

# Asbestos Removal Fund Operating Guidelines

September 2023



**Australian Government**



**Government of South Australia**  
Department for Infrastructure  
and Transport

**Build.  
Move.  
Connect.**



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We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



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# Introduction

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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, 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 (ARF).

The ARF is funded by the Department of Treasury and Finance and was established to make buildings or sites asbestos-free<sup>1</sup> to eliminate the asbestos hazard, and exposure and health risks 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 to eliminate asbestos related disease in Australia'.

## Objectives

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The principal objectives of the ARF are to:

- Provide for and promote reduction of ACM within government buildings in a strategic manner, compliant with relevant legislation.
- Encourage partnerships within government.
- Maximise removal works so that a holistic view of asset life is considered.

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

The program is administered by the Department of Infrastructure and Transport (The Department), Building Projects, Asbestos Advisory Team (AAT).

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<sup>1</sup> In the context of the Asbestos Removal Program, 'asbestos-free' means all identified asbestos-containing materials have been removed from a building or site. However, due to the limitations of non-destructive inspections while a building or site is occupied, additional asbestos materials may be present and could be uncovered during demolition. Therefore, before proceeding with a refurbishment or demolition, a thorough inspection and destructive survey must be conducted in line with regulations 447 and 448 in the Work Health and Safety Regulations 2012.

# Legislative Obligations

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All departments are governed by the Work Health and Safety (WHS) Regulations 2012.

Section 420 (1) of the WHS regulations, states:

A person with management or control of a workplace must ensure, so far as is reasonably practicable that:

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

## Eligibility

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

- The site where work is to occur must be South Australian Government owned or occupied.
- The removal work should aim to make a site or building asbestos-free.
- Other Asbestos high-risk projects may also be considered.
- The ARF fund is not intended as a maintenance fund or for small piecemeal removal work.

## Projects Ineligible for Funding

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Funding will not be 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 re-instatement of services, fixtures, and other infrastructure to allow for removal of ACM.
- New buildings or additions.
- Works to remedy the effect of actions that have caused damage to ACM and therefore change the exposure risk of site occupants (e.g., damage caused by contractors to asbestos materials). In this case the liable party should be responsible for remediation works and costs.
- Emergency works, except under exceptional circumstances.
- Removal of asbestos products that should be addressed under Agency maintenance programs, except under exceptional circumstances and approved by the AAT.

# Projects Eligible for Funding

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

Costs associated with scoping the removal and reinstatement works are not to be included in requests and will not be funded.

## Financial Commitment

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

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

## Project Procurement, Invoicing and Payment

Projects shall be administered through the Across Government Facilities Management Agreement (AGFMA) contract if practical. Agencies not participating in the AGFMA Contract or those that elect to manage procurement in house, accept all risks associated with the project.

At project completion (or other milestones) satisfactory achievement may be assessed by The Department and the AAT. The AAT may periodically inspect work progressively as delivered.

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

## Project Requirements

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

Competent professional direction and supervision must be maintained at all stages. The services of suitably qualified professionals with expertise and experience appropriate to the nature of the work are essential. All work shall be completed in accordance with The Acts, Regulations, Standards and Codes of Practice relevant to that discipline or trade.

The project must be delivered in a cost-effective manner upholding the highest standards of probity and integrity with Government of South Australia mandated procurement requirements.

Removal and reinstatement works are to be conducted in accordance with relevant agency policies and The Department's [Guideline for Asbestos Management and Removal for Government Sites](#).



## Selection Criteria

Applications for funding are evaluated against the following criteria.

- Meeting the asbestos-free objective, e.g. asbestos-free site or asbestos-free building.
- The condition of the ACM identified for removal, friability, nature and 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 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 asbestos 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.
- Projects are assessed against key selection criteria with highest priority given to making a site or building asbestos-free, high risk asbestos materials and other influencing factors. This includes agency co-contribution, planned asbestos removal programs, remote sites and sites undergoing redevelopment or refurbishment.
- High priority for funding. Site or building made asbestos-free.
- Remote location, part of a planned program or co-contribution by agency may increase likelihood for funding approval.
- Removal of asbestos materials in sound condition that do not pose a risk to occupants if left in situ. This applies to removal of whole building elements or larger volumes of asbestos material, not small piecemeal or maintenance type items.
- Projects are unlikely to be funded if the removal is not feasible or cost prohibitive.

