br>d. to carry out clearance inspections of Class A asbestos removal work<br>e. to issue clearance certificates in relation to Class A asbestos removal work, or<br>• In the case of an asbestos removal licence – the person conducting the business or undertaking to whom the licence is granted, or<br>• In the case of a major hazard facility licence – the operator of the major hazard facility to whom the licence is granted or transferred. |
| <b>licensed asbestos assessor</b>     | means a person who holds an asbestos assessor licence.   |



|  |   |
|--|---|
| <b>licensed asbestos removalist</b>                | means a person conducting a business or undertaking who is licensed under the <i>Work Health and Safety Regulation 2017</i> to carry out Class A asbestos removal work or Class B asbestos removal work.  |
| <b>licensed asbestos removal work</b>              | means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.   |
| <b>NATA</b>  | means the National Association of Testing Authorities, Australia.   |
| <b>NATA-accredited laboratory</b>                  | means a testing laboratory accredited by NATA, or recognised by NATA either solely or with someone else.  |
| <b>naturally occurring asbestos</b>                | means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.  |
| <b>non-friable asbestos</b>                        | means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.<br><b>Note.</b> Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).   |
| <b>occupational hygienist</b>                      | means a person with relevant qualifications and experience in asbestos management who is a full member of the Australian Institute of Occupational Hygienists (AIOH).   |
| <b>occupier</b>                                    | includes a tenant or other lawful occupant of premises, not being the owner.  |
| <b>officer</b>                                     | means an officer as defined in the <i>NSW Work Health and Safety Act 2011</i>   |
| <b>orphan waste</b>                                | 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.   |
| <b>person conducting a business or undertaking</b> | a 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.   |
| <b>personal protective equipment</b>               | means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.   |
| <b>respirable asbestos fibre</b>                   | means an asbestos fibre that: <ul style="list-style-type: none"> <li>a. is less than three micrometres wide</li> <li>b. more than five micrometres long</li> <li>c. has a length to width ratio of more than 3:1.</li> </ul>  |
| <b>specified VET course</b>                        | means: <ul style="list-style-type: none"> <li>a. in relation to Class A asbestos removal work – the following VET courses: <ul style="list-style-type: none"> <li>• remove non-friable asbestos</li> <li>• remove friable asbestos, or</li> </ul> </li> <li>b. in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or</li> <li>c. in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or</li> <li>d. in relation to asbestos assessor work – the VET course Conduct asbestos assessment associated with removal.</li> </ul> |



|                       |   |
|-----------------------|---|
| <b>structure</b>      | <p>means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:</p> <ol style="list-style-type: none"> <li>buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)</li> <li>any component of a structure</li> <li>part of a structure</li> <li>volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).</li> </ol>  |
| <b>waste</b>          | <p>includes:</p> <ol style="list-style-type: none"> <li>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</li> <li>any discarded, rejected, unwanted, surplus or abandoned substance, or</li> <li>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</li> <li>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</li> <li>any substance prescribed by the regulations made under the <i>Protection of the Environment Operations Act 1997</i> to be waste.</li> </ol> |
| <b>waste facility</b> | <p>means any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).</p>  |
| <b>Worker</b>         | <p>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:</p> <ol style="list-style-type: none"> <li>an employee, or</li> <li>a contractor or subcontractor, or</li> <li>an employee of a contractor or subcontractor, or</li> <li>an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or</li> <li>an outworker, or</li> <li>an apprentice or trainee, or</li> <li>a student gaining work experience, or</li> <li>a volunteer, or</li> <li>a person of a prescribed class.</li> </ol>  |
| <b>workplace</b>      | <p>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.</p>  |



## Procedure

### 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).
- 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 10.7 certificates) where on-site disposal is permitted.

Please see Appendix F for further information on operating licensed landfill facilities which accept asbestos in the Upper Hunter Shire.

### 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:

- Demolition work code of practice 2015
- 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 F.

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         | Record known asbestos site contamination on Section 10.7 certificates where practicable and for Council workplaces, record on Council's asbestos register.   | Sections 5 and 6  |
|                           | Notify stakeholders of land use planning policy requirements relating to contamination.  |                   |
|                           | Manage residential asbestos contaminated land that is not declared 'significantly contaminated' under the Contaminated Land Management Act 1997 (excluding oversight of removal or remediation work which is the role of SafeWork NSW).  |                   |
| Development assessment    | Assess development applications for approval under the Environmental Planning and Assessment Act 1979.   | Section 9         |
|                           | 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.   |                   |
| Demolition                | Approve demolition under the Environmental Planning and Assessment Act 1979.   | Section 9         |
|                           | Council certifiers approve development as complying development under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.   |                   |
| Emergencies and incidents | 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 SafeWork NSW). Council may consider the need to issue a clean-up notice, prevention notice or cost | Section 7         |



|                              |   |            |
|------------------------------|---|------------|
|                              | compliance notice under the Protection of the Environment Operations Act 1997.  |            |
| Naturally occurring asbestos | Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos.  | Section 5  |
|                              | Prepare an asbestos management plan for Council workplaces or road works which occur on land containing naturally occurring asbestos.   |            |
| Residential premises         | 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. | Section 9  |
|                              | Respond to complaints about unsafe work at a residential property that is undertaken by a resident (not a worker, which is the role of SafeWork NSW).   |            |
|                              | Respond to public health risks posed by derelict properties or asbestos materials in residential settings.  |            |
| Waste                        | Manage waste facilities in accordance with environmental protection legislation.  | Section 10 |
|                              | Respond to illegal storage, illegal dumping and orphan waste.   |            |
|                              | Regulate non-complying transport of asbestos containing materials.  |            |

### 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 2017 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 G notes agencies involved in managing asbestos. Various asbestos scenarios requiring stakeholders to work together are outlined in Appendix H.

Part 1 – Asbestos in the Local Government Area: Information for the community





## 5. Naturally occurring asbestos

Local Government NSW conducted a desk audit of historical records in 2015 and has notified Council of a high possibility of NOA (Naturally Occurring Asbestos) in the upper 10m of top soil in a small section of our Shire. Please see Appendix K for map and further information.

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 SafeWork NSW 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, SafeWork NSW is the lead regulator. Requirements for workplaces are summarised in the Naturally-occurring asbestos fact sheet (catalogue no. WC03728) published by WorkCover NSW. Where naturally occurring asbestos is part of a mineral extraction process, NSW Department of Industry 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.

Council has identified a number of quarry sites, roads and residential areas that fall in the area of possible NOA. Any residential development proposed in this area may be reviewed as per section 6.2.

