

# Asbestos Removal Fund Operating Guidelines



## Operating Guidelines

## Commentary

### Introduction

The continued legacy of asbestos containing materials (ACM) in government buildings is a significant concern for the South Australian Government, which is committed to protecting the health, safety and welfare of its employees while at work and minimising the risk to the health of employees, contractors and the public from exposure to asbestos. The Government's commitment to this protection is exemplified through the provision of an annual Asbestos Removal Fund.

***Asbestos-containing materials (ACM)*** is any material, object or product that contains asbestos determined by recognised analytical methods in a representative sample.

The Asbestos Removal Fund (ARF) is funded by the Department of Treasury & Finance and was established to make buildings or sites 'asbestos free', thereby eliminating the asbestos hazard and hence exposure and health risk to site occupants. This process is in line with the Federal Government's National Strategic Plan for Asbestos Awareness and Management in Australia 2014-18 which aims to 'prevent exposure to airborne asbestos fibres in order to eliminate asbestos related disease in Australia'.

### Objectives

The principal objectives of the ARF are to:

- Provide for and promote the reduction of ACM within government buildings in a strategic manner consistent with relevant legislation.
- Encourage partnerships within government.
- Maximise removal works such that a holistic view of asset whole of life are considered.

The priorities of programmed asbestos removal projects are reviewed regularly to also take into account occupant needs, risk, economic and political issues.

The program is administered by the Department of Planning, Transport and Infrastructure (DPTI) Asbestos Advisory Team, Technical Services, Asset Management Directorate.

## Legal Obligations

All departments are guided by the *Work Health and Safety (WHS) Regulations 2012*. Section 420 (1) states a person with management or control of a workplace must ensure, so far as is reasonably practicable that –

- (a) exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable; and
- (b) if it is not reasonably practicable to eliminate exposure to airborne asbestos— exposure is minimised so far as is reasonably practicable.

## Eligibility

The criteria for funding from the ARF have been established by the Department of Treasury and Finance and DPTI Asbestos Advisory Team. The following essential requirements must be met:

- The site where work is to occur must be *SA Government owned or occupied*.
- The removal work must at least be making a building asbestos free.

*High priority sites* should be dealt with as a matter of urgency, as such funding through the ARF is not considered appropriate given the limited frequency of funding applications.

## Projects Eligible for Funding

Funding is for undertaking asbestos removal and reinstatement, including project management, and any legislative requirements such as air monitoring, clearance inspections/certificates and disposal.

Costs associated with scoping the removal and reinstatement costs will not be funded past the 2018-2019 financial year.

## Projects Ineligible for Funding

Funding will not be made available for the following:

- Works which have commenced or been completed.
- Building works not directly associated with the reinstatement of services, fixtures, and other infrastructure to allow for removal of ACM.
- New buildings.
- Works to remedy the effect of *actions* that have been allowed that cause damage to ACM and therefore change the exposure risk of site occupants (i.e. clean up). In this case the liability party should be responsible for remediation costs.
- Emergency works, except under exceptional circumstances.

Examples of *actions* which cause damage include cutting/breaking of ACM during building/maintenance works (without appropriate mitigation measures) resulting in contamination of roof and wall cavities etc.

## **Financial Commitment**

Although not a requirement of the ARF, it is encourage that co-funding be considered by the agency responsible as part of the application process.

Funding can be used to cover costs associated with professional services (including management), approvals, licences and permits integral to the project.

Funding is allocated for a twelve month period commencing each financial year. Large projects, requiring multi-year funding, are encouraged and should be staged to permit funding from consecutive funding cycles over two or more years.

## **Project Procurement, Invoicing and Payment**

Projects are to be administered through AGFMA, under existing facility management contracts.

At project completion (or other milestones) satisfactory achievement (audit) will be assessed by DPTI Asbestos Advisory Team. The timing is contingent upon project value and risk.

These processes are subject to revision and change as structures and processes within government change.

Further details can be found in the ARF RACI provided in Appendix 1.

## **Project Requirements**

All contractors undertaking asbestos removal work for the Government of South Australia shall hold an asbestos removal licence appropriate for the work have and shall be pre-qualified with DPTI as an asbestos removal contractor.

