

Asbestos Removal Fund (ARF) Operating Guidelines



Government of South Australia
Department for Infrastructure
and Transport

ARF 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.

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 2019-2023* 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 Infrastructure and Transport (DIT) Asbestos Advisory Team, Technical Services.

Asbestos-containing materials (ACM)

is any material, object or product that contains asbestos determined by recognised analytical methods in a representative sample.

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 DIT 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 works 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 (without prior funding approval from previous years).
- 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 may be assessed by DIT 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 DIT 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 DPTI Technical Services, available on intranet site or directly from the Asbestos Advisory Team).

Selection Criteria

Applications for funding are evaluated against the following criteria.

- *Meeting the 'asbestos-free' objective*
- *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 are:

1. Preliminary Application (to be completed by Applicant)
 - Establish priorities, approximate scope and approximate budget submitted by applicant via online form.
 - Identify probable requirements, time frames and other parameters.
 - Formulate brief and submit application via online form.
2. Shortlisting (to be completed by DIT Technical Services)
 - Review and shortlist for probable funding.
 - Notify applicants of shortlisting outcomes.
3. Scope (to be completed by Shortlisted Applicant)
 - Formalise priorities, scope and budget.
 - Formalise critical requirements (including need for pre-demolition/pre-refurbishment intrusive survey), time frames and other parameters.
 - Formalise brief and submit to DIT Technical Services, via email in a provided template.
4. Review (to be completed by DIT Technical Services)
 - Assess final funding application details.
 - Notify confirmation of funding allocation.

5. 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 DIT Asbestos Advisory Team to enable project updates regarding timing, budgets and variations. The frequency of updates will be determined based on the complexity and expected length of projects.
 - All awarded funded must be spent by 30 April.

6. Project Completion and Finalisation (to be completed by Funded Agency)
 - At project completion the asbestos removal notification form, air monitoring and clearance certificates must be provided to DIT Technical Services.
 - Project spend reconciled to DIT Technical Services.
 - DIT Technical Services invoiced via Shared Services.

Collaboration with DIT 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 DPTI Asbestos Advisory Team at DIT.TSAsbestosServices@sa.gov.au or 08 8402 1716.

Attachment 1: ARF RACI Chart

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

RACI Chart

Project Asbestos Removal Fund (ARF)

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STEP	DESCRIPTION	DIT Technical Services (Asbestos Advisory Team)	AGFMA	FM	Agency
1	Process explained to relevant agencies and AGFMA; inform of changes, if any	A/R	I		I
2	Process explained to relevant FMs; inform of changes, if any		A/R	I	
3	Agencies notified of projects that meet preliminary requirements for shortlisting (as a result of being shortlisted in the previous FY, or identified in annual inspection program)	A/R			I
4	Applications for shortlisting submitted	I		C/I	A/R
5	Applications shortlisted	A/R			
6	Agencies notified of projects shortlisted for funding	A/R			I
7	Job raised in FAMIS	I	C		A/R
8	Project scoped, including a 'pre-demolition' or 'pre-refurbishment' intrusive survey	I		A/R	A
9	Applications for funding (based on scoped work) submitted by agencies	C/I		C/I	A/R
10	Applications assessed; Funding awarded and agencies notified	A/R	I	I	I
11	HOLD POINT 1: Removal scope of works provided to DIT Asbestos Advisory Team for endorsement	I	I	A	R
12	Release Hold Point 1	R	I	I	A
13	Commencement of the removal and reinstatement program			A	C/I
14	DIT Asbestos Advisory Team updated at start of project and key milestones - timing, budget, details of FM responsible for procurement, Job Number or FAMIS number, key project milestone dates	I		A/R	A/R
15	DIT Asbestos Advisory Team updated at key milestones and end of project - timing, budget, variations	I	I	A/R	A/R
16	HOLD POINT 2: Removal inspected by independent consultant, prior to reinstatement. Documentation submitted to DIT Asbestos Advisory Team for release of Hold Point	I	I	A/R	A
17	Release Hold Point 2	R	I	I	A
18	Works completed	I		A/R	A
19	Documentation provided to DIT Asbestos Advisory Team to confirm standard and conformance with scope of works	I		A/R	A
20	SAMIS updated (by FM and/or independent consultant), including clearance/removal certificates	I		A/R	
21	Asbestos register updated using an independent consultant (within scope of works for clearance certificate consultant)	I	A/R	A/R	A
22	Project completed	I		A/R	I
23	Project payment (Contractor)			R	A
24	Invoice submitted to DIT Asbestos Advisory Team - Proof of works/contractor payment provided as a schedule	I	I	C/I	A/R
25	Allocated funds transferred to Agency upon verification of invoice	A			I
26	Contractor performance review - Information provided by FM to wider AGFMA audit (informal or formal) regarding quality and conformance of finished work	I	I	A/R	C
27	End of year - review of process, lessons learnt	A/R	C	C	C