Council will develop an asbestos management plan for naturally occurring asbestos.





## 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 10.7 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 SafeWork NSW 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 10.7 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 10.7(2), it may also inform applicants of any further information available under Section 10.7(5). Council may also use Section 10.7(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. Council may issue notices to land owners or occupiers requiring information about land it has reason to believe may be contaminated by asbestos using section 192 and section 193 of the Protection of the Environment Operations Act 1997.

### **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 4.2, 4.3 and 4.5 of the Protection of Environment Operation Act 1997.

Council may also order a person to demolish, remove, or repair a building if the building is so dilapidated as to present harm to its occupants or to persons or property in the neighbourhood under Schedule 5 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 it constitutes a serious risk to health or safety or an emergency under part 11, clause 27(2) of Schedule 5, of the Environmental Planning and Assessment Act 1979. If a person fails to comply with the terms of an order, that person is committing an offence, and may be taken to court pursuant to section 9.37 of the Environmental Planning and Assessment Act 1979. Council may intervene by carrying out of any work required by the order under clause 33 Schedule 5 of the Environmental Planning and Assessment Act 1979.

If the derelict building is on a site that is a workplace then SafeWork NSW 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 may include working with state agencies in accordance with the NSW Asbestos Emergency Plan and the Disaster Assistance Guidelines. 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, SafeWork NSW 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 SafeWork 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 is categorised as exempt development under the Environmental Planning and Assessment Act 1979 and does not require development consent.. 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 I 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 SafeWork NSW with any queries as SafeWork NSW regulates asbestos removal by workers (as explained in section 9.4). Contact details for Council and SafeWork NSW 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 10.7 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 2017). 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 2017 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 SafeWork NSW under the NSW Work Health and Safety Regulation 2017. 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 J. SafeWork NSW 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 2017).

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 SafeWork NSW
- Notified to SafeWork NSW 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 2017 specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. SafeWork NSW is the lead agency for regulating the safe management of asbestos at workplaces.

#### **9.4.3 Obtaining approval for demolition**

Demolition work is classified as high risk construction work in the NSW Work Health and Safety Regulation 2011 and demolition licences are required for some demolition work. The Demolition Work Code of Practice 2015 provides practical guidance on how to manage the risks associated with the demolition of buildings and 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.

Demolition of development that would be exempt development under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 is also exempt development and does not require consent. This includes minor structures such as carports, fences, sheds and the like.

## **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 SafeWork NSW 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 2017 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 the alternative planning approval is a final planning approval pathway is 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 requirements of relevant environmental planning instruments and 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**

Where required Council may include the following conditions of consent relating to work that involves asbestos: Further information is provided in the Guide to the Model Asbestos Policy.

1. In relation to the demolition or alteration of the existing building (or part of a building) on the site:
  - a. a report prepared by an appropriately qualified person (such as an Occupational Hygienist or Environmental Consultant) is to be submitted to the Certifying Authority, with the Construction Certificate application, detailing whether any asbestos or hazardous materials exist on the site that are affected by the proposed building works and if they exist on site their location and quantity. Hazardous materials include but shall not be limited to lead in paints, ceiling dust, glass fiber insulation and asbestos based products).

Note: If no hazardous materials are identified, the demolition may proceed in accordance with AS2601 and the following conditions, including dust control and SafeWork NSW requirements.

- b. should any hazardous materials be identified as per item (a), a Work Plan shall be submitted to the Certifying Authority with the Construction Certificate



application and set out in accordance with AS2601 – Demolition of Buildings. The report shall contain details regarding:

- i. The type of hazardous material;
- ii. The level or measurement of the hazardous material in comparison to National Guidelines;
- iii. Proposed methods of containment; and
- iv. Proposed methods of disposal.
- v. Details of signage to be provided on the site to comply with the provisions of the Occupational Health and Safety Regulation 2001, to ensure persons are warned, by the use of signs, labels or other similar measures, of the presence of asbestos or asbestos-containing material in a place at which construction work is being carried out.
- c. where unacceptably high levels of lead are found in a premises to be demolished soil samples from site are to be tested by a NATA Registered laboratory before and after demolition and submitted to Council. This will determine whether remediation of the site is necessary.
- d. the demolition must be undertaken in accordance with AS2601.
- e. any works involving asbestos based products must be undertaken in accordance with the requirements of the SafeWork NSW Authority in relation to removal, handling and disposing of material, and the Work Safe Australia Asbestos Code of Practice. (Refer to the information publications provided in your approvals package for more specific information)
- f. all work involving lead removal must not cause lead contamination of air or ground, and the Work Plan submitted to comply with item (b) must comply with the requirements of AS 4361.2-1998 : Guide to lead paint management - Residential and commercial buildings. Particular attention must be given to the control of dust levels on the site.

Details demonstrating compliance with these requirements shall be submitted to, and approved by the Certifying Authority prior to the release of the Construction Certificate.

**Notes:**

- i. Further details regarding requirements for removal of hazardous materials can be obtained from the SafeWork NSW website or at [www.lead.org.au](http://www.lead.org.au).
- ii. Failure to comply with legislative requirements relating to the removal or handling of hazardous materials is likely to result in enforcement action, including fines or prosecution without prior warnings.

(Reason: To ensure the long term health of workers on site and occupants of the building is not put at risk unnecessarily)

2. Prior to the issue of any Occupation Certificate for building works where asbestos based products have been removed or altered, an asbestos clearance certificate signed by an appropriately qualified person (being an Occupational Hygienist or Environmental Consultant) must be submitted to the Principal Certifying Authority (and a copy forwarded to Council) for the building which certifies the following:-
  - a. the building and surrounding land contained within the property lot is free of asbestos; or
  - b. the building has asbestos that is presently deemed safe.



The certificate must also be accompanied by tipping receipts, which detail that all asbestos waste has been disposed of at an approved asbestos waste disposal depot. If asbestos is retained on site the certificate must identify the type, location, use, condition and amount of such material.

Note: Further details of licensed asbestos waste disposal facilities can be obtained from [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

(Reason: To ensure that building works involving asbestos based products are safe for occupation and will pose no health risks to occupants.)

3. Prior to issuing any Occupation Certificate for building works where asbestos based products and other hazardous materials have been removed tipping receipts, which detail that all waste has been disposed of at an approved waste disposal depot shall be provided to the Principal Certifying Authority.

Note: Further details of licensed asbestos waste disposal facilities can be obtained from [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

(Reason: To ensure that building works involving asbestos based products are safe for occupation and will pose no health risks to occupants.)