The project should utilise all relevant knowledge, skills and disciplines. Competent professional direction and supervision must be maintained at all stages. In particular the services of a suitably qualified professional with expertise and experience appropriate to the nature of the work are essential.

The project must be delivered in a cost-effective manner to the highest level of probity and SA Government mandated procurement requirements.

Removal and reinstatement are to be conducted in accordance with relevant agency policies and the Asbestos Removal Guidelines (developed by Technical Services, available on intranet site or directly from Advisory team).

## Selection Criteria

Applications for funding are evaluated against the following criteria.

- *Exposure Risk*  
The condition of the ACM identified for removal, the friability nature and the accessibility of the ACM to site occupants.
- *Practicality/Feasibility of removal project*  
Assessment as to how simple/complex /cost effective is it to remove ACM to make a building or a site asbestos free and eliminate the hazard and hence the exposure and health risk to site occupants. Generally, funding preference will be considered for simple/feasible/cost effective projects.
- *Co-funding opportunity*  
The ARF may pay all cost associated with minor removals including the re-instatement costs or pay for the asbestos removal works only; on larger or major projects, may determine an amount based on the merits of the request and the Client Agency commitment to asbestos removal and funding.
- *Asset Whole of Life*  
Demonstration that consideration into how the project maximises the value and delivery of an asset over its whole of life

Projects are generally prioritised over four levels:

### Level 1

High priority for funding, for works on material if further damaged would present immediate risk to on-site personnel/users.

### Level 2

Generally, less urgent but none-the-less important works to be undertaken within two years. ACM identified as requiring removal as soon as practicable.

### Level 3

Generally, actions to be undertaken within five years. ACM identified as requiring care, maintenance and condition monitoring.

#### Level 4

As for Level 3, however the removal may be non-feasible, impractical or cost prohibitive.

### **Funding Rounds**

Funding will be awarded on a yearly basis.

Closing dates for applications will be 30 April, for the following financial year. This date is to allow sufficient time for Agencies to work with their Facility Managers to scope the required works.

### **Process**

In order to ensure high quality service delivery and reinforce the financial assistance being provided, the key steps required of the applicant are:

1. Scope (to be completed by Applicant)
  - Establish priorities, scope and budget.
  - Formalise critical requirements, time frames and other parameters.
  - Formulate brief and submit to review committee, via email template.
  - Obtain email confirmation of acceptance.
2. Review (to be completed by DPTI Technical Services)
  - Committee assess applications
  - Notify confirmation of funding allocation.
3. Procurement (to be completed by Funded Agency)
  - Initiate procurement actions through FAMIS for the appropriate facilities manager to action.
  - Provide the relevant project reference number to DPTI Asbestos Advisory Team to enable project updates regarding timing, budgets and variations. The frequency of which will be determined based on the complexity and expected length of projects. Give notice for inspections and assessments.

Collaboration with DPTI Asbestos Advisory Team should occur throughout the process. Professional assistance from the team is available subject to resource constraints.

A breakdown of the steps and ownership/responsibility of the ARF is provided in Attachment 1.

### **CONTACT DETAILS**

For any further assistance please contact the Asbestos Advisory Team at [DPTI.TSAsbestosServices@sa.gov.au](mailto:DPTI.TSAsbestosServices@sa.gov.au) or 08 8343 2642.

# Attachment 1: ARF RACI Chart

**Portfolio Management Office**

<b>R:</b>	Does the step
<b>A:</b>	Accountable for the step
<b>C:</b>	Consulted with before the step
<b>I:</b>	Informed when the step is completed