## Funding Rounds

Funding will be awarded on a financial year basis. Closing dates for applications will be advised by the AAT with sufficient time for Agencies to scope the required works with their Facility Managers, procure and complete within that financial year.

## Process

To ensure high quality service delivery and reinforce the financial assistance being provided, the key steps required are:

### Application (to be completed by Applicant)

- Establish priorities, approximate scope, and approximate budget in consultation with FMSP.
- Agencies not participating in the AGFMA Contract or those that elect to procure In-house should consult suitably experienced providers to develop scope and budgets.
- Identify requirements, time frames, formulate brief and submit application via online form.



## Shortlisting (to be completed by DIT Building Projects AAT)

- Review and shortlist for funding.
- Shortlisted applicants may be required to provide additional information if requested by AAT
- Assess final funding application details.
- Notify confirmation of funding allocation

## Pre removal scoping inspection by AAT of approved projects.

- If AAT does not have available resources, a pre-removal intrusive audit will be required by DIT pre-qualified asbestos management consultants engaged by FMSP or Agency for projects managed in-house.

## Procurement (to be completed by Funded Agency)

- Initiate procurement actions through the Facilities Management Service Provider (FMSP) to action. Agencies not participating in the AGFMA Contract or those that elect not to use FMSP, will be required to procure in house.
- Provide relevant project information to DIT AAT to enable project updates regarding timelines, budgets and variations. The frequency of updates will be determined based on the complexity and expected length of projects. As a minimum, quarterly updates, and towards end of financial year, monthly updates.
- Agency to confirm project will be proceeding by 31<sup>st</sup> December. Any projects not confirmed as definitely proceeding by 31 December may have funds withdrawn and redirected to other projects.
- All Approved Projects must be completed and invoiced by 30th May of the financial year.

## Project Completion and Finalisation

- At project completion:
  - Asbestos register is to be updated and all supporting documents uploaded into the Strategic Asset Management Information System (SAMIS) data base by the Asbestos Management Consultant engaged for the project.
  - 'Asbestos Removal Record Form' (2020 version), air monitoring and clearance certificates, marked up plans and photographs must be provided to all stakeholders The Department's AAT CC'd into correspondence.
  - Copy of updated register and the aforementioned supporting documents must be provided to Site with instructions to print and insert into site asbestos folder.
- Financial close out. Once project has been completed, Agency to invoice DIT Building Projects by mid-June to allow sufficient time for processing before end of financial year.
- Collaboration with The Department AAT should occur throughout the process. Professional assistance from the team is available subject to resource constraints.

## Project Reimbursement Process

- On completion of project, contractor/s invoices FMSP or Agency for payment.
- FMSP invoices Agency total project cost inclusive of management fee.
- Agency invoices DIT Building Projects via Shared Services with a copy of invoice CC'd to DIT.
- When invoicing DIT for reimbursement from the ARF, please follow the process below.

Address invoice to:

Andrew Kozirev  
Asbestos Removal Program  
Department for Infrastructure and Transport  
83 Pirie Street Adelaide 5000

Invoice detail:

- Job number raised with FMSP.
- Site where works were performed.
- General detail of works performed.
- Email invoice to Shared Services, [APInvoices@sharedservices@sa.gov.au](mailto:APInvoices@sharedservices.sa.gov.au), requesting the invoice be paid. CC' copy to Andrew Kozirev [Andrew.Kozirev@sa.gov.au](mailto:Andrew.Kozirev@sa.gov.au).
- Shared Services Accounts Payable scan invoice into Basware and flow to The Department for coding and payment approval.

## Contact Details

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For any further assistance, contact the DIT Asbestos Advisory Team at [DIT.AsbestosServices@sa.gov.au](mailto:DIT.AsbestosServices@sa.gov.au) and CC' [Andrew.Kozirev@sa.gov.au](mailto:Andrew.Kozirev@sa.gov.au).

For urgent queries, please call Andrew Kozirev, Asbestos Advisor on 0421 098 956.