## 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 SafeWork NSW 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 SafeWork NSW 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.

All Council sites are to ensure Asbestos Management Policy and procedure is complied with. Failure to comply will instigate an investigation.

## 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 SafeWork 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 clause 78 of the Protection of the Environment Operations(Waste) Regulation 2014:

- a. any part of any vehicle in which the person transports asbestos waste must be covered, and leak-proof, during its transportation, and
- b. if the waste consists of bonded asbestos material-it is securely packaged during the transportation, and
- c. if the waste consists of friable asbestos material, it is kept in a sealed container during transportation, and
- d. if the waste consists of asbestos-contaminated soils-it is wetted down.

Asbestos waste that is transported interstate must be tracked in accordance with the Protection of the Environment Operations (Waste) Regulation 2014. The transport of asbestos waste in NSW must be recorded from the place of generation to its final destination. The waste tracking system is administered by the EPA. Operators that use the EPA's WasteLocate system will be in compliance with these requirements. Information about EPA's WasteLocate System can be found at: [www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm](http://www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm)

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 \$7,500 (to individuals) and \$15,000 (to corporations). NSW Courts may impose penalties up to \$250,000 (for individuals) and \$1,000,000 (for corporations) found guilty of committing this offence.

## 10.4 Disposing of asbestos waste at waste facilities

Persons delivering waste to a landfill site must comply with the following requirements:

- Council's waste disposal site requires at least twenty-four hours' notice prior to you bringing any asbestos into the site.
- A person delivering waste that contains asbestos to a landfill site must also inform the landfill occupier of the presence of asbestos when delivering the waste.
- Council will only accept asbestos that has been wetted down and is completely encased in a heavy duty plastic and sealed so no asbestos particles can escape into the atmosphere. The size of the sealed bags must be such that the risk of breakage is minimized. Lining of trucks and trailers is not a preferred option and advice on bag sizing should be sought from Council prior to bagging asbestos.
- 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.
- Asbestos waste from outside of the Upper Hunter Shire will not be accepted.



Non-compliance with these requirements is an offence under the Protection of the Environment Operations (Waste) Regulation 2014 and these offences attract strong penalties.

Please refer to Appendix F and Council's website at <http://upperhunter.nsw.gov.au/our-facilities/waste-depots-transfer-stations.aspx>.

Fees for Asbestos disposal: Refer to Council's Fees and Charges Schedule.

#### **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.
- Additional fees may apply in the instance where asbestos is not packaged correctly.
- The waste has originated from outside of the Upper Hunter Shire.

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 2014).

Individuals may be fined \$7,500 and corporations may be fined \$15,000 under the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (Waste) Regulation 2014 for transporting asbestos waste to a facility that cannot lawfully receive asbestos waste.

Additional fees may apply in the instance where asbestos is not packaged correctly.

### **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 or without the consent of the owner or occupier of the land and 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 \$15,000
- 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 occupant or 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.

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 10.7 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 SafeWork 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 2017. 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 F).

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 firefighting 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 2017:

- 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.

Appropriately licenced contract workers will be employed to undertake the removal of more than 10sqm of bonded asbestos or any quantity of friable asbestos at any one time.

## **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 2017. 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 2017) 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 definitions) is not exceeded in the workplace
- Notify SafeWork NSW immediately if persons are likely to be affected by asbestos fibers or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibers/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 2017, 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.

Any workers who are involved in any activity 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 information and training suitable to their role and the activity.

Workers may be required to sign a statement to the effect that they acknowledge they have received, read and understood a copy of Council's Asbestos Policy and any relevant procedures, or alternatively workers may note this in Council's electronic record keeping system.

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). Training will include training in the hazards and risks associated with naturally occurring asbestos for workers who carry out work where naturally occurring asbestos is likely to be found.

Education and training will only be provided by appropriately accredited individuals. Council is to ensure only SafeWork NSW accredited training providers are used in the training of asbestos removal.

Education and training may include both initial induction and ongoing reinforcement on a regular basis. Council may wish to provide examples of how education and training will be delivered and reinforced such as tool box meetings, general in-house training or on Council's intranet.

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 from Councils Work Health and Safety division.

### **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 2017 (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 2017 (clauses 435-444). Council will ensure these employees are kept on the health monitoring program.

Council is committed to developing a health monitoring administrative principle and procedure.

### **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 2017). 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 registers**

Council is committed to further developing and maintaining the current electronic asbestos registers for buildings, infrastructure and NOA which can be found in Council's electronic document management system and Council's GIS system.

Council's asbestos register will be developed and 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 2017 (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 in Council's electronic document management system.

The asbestos management plan will be accessible, reviewed, revised and otherwise managed as mandated by the NSW Work Health and Safety Regulation 2017 clause 429.

#### **14.2 Asbestos management plan for naturally occurring asbestos**

Council will develop an asbestos management plan for naturally occurring asbestos in the workplace, in accordance with the NSW Work Health and Safety Regulation 2017 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.

Please refer to Council's Safe Work Method Statements for further details on working with non-friable asbestos under 10sm. These documents can be found in the Work Health & Safety section of Council's intranet.

#### **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 2017

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 2017 including the requirements to:

- Notify SafeWork NSW 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 SafeWork NSW that this five days period be waived
- Prepare, supply and keep an asbestos removal control plan
- Obtain a copy of the asbestos register for the workplace before carrying out asbestos removal work at the workplace (this does not apply if the asbestos removal work is to be carried out at residential premises, for example cleaning up asbestos that has been illegally dumped at a residential premises)



- 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 2017.

#### **14.6.1 Removal by Council employees**

Council will ensure that before any Council employee undertakes asbestos (or suspected asbestos) removal work they are:

- Appropriately trained
- Adequately supervised
- Provided with appropriate personal protective equipment and clothing
- Provided access to this policy
- Provided with information about the health risks and health effects associated with exposure to asbestos and the need for, and details of, health monitoring.
- A list of employees trained and nominated to remove asbestos as well as the nominated supervisors will be stored and can be accessed via Council's electronic document management system.

#### **14.6.2 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 2017 that a licence is not required.

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.

Prior to work commencing, 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 and is provided with appropriate health monitoring by their employer.

The licensed asbestos removalist is to provide the following documentation prior to carrying out asbestos removal work:

- Asbestos removal control plan
- Public liability certificate of currency
- Workers compensation certificate of currency
- SafeWork NSW confirmation details to carry out the removal work



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 SafeWork NSW.