# RACI Chart

## Project Asbestos Removal Fund (ARF)

PREPARED BY	Lexi Schwarz
APPROVED BY	Ana Glavinic
LAST UPDATE	22/10/2018

STEP	DESCRIPTION	Technical Services (Asbestos Team)	AGFMA	FM	Agency
<b>This Financial Year (FY 18 - 19)</b>					
1	Process explained to relevant agencies	A/R			I
2	Process explained to relevant FMs		A/R	I	
3	Projects to be funded selected from existing "Wish List"	A/R			
4	Funding awarded and agencies notified	A/R	I		I
5	Job raised in FAMIS	I	C		A/R
6	FM scope work, including a 'pre-demolition' or intrusive survey. Funding for scoping provided by Treasury Fund	I		A/R	
7	<b>HOLD POINT 1:</b> Reinstatement scope of works to be provided to Asbestos Team for general approval. To confirm that the replacement strategy makes sense and in compliance with agency and asbestos unit guidelines (Ensure good value for money)	I	I	A	R
8	Release Hold Point 1	R	I	I	A
9	Commencement of the removal and reinstatement program			A	C/I
10	Progress monitoring (Agency to TS) - timing, budget, variations - frequency (as required)	I			A/R
11	Progress monitoring (TS to monitor through FAMIS) - timing, budget, variations - frequency (monthly fo life of project)	R	I	A	A
12	<b>HOLD POINT 2:</b> Inspection of removal, prior to reinstatement. Requirement for inspection will be determined as part of initial risk assessment of project prior to award	R	I	I	A
13	Release Hold Point 2	R	I	I	A
14	Works completion	I		A/R	C/I
15	Audit of works to confirm standard and conformance with specifications.	A/R		I	C/I
16	Defects/non-conformances identified during audit repaired	I		A/R	
17	SAMIS to be updated, including clearance/removal certificates	I		A/R	
18	Update Asbestos Register - If managed by TS Asbestos Advisory team - Other sites	R I		A/R*	A A/R+
19	Project completion	I		A/R	I
20	Payment - auto approved if not approved by Agency			R	A
21	Reimbursement of project cost (Agency to invoice TS)	R	I		A
22	Contractor performance review. TS to provide information regarding quality and conformance of finished work as part of wider AGFMA audit (informal or formal)	A/R	I	C/I	C

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23	End of year - review of process, lessons learnt	A/R	C	C	C
	*Accountable in scenario where FM is procuring Asbestos report on behalf of Agency + Accountable if Agency procures Asbestos service provider not through TS Asbestos Advisory.				
<b>FY 19-20 onwards</b>					
1	Inform stakeholders regarding changes to process, if any	A/R			I
2	Inform changes in process to relevant FMs, if any		A/R	I	
3	FM scope work, including a 'pre-demolition' or intrusive survey. Agency to fund scoping exercise	C, if needed		R	A/R
4	Application for funding	C/I			A/R
5	Review by Funding Committee	A/R			
6	Funding awarded and agencies notified	A/R	I		I
7	Job raised in FAMIS	I	C		A/R
8	<b>HOLD POINT 1:</b> Reinstatement scope of works to be provided to Asbestos Team for general approval. To confirm that the replacement strategy makes sense and in compliance with agency and asbestos unit guidelines (Ensure good value for money)	I	I	A	R
9	Release Hold Point 1	R	I	I	A
10	Commencement of the removal and reinstatement program			A	C/I
11	Progress monitoring (Agency to TS) - timing, budget, variations - frequency (as required)	I			A/R
12	Progress monitoring (TS to monitor through FAMIS) - timing, budget, variations - frequency (monthly fo life of project)	R	I	A	A
13	<b>HOLD POINT 2:</b> Inspection of removal, prior to reinstatement. To confirm all asbestos removed as scoped and/or practical. Requirement for inspection will be determined as part of initial risk assessment of project prior to award	R	I	I	A
14	Release Hold Point 2	R	I	I	A
15	Works completion	I		A/R	C/I
16	Audit of works to confirm standard and conformance with specifications.	A/R		I	C/I
17	Defects/non-conformances identified during audit repaired	I		A/R	
18	SAMIS to be updated, including clearance/removal certificates	I		A/R	
19	Update Asbestos Register				
	- If managed by TS Asbestos Advisory team	R			A
	- Other sites	I		A/R*	A/R+

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20	Defects/non-conformances identified during audit repaired	I		A/R	
21	Project completion	I		A/R	I
22	Payment - auto approved if not approved by Agency			R	A
23	Reimbursement of project cost (Agency to invoice TS)	R	I		A
24	Contractor performance review. TS to provide information regarding quality and conformance of finished work as part of wider AGFMA audit (informal or formal)	A/R	I	C/I	C
25	End of year - review of process, lessons learnt	A/R	C	C	C

\*Accountable in scenario where FM is procuring Asbestos report on behalf of Agency

.+ Accountable if Agency procures Asbestos service provider not through TS Asbestos Advisory.