#### **14.6.3 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 SafeWork NSW to report the disturbance. SafeWork NSW must be immediately notified if persons are likely to be effected by asbestos fibers or if an air monitoring process records a level above 0.02 fibers/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**

Removal of illegally dumped asbestos material or suspected asbestos material by Council employees will be undertaken in accordance with section 14.6.1 or 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 Transporting and disposing of asbestos waste**

Council will transport and dispose of waste in accordance with the legislation and as outlined in section 10.

### **16.3 Operating Council's waste facilities licensed to accept asbestos waste**

Waste management facilities must be managed in accordance with the Protection of the Environment Operations (Waste) Regulation 2014 including clause 80 which specifies that:

1. A person disposing of asbestos waste off the site at which it is generated must do so at a landfill site that can lawfully receive the waste.
2. When a person delivers asbestos waste to a landfill site, the person must inform the occupier of the landfill site that the waste contains asbestos.
3. When a person unloads or disposes of asbestos waste at a landfill site, the person must prevent:
  - a. Any dust being generated from the waste, and
  - b. Any dust in the waste from being stirred up.
4. The occupier of a landfill site must ensure that asbestos waste disposed of at the site is covered with virgin excavated natural material or (if expressly authorised by an environment protection licence held by the occupier) other material:
  - a. Initially (at the time of disposal), to a depth of at least 0.15 metre, and
  - b. At the end of each day's operation, to a depth of at least 0.5 metre, and
  - c. Finally, to a depth of at least 1 metre (in the case of bonded asbestos material or asbestos-contaminated soils) or 3 metres (in the case of friable asbestos material) beneath the final land surface of the landfill site.

Council has developed a charging policy for receiving asbestos waste, which reflects the actual cost of managing the asbestos waste, plus any applicable levies.

When council is receiving construction, renovation and demolition waste, council should visually screen and may also inspect incoming loads to minimise asbestos contamination risk as this waste may be high risk for asbestos materials.

Council has a charging policy for receiving asbestos waste, which reflects the actual cost of managing the asbestos waste, plus any applicable levies.

When Council is receiving construction, renovation and demolition waste, Council may screen and inspect incoming loads to minimise asbestos contamination risk as this waste may be high risk for asbestos materials. Council shall develop procedures to avoid asbestos contamination in material intended for resource recovery.



Council may issue a receipt for asbestos waste received at a licensed landfill facility. The receipt provided may note the time, date and location of disposal, weight of asbestos containing material disposed, method of disposal (note on handling) and a receipt number. This information must be recorded by the facility, regardless of whether a receipt is issued. Council requires tipping receipts to be submitted prior to issuing any Occupation Certificates for all building work where asbestos based products and/or other hazardous materials have been removed.

### **16.3.1 Asbestos waste incorrectly presented to Council's waste facilities**

This section applies to situations where asbestos waste is taken to a Council waste facility and the waste is:

- not correctly packaged for delivery and disposal (as per sections 9.2 and 9.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials
- taken to a waste facility that does not accept asbestos waste.
- In these situations, Council may record relevant details such as the:
  - contact details of the transporter
  - origin of the asbestos or asbestos containing material
  - amount and type of asbestos or asbestos containing material
  - reasons why the asbestos waste was not properly packaged, disclosed or transported to a waste facility licensed to receive asbestos waste
  - development consent details (if applicable).

Where asbestos waste is not correctly packaged for delivery and disposal, or is not disclosed by the transporter as being asbestos or asbestos containing materials, Council may:

- reject the asbestos waste from the facility
- suggest the transporter re-package the load correctly at the facility
- provide a bay for wetting and/or wrapping the asbestos and protective equipment for the transporter e.g. the option to purchase an asbestos waste handling kit (for non-commercial operators with less than 10 square metres of non-friable asbestos)
- provide the transporter with educational material such as SafeWork NSW fact sheets on correct methods for packaging, delivery and disposal of asbestos
- question the transporter about the source of asbestos waste
- issue a clean-up notice or prevention notice under the Protection of the Environment Operations Act 1997
- issue a compliance cost notice under the Protection of the Environment Operations Act 1997
- issue a penalty infringement notice for improper transport of asbestos (under the Protection of the Environment Operations Act 1997).

Where asbestos waste is taken to a waste facility that does not accept asbestos waste, Council may reject the waste. Where waste is rejected, Council should complete a rejected loads register (a template is available from SafeWork NSW). Council will also inform the transporter 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 2014). If Council suspects that there is a risk of illegal dumping of the rejected waste, Council will inform Council's rangers or Council's compliance officers. Suitable disposal for loads that are refused entry will remain the responsibility of the





transporter and at a later date the transporter will need to demonstrate to Council that the waste has been appropriately disposed.

Where asbestos waste is illegally dumped at an unstaffed waste station, management options for Council include to:

- undertake surveillance via video cameras to issue fines or deter dumping
- provide targeted education to neighbouring landholders to ensure that they do not allow access to the waste station.

#### **16.4 Recycling facilities**

Council should screen and inspect incoming loads at recycling facilities for the presence of asbestos or asbestos containing materials to minimise asbestos contamination risk.

To prevent contamination of recycled products and to manage situations where contamination has occurred, Council should adhere to the guide: Management of asbestos in recycled construction and demolition waste.

#### **16.5 Re-excavation of landfill sites**

The re-excavation of a Council landfill site where significant quantities of asbestos waste are deposited is not encouraged and 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:

- website available to the general public where information on managing asbestos can be found.
- Council also has several internal documents that support this policy.
- conditions of consent
- employee health monitoring plans
- safe work method statements/ procedures for asbestos handling and removal for Council employees



- training registers/ records (relevant to identifying, handling and removing of asbestos materials).

Council intends to support this policy, by preparing the following documents:

| Policies / Documents to be developed   | Expected Completion Date |
|--|--------------------------|
| Asbestos Management Plan   | 2022                     |
| Asbestos Register  | 2022                     |
| Site maps and GPS Coordinates for land fill and underground services                   | 2022                     |
| Site specific Emergency Management Plans   | 2022                     |
| Community education strategy.  | 2022                     |
| Complaints handling procedures   | 2022                     |
| Council's existing risk assessment matrixes and a risk controls checklist for asbestos | 2022                     |
| Maintenance and inspection schedules for Council owned assets                          | 2022                     |
| Naturally Occurring Asbestos management plan   | 2022                     |
| Naturally Occurring Asbestos Register  | 2022                     |
| Asbestos inquiries and complaints response flowchart and checklist                     | 2022                     |

## 18.2 Communicating the policy

This is a publicly available policy. The policy is to be made available via:

- Council's electronic record keeping system
- Council's website [www.upperhunter.nsw.gov.au](http://www.upperhunter.nsw.gov.au)

All employees shall receive information about the policy at induction from the HR Department.

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 2017) 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.

## **Responsibilities**

### **Council's Roles and Responsibilities include:**

- Provide education for the community including home owners, renovators and developers on the identification and safe removal of asbestos is the joint responsibility of councils and State Government agencies.
- Manage public land, which may include naturally occurring asbestos.
- Manage waste by issuing clean up notices, applying controls around asbestos disposal.
- Understand and comply with regulatory responsibilities in situations where Council is the appropriate regulatory authority or planning authority.
- Ensure compliance with all work health and safety legislation including workers education, training and health monitoring of workers
- Ensure any naturally occurring asbestos will remain undisturbed by any work practice of the organisation.
- Ensure contaminated land is cleaned up by the relevant owner.
- Managing an appropriate response, on receiving a formal hand over from emergency services, organisation or combat agency, depending on the nature of the situation in the event of an emergency.
- Council is responsible for approving the majority of development applications and demolitions in the LGA in line with this policies requirement.

### **Senior Managers Group roles and responsibilities include:**

- Insure the development and effective implementation of this policy.
- 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 2017.
- Taking reasonable steps to ensure that Council has and uses appropriate resources and processes to eliminate or minimise risks associated with asbestos.



- Ensure an Asbestos Management Plan is prepared, implemented and kept up to date.

### **Managers' Coordinators roles and responsibilities include:**

- Ensure the effective implementation of this policy.
- Ensure asbestos containing materials are not used, re-used or recycled in the workplace.
- Ensure the exposure of a person to airborne asbestos is eliminated as far as is reasonably practicable.
- Ensure any contractors engaged to work with asbestos are appropriately licensed.
- Ensure workers who report to them have access to this policy and appropriate information, documentation and training.
- Ensure any 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 SafeWork NSW is notified immediately if persons are likely to be exposed to asbestos fibres above 0.02 fibres/ml of air.

### **Workers' roles and responsibilities include:**

- 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.
- 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 F).

## **References and Related Legislation**

- Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork 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 2017.



Version History

| Version No. | Date         | Reason for Review |
|-------------|--------------|-------------------|
| 1           | January 2016 |                   |
| 2           | June 2020    |                   |

# 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 Environmental Health Standing Committee (enHealth) Asbestos: a guide for householders and the general public, Australian Health Protection Principal Committee, Canberra, 2013 (available at:

<http://www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc-asbestos-about>). 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 SafeWork 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 K gives an indication of areas in NSW known to have naturally occurring asbestos.

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 SafeWork NSW, which provides a photograph of naturally occurring asbestos. The SafeWork NSW website provides further information on naturally occurring asbestos and supporting documents on what people can do to avoid contact with naturally occurring asbestos.

## 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 I.

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 e.g. 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 I.

### **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 e.g. fire blankets.

Other places asbestos can be found are listed in Appendix I.

### **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, e.g., 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 e.g., 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, e.g., 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 meter of the surface).

#### **2.4.2 Significantly contaminated land**

For sites that are significantly contaminated, the EPA and SafeWork NSW 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](http://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*.

The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: [www.epa.nsw.gov.au/clm/publiclist.htm](http://www.epa.nsw.gov.au/clm/publiclist.htm)

### **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.
- checking, removing or replacing ceiling insulation which contains asbestos.

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 cases, 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](http://www.environment.nsw.gov.au/waste/illdumpabcommshandbook.htm)

### **Asbestos contractors**

*Choosing an asbestos consultant fact sheet* (catalogue no. WC04547) (WorkCover NSW)

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages [www.yellowpages.com.au](http://www.yellowpages.com.au) or by contacting the Asbestos Removal Contractors Association NSW (ARCA) [www.arca.asn.au](http://www.arca.asn.au) Phone: (02) 8586 3521 or going to [www.safework.nsw.gov.au/asbestos-and-demolition-licence-holders](http://www.safework.nsw.gov.au/asbestos-and-demolition-licence-holders) An asbestos removal contractor's licence can be verified by contacting the SafeWork NSW's Certification Unit on 13 10 50.

### **Asbestos waste**

*Crackdown on Illegal Dumping: A Handbook for Local Government*, 2007 (EPA)  
[www.environment.nsw.gov.au/resources/warr/200845IllegalDumping.pdf](http://www.environment.nsw.gov.au/resources/warr/200845IllegalDumping.pdf)

*Management of asbestos in recycled construction and demolition waste*, 2010 (SafeWork NSW)  
[http://www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0016/51730/SW08774-Management-of-asbestos-in-recycled-construction-and-demolition-waste-guide.pdf](http://www.safework.nsw.gov.au/__data/assets/pdf_file/0016/51730/SW08774-Management-of-asbestos-in-recycled-construction-and-demolition-waste-guide.pdf) For information on illegal dumping and safely disposing of asbestos waste visit the EPA website:  
[www.environment.nsw.gov.au](http://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](http://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](http://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://>

### **Health**

*Asbestos and health risks fact sheet*, 2007 (Ministry of Health)  
[http://www.health.nsw.gov.au/factsheets/environmental/asbestos\\_fs.html](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/plus.asp](http://www.health.nsw.gov.au/publichealth/infectious/plus.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 (SafeWork NSW)

<http://www.SafeWork>

[NSW.nsw.gov.au/formspublications/publications/Pages/Workingwithasbestosguide.aspx](http://www.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 SafeWork NSW

<http://www.SafeWorkNSW.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 SafeWork NSW

<http://www.SafeWorkNSW.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 – 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                           |
| NOA  | Naturally Occurring Asbestos  |
| NSW  | New South Wales   |
| SEPP | State Environmental Planning Policy                                   |
| VET  | Vocational Education and Training                                     |

## Appendix D – Relevant contacts

Council residents can access information from the following areas:

### Asbestos-related disease organisations (non-exhaustive)

#### Asbestos Diseases Foundation Australia Inc.

Phone: (02) 9637 8759  
Helpline: 1800 006 196  
Email: [info@adfa.org.au](mailto:info@adfa.org.au)  
Website: [www.adfa.org.au](http://www.adfa.org.au)

#### Asbestos Diseases Research Institute

Phone: (02) 9767 9800  
Email: [info@adri.org.au](mailto:info@adri.org.au)  
Website: [www.adri.org.au](http://www.adri.org.au)

#### Australian Institute of Occupational Hygienists Inc.

Phone: (03) 9336 2290  
Email: [admin@aioh.org.au](mailto:admin@aioh.org.au)  
Website: [www.aioh.org.au](http://www.aioh.org.au)

#### Dust Diseases Board

Phone: (02) 8223 6600  
Toll Free: 1800 550 027  
Email: [enquiries@ddb.nsw.gov.au](mailto:enquiries@ddb.nsw.gov.au)  
Website: [www.ddb.nsw.gov.au](http://www.ddb.nsw.gov.au)

#### Environment Protection Authority (EPA)

Phone: (02) 9995 5000  
Environment line: 13 15 55  
Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)  
Website: [www.environment.nsw.gov.au/epa](http://www.environment.nsw.gov.au/epa)  
EPA Information about transport and disposal of asbestos  
Website: [epa.nsw.gov.au/managewaste/house-asbestos-land.htm](http://epa.nsw.gov.au/managewaste/house-asbestos-land.htm)

#### Asbestos Awareness in the Australian Home

Website: [www.asbestosawareness.com.au](http://www.asbestosawareness.com.au)

#### 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](http://www.yellowpages.com.au) or contact:

#### Asbestos Removal Contractors Association NSW (ARCA)

Phone: (02) 9642 0011  
Email: [info@arca.net.au](mailto:info@arca.net.au)  
Website: [www.arca.asn.au](http://www.arca.asn.au)

Verification of an asbestos removal contractor's licence can be checked by contacting SafeWork NSW's Certification Unit Phone: 13 10 50

#### Civil Contractors Federation (CCF)

Phone: (02) 9009 4000  
Email: [mtearle@civilcontractors.com](mailto:mtearle@civilcontractors.com)  
Website: [www.civilcontractors.com](http://www.civilcontractors.com)

#### Demolition & Contractors Association (DCA) NSW

Phone: (02) 8586 3555  
Email: [demolitionassn@bigpond.com](mailto:demolitionassn@bigpond.com)  
Website: <http://demolitioncontractorsassociation.com.au>

#### SafeWork NSW

Website: [SafeWork.NSW.nsw.gov.au/information-searches/asbestos-demolition-licence-holders](http://SafeWork.NSW.nsw.gov.au/information-searches/asbestos-demolition-licence-holders)

## **Local Government and Shires Associations of NSW (LGSA)**

Phone: (02) 9242 4000

Email: [lgsa@lgsa.org.au](mailto:lgsa@lgsa.org.au)

Website: [www.lgsa.org.au](http://www.lgsa.org.au)

## **NSW Ombudsman**

Phone: (02) 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

Website: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

## **Upper Hunter Shire Council**

Upper Hunter Shire Council Environmental and Customer Services Department

Telephone: (02) 6540 1136

Website: <http://upperhunter.nsw.gov.au/our-services/public-health/working-with-asbestos.aspx>

## **Training providers (non-exhaustive)**

### **TAFE NSW**

Phone: 1300 131 499

Website: [www.tafensw.edu.au](http://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](http://www.lgti.com.au)

### **Comet Training**

Phone: (02) 9649 5000

Website: [www.comet-training.com.au/site](http://www.comet-training.com.au/site)

### **Masters Builders Association (MBA)**

Phone: (02) 8586 3521

Website: [www.masterbuilders.com.au](http://www.masterbuilders.com.au)

### **Asbestos Removal Contractors Association NSW (ARCA)**

Phone: (02) 9642 0011

Website: [www.arca.asn.au](http://www.arca.asn.au)

### **SafeWork NSW**

SafeWork NSW Information Centre Phone: 13 10 50

SafeWork NSW– Asbestos/Demolition Hotline Phone: (02) 8260 5885

Website: [www.SafeWorkNSW.nsw.gov.au](http://www.SafeWorkNSW.nsw.gov.au)

## **Appendix E – 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.

Council's operating licensed landfill facility/facilities that accept/s asbestos waste as defined in Schedule 1 of the PIEO Act include:

- Aberdeen Waste Facility      EPL 13107  
45 Wells Gully Rd, Aberdeen  
Operational Hours:  
Monday, Wednesday and Friday from 8:00am to 4:30pm  
Saturday and Sunday from 9:00am to 4:00pm.

\*Council only accepts asbestos waste which has originated within the shire.

Contracting a private business that operates a licensed landfill facility/ facilities that accepts asbestos waste.

- None Identified

### **Waste management facilities in other areas that accept asbestos wastes**

A list of licensed landfills that may accept asbestos waste from the public is available on the EPA website at: <http://www.epa.nsw.gov.au/managewaste/house-asbesto-land.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 F – Asbestos-related legislation, policies and standards**

- *Demolition work code of practice 2015 (catalogue no. WC03841)* Contaminated Land Management Act 1997
- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork 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 2014*
- *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 2017*
- *Workers' Compensation (Dust Diseases) Act 1942.*



## Appendix G – 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](http://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 dependents
- 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 SafeWork NSW with senior officials from:

- Department of Planning and Infrastructure
- NSW Department of Industry 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 SafeWork NSW website: [www.SafeWorkNSW.nsw.gov.au](http://www.SafeWorkNSW.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 SafeWork NSW to assist Councils to adopt and implement a model asbestos policy. The project is outlined at: [www.lgsa.org.au/key-initiatives/asbestos](http://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.

## **SafeWork NSW**

SafeWork NSW is responsible for the issuing and control of licences that are issued to all asbestos removal and demolition contractors. SafeWork NSW 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.

SafeWork NSW administers work health and safety, injury management, return to work and workers compensation laws, and manage the workers compensation system. SafeWork NSW'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 SafeWork NSW website provides a wide range of asbestos resources, support networks and links at:  
[www.SafeWorkNSW.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx](http://www.SafeWorkNSW.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](http://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](http://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](mailto:info@safeworkaustralia.gov.au)

Website: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

## Appendix H – 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)<br>SafeWork NSW                   |
| Handover to Local Council, owner of property or NSW Police – crime scene following a minor incident | Local Council<br>NSW Police  |  |
| Handover to State Emergency Recovery Controller   | State Emergency Recovery Controller                                | Recovery Committee<br>Local Council<br>EPA<br>SafeWork NSW |
| Handover to Recovery Committee following a significant incident                                     | Recovery Committee (formed by State Emergency Recovery Controller) | Local Council<br>EPA<br>SafeWork NSW                       |
| Remediation not requiring a licensed removalist   | Local Council  | Principal Certifying Authority<br>SafeWork NSW (workers)   |
| Remediation requiring licensed removal work   | SafeWork NSW   | Local Council<br>Principal Certifying Authority            |
| Clearance Certificate issued by an Asbestos Assessor  | SafeWork 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 | SafeWork NSW  | Local Council<br>EPA ( <i>Protection of the Environment Operations Act 1997</i><br>Scheduled Activities Public Authorities)  |
| Naturally occurring asbestos part of a mineral extraction process                          | NSW Department of Industry and Services<br>SafeWork NSW   | Local Council<br>EPA ( <i>Protection of the Environment Operations Act 1997</i><br>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><br>Scheduled Activities Public Authorities)<br>SafeWork NSW (workers)   |
| Soil contaminated with asbestos waste and going to be disturbed by a work practice         | SafeWork NSW  | EPA ( <i>Protection of the Environment Operations Act 1997</i><br>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><br>Scheduled Activities Public Authorities, declared contaminated land sites)<br>SafeWork NSW (workers on site) |
| Potential for exposure on public land  | EPA ( <i>Protection of the Environment Operations Act 1997</i><br>Scheduled Activities Public Authorities)  | Local Council<br>SafeWork NSW (workers on site)  |
| Soil contaminated with asbestos waste but at a mine site                                   | NSW Department of Industry and Services<br>EPA ( <i>Protection of the Environment Operations Act 1997</i><br>Scheduled Activities Public Authorities) | Local Council  |



## Residential settings

| Scenario  | Lead organisation                   | Other regulators                    |
|---|-------------------------------------|-------------------------------------|
| Safe Management of asbestos including: <ul style="list-style-type: none"> <li>• identification</li> <li>• in situ management</li> <li>• removal requirements</li> <li>• disposal requirements.</li> </ul> | Local Council<br>Private Certifiers | SafeWork NSW<br>EPA                 |
| Site contaminated due to past uses  | Local Council                       | SafeWork NSW<br>EPA                 |
| Licensed removal work required  | SafeWork NSW                        | Local Council<br>Private Certifiers |
| Removal does not require a licensed removalist  | Local Council<br>Private Certifiers | SafeWork NSW (workers)              |
| Transport or waste disposal issues  | Local Council                       | EPA                                 |
| Derelict property with fibro debris   | Local Council or Multi- agency      | Multi- agency                       |

## Site contamination

| Scenario                                   | Lead organisation        | Other regulators    |
|--|--------------------------|---------------------|
| Asbestos illegally dumped                  | Local Council            | EPA<br>SafeWork NSW |
| Site contamination at commercial premises  | See Workplaces           |                     |
| Site contamination at residential premises | See Residential settings |                     |

## Waste

| Scenario                           | Lead organisation  | Other regulators  |
|------------------------------------|--|---|
| Waste temporarily stored on-site   | SafeWork NSW (worksites)<br>EPA and Local Council (non-worksites)                              |   |
| Waste transported by vehicle       | EPA  | SafeWork NSW  |
| Waste disposed of onsite           | Council or EPA as illegal dumping or pollution of land if no valid Council development consent | Local Council (consent required to dispose onsite) (Section 10.7 property certificate and development assessment process) |
| Waste going to landfill site       | EPA (advice)   | Local Council (if managing licensed landfill)   |
| Waste to be transported interstate | EPA  |   |
| Waste for export                   | Australian Customs and Border Protection Service   | SafeWork NSW<br>Department of Education, Employment and Workplace Relations   |

## Workplaces

| Scenario  | Lead organisation   | Other regulators  |
|---|---|---|
| Asbestos installed/supplied after 2003 (illegally)  | SafeWork NSW  | Australian Customs and Border Protection Service<br>Australian Competition and Consumer Commission (Imported Goods) |
| Risks to the health of workers  | SafeWork NSW  |   |
| Asbestos management and asbestos going to be removed  | SafeWork NSW<br>NSW Department of Industry and Services (mine sites)  |   |
| Risks to the health of the public from worksites  | SafeWork NSW (Risks to workers)<br>Local Council (Risks to the wider public)<br>Department of Planning and Infrastructure (part 3A approvals)<br>EPA ( <i>Protection of the Environment Operations Act 1997</i> licensed sites) |   |
| Waste stored temporarily on-site at worksites   | SafeWork NSW  |   |
| Transport or waste disposal issues  | EPA   | SafeWork NSW<br>Local Council   |
| Asbestos contaminated clothing going to a laundry   | SafeWork NSW  | EPA<br>Local Council  |
| Contaminated land not declared under the <i>Contaminated Land Management Act 1997</i>             | Local Council   | EPA   |
| ‘Significantly contaminated’ land declared under the <i>Contaminated Land Management Act 1997</i> | EPA   | Local Council   |

## Appendix I – Asbestos containing materials

Some asbestos containing materials found in New South Wales domestic settings (non-exhaustive list)

| Asbestos containing materials  | Approximate supply dates  |
|--|---|
| Cement sheets  | Imported goods supplied from 1903 locally made 'fribrolite'   |
| Cement roofing / lining slates   | Imported goods supplied from 1903 locally made 'fribrolite'   |
| Mouldings and cover strips   | Available by 1920s and 1930s  |
| Super-six (corrugated) roofing   | Available by 1920s and 1930s – 1985   |
| 'Tilex' decorative wall panels   | Available by 1920s and 1930s  |
| Pipes and conduit piping   | Available by 1920s and 1930s  |
| Motor vehicle brake linings  | Available by 1920s and 1930s  |
| Striated sheeting  | Available from 1957   |
| 'Asbestolux' insulation boards   | Available from 1957   |
| 'Shadowline' asbestos sheeting for external walls, gable ends and fences   | Available from 1958 – 1985  |
| Vinyl floor tiles impregnated with asbestos  | Available up until 1960s  |
| Asbestos containing paper backing for  | Available up until 1960s  |
| 'Durasbestos' asbestos cement products   | Available up until 1960s  |
| 'Tilex' marbletone decorative wall panels  | Available from early 1960s  |
| 'Tilex' weave pattern decorative wall panels   | Available from early 1960s  |
| 'Hardiflex' sheeting   | Available from 1960s – 1981   |
| 'Versilux' building board  | Available from 1960s – 1982   |
| 'Hardiplank' and 'Hardigrain' woodgrain  | Available from mid 1970s – 1981   |
| Loose-fill, fluffy asbestos ceiling insulation (which may have moved into wall cavities, cornices and sub-floor areas) | Supplied from 1968 – 1978 by a Canberra contractor and believed to be generally restricted to houses in the Australian Capital Territory with some materials supplied to the Queanbeyan area and some south coast towns |
| Asbestos rope gaskets for wood heaters. Heater and stove insulation  | Dates of supply availability unknown but prior to 31 December 2003  |
| Compressed fibro-cement sheets   | Available from 1960s – 1984   |
| Villaboard   | Available until 1981  |
| Harditherm   | Available until 1984  |
| Highline   | Available until 1985  |
| Coverline  | Available until 1985  |
| Roofing accessories  | Available until 1985  |
| Pressure pipe  | Available until 1987  |

**Source:** NSW Government, 2011, *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*.

## **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 insulation in ceilings, which may have spread to wall cavities, cornices and sub-floor areas

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

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)  
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  
Insulation in ceilings, which may have spread to wall cavities, cornices and sub-floor areas

## 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  
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](http://www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf)

*NSW taskforce Report: Loose-Fill Asbestos Insulation in NSW Homes (2015)*

[http://www.fairtrading.nsw.gov.au/biz\\_res/ftweb/pdfs/Tenants\\_and\\_home\\_owners/Loose\\_Fill\\_Abestos\\_Taskforce\\_Report.pdf](http://www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf) (accessed October, 2015).



## Appendix J – Asbestos licences

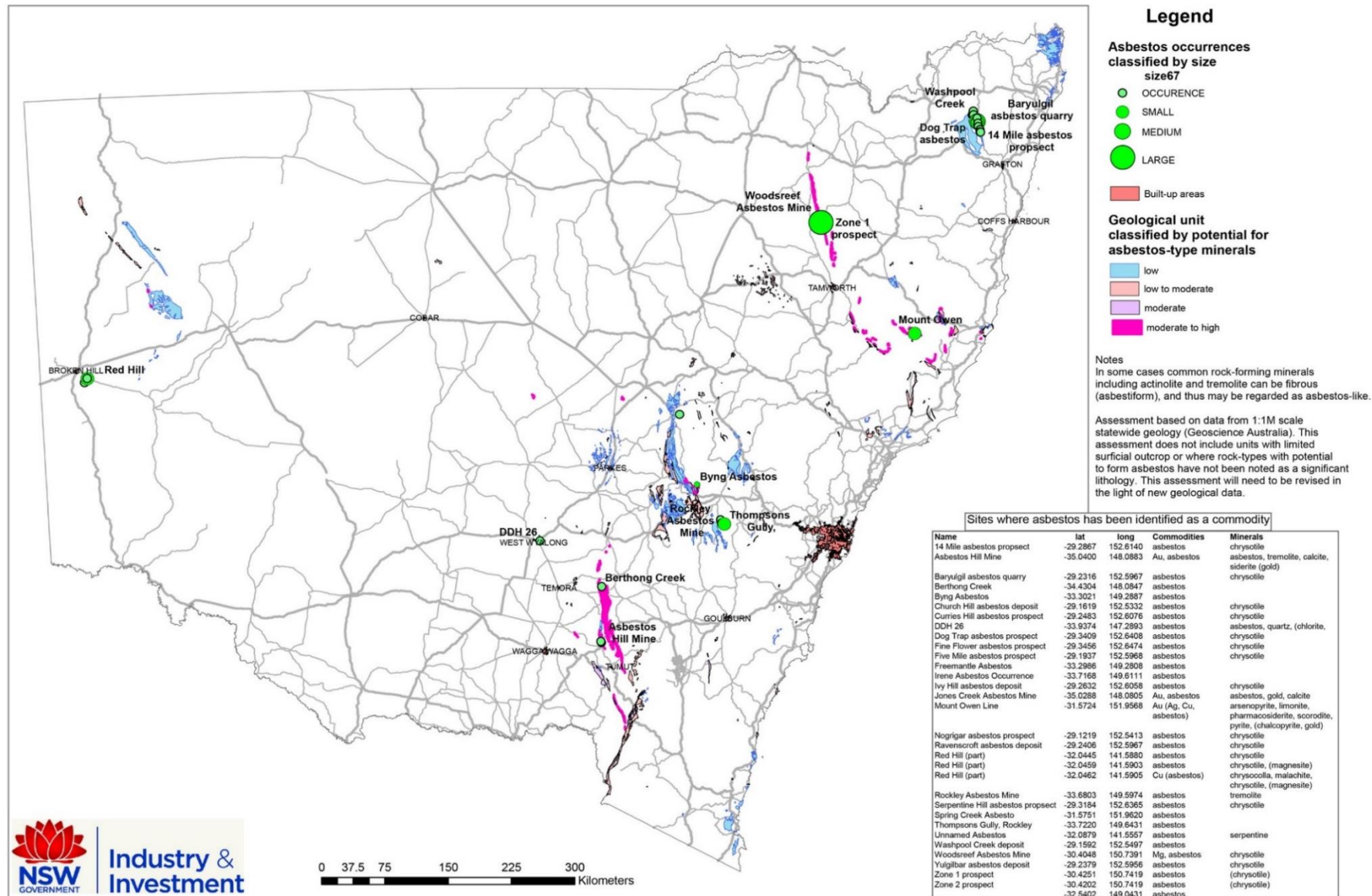
| Type of licence     | What asbestos can be removed?   |
|---------------------|---|
| Class A             | <p>Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> <li>any amount of friable asbestos or asbestos containing material</li> <li>any amount of asbestos containing dust</li> <li>any amount of non-friable asbestos or asbestos containing material.</li> </ul>  |
| Class B             | <p>Can remove:</p> <ul style="list-style-type: none"> <li>any amount of non-friable asbestos or asbestos containing material<br/> <b>Note:</b> A Class B licence is required for removal of more than 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material.</li> <li>asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material.<br/> <b>Note:</b> A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m<sup>2</sup> of non-friable asbestos or asbestos containing material.</li> </ul> |
| No licence required | <p>Can remove:</p> <ul style="list-style-type: none"> <li>up to 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material</li> <li>asbestos containing dust that is: <ul style="list-style-type: none"> <li>associated with the removal of less than 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material</li> <li>not associated with the removal of friable or non-friable asbestos and is only a minor contamination.</li> </ul> </li> </ul>  |

An asbestos removal contractor's licence can be verified by contacting SafeWork NSW's Certification Unit on 13 10 50.

## Appendix K – Known areas of naturally occurring

An updated map to include areas with known and potential for naturally occurring asbestos can be found at:

<https://trade.maps.arcgis.com/apps/PublicInformation/index.html?appid=87434b6ec7dd4aba8cb664d8e646fb06>



PMD - 11/11/2010

