ASBESTOS CONTAINING MATERIAL (ACM) SUB PLAN
This plan is recommended for distribution by the Townsville Local Disaster Management Group.

Wayne Preedy  
Local Disaster Coordinator  
Townsville Local Disaster Management Group  
Date: 10 / 04 / 2019

Cr Jenny Hill  
Chair  
Townsville Local Disaster Management Group  
Date: 10 / 04 / 2019
Document Control

Amendment Control

The Asbestos Containing Material (ACM) Sub Plan is a controlled document. The controller of the document is the Townsville Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Local Disaster Coordinator
Townsville City Council
PO Box 1268
Townsville, QLD 4810

The LDC may approve inconsequential amendments to this document. The LDC will ensure that any changes to the content of the document will be submitted to the Townsville Local Disaster Management Group (TLDMG) for approval and be endorsed by the Townsville City Council.

Amendment Register

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
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<td>1.0</td>
<td>Ian Kuhl – consultant</td>
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<td>Angela Lawson &amp; Melissa McKeown</td>
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<td>2013</td>
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<td>14/10/2014</td>
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<td>Tony Walter</td>
<td>Annual review</td>
<td>9th October 2015</td>
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<td>Nov 2016</td>
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<td>Melissa McKeown</td>
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<td>Nov 2017</td>
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<td>8.0</td>
<td>Jane Sutherland</td>
<td>Annual Review – Including Revised Template</td>
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This plan will be reviewed annually by Property Management ready for distribution by 1st November each year.
# Abbreviations List

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<tr>
<td>ACM</td>
<td>Asbestos Containing Material</td>
</tr>
<tr>
<td>ADF</td>
<td>Australian Defence Force</td>
</tr>
<tr>
<td>AWG</td>
<td>Asbestos Working Group</td>
</tr>
<tr>
<td>DCDDSS</td>
<td>Department of Communities, Disability Services and Seniors</td>
</tr>
<tr>
<td>DEHP</td>
<td>Department of Environmental &amp; Heritage Protection</td>
</tr>
<tr>
<td>DHPW</td>
<td>Department of Housing and Public Works</td>
</tr>
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<td>EHO</td>
<td>Environmental Health Officer</td>
</tr>
<tr>
<td>EH&amp;RS</td>
<td>Environmental Health &amp; Regulatory Services</td>
</tr>
<tr>
<td>GHS</td>
<td>Global Harmonised System</td>
</tr>
<tr>
<td>GMP</td>
<td>General Manager Planning</td>
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<tr>
<td>LDC</td>
<td>Local Disaster Coordinator (TLDMG)</td>
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<tr>
<td>LDCC</td>
<td>Local Disaster Coordination Centre</td>
</tr>
<tr>
<td>NDRRA</td>
<td>Natural Disaster Relief and Recovery Assistance</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>QBCC</td>
<td>Queensland Building and Construction Commission</td>
</tr>
<tr>
<td>QFES</td>
<td>Queensland Fire and Emergency Services</td>
</tr>
<tr>
<td>QPS</td>
<td>Queensland Police Service</td>
</tr>
<tr>
<td>SITREP</td>
<td>Situation Report</td>
</tr>
<tr>
<td>TCC</td>
<td>Townsville City Council</td>
</tr>
<tr>
<td>TCC ERG</td>
<td>TCC Emergency Response Group</td>
</tr>
<tr>
<td>TLDMG</td>
<td>Townsville Local Disaster Management Group</td>
</tr>
<tr>
<td>TMEH&amp;RS</td>
<td>Team Manager Environmental Health &amp; Regulatory Services</td>
</tr>
<tr>
<td>TMPM</td>
<td>Team Manager Property Management</td>
</tr>
<tr>
<td>TPHU</td>
<td>Townsville Public Health Unit (Queensland Health)</td>
</tr>
<tr>
<td>TWW</td>
<td>Townsville Waste and Wastewater</td>
</tr>
<tr>
<td>WHSQ</td>
<td>Workplace Health &amp; Safety Queensland</td>
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Plan Matrix

Townsville Local Disaster Management Plan Matrix

Please note: This matrix depicts plans and procedures, which have been grouped based on their relationship to one another rather than on hierarchy or trigger points for activation.

Townsville Local Disaster Management Plan (TLDMP)

- Evacuation & Transport Sub Plan
  - Tsunami Response Sub Plan
  - Shelters and Evacuation Centres Sub Plan
- Community Education & Marketing Sub Plan
- Impact Assessment Sub Plan
  - Asbestos Containing Material (ACM) Sub Plan
  - Resupply Sub Plan
  - Financial Management Sub Plan
- Environmental Health Disaster Management Plan
- Townsville District Functional Health Plan
- Townsville Local Human Social, Economic, Environmental, and Infrastructure Recovery and Reconstruction Plan

Operating Procedures (Internal Council Processes)

- Evacuation Centres SOP
- Place of Refuge SOP
- Public Cyclone Shelter SOP
- Animal Management SOP
- TCC Communications Operating Procedure for Disasters
- Bushfire Mitigation Operations Plan
- Impact Assessment Operating Procedure
- Townsville City Council Human Social Recovery Hub Operating Plan
- Townsville City Council Emergency Response Management Plan (ERMP)
- Magnetic Island Disaster Management Group (MIDMG) SOP
- Magnetic Island Evacuation Centre SOP
- Rollingstone Disaster Management Group (RD MG) SOP
- Townsville Local Disaster Coordination Centre (LDCC) SOP
- TCC Emergency Response Plan - Communication Plan Operational Response
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Part One – Administration & Governance

1.0 Purpose

1.1 To provide a framework for the joint response to the management of Asbestos Containing Material (ACM) between the Local Disaster Management Group (LDMG), the Emergency Response Management Group (ERMG) and other government stakeholders in a disaster situation.

2.0 Scope

2.1 The ACM Disaster Management Sub-Plan forms part of the Emergency Response Management Group (ERMG) plans.

2.2 This plan specifically addresses how the ERMG will respond managing ACM in a disaster situation.

3.0 Objectives

3.1 To define the roles and responsibilities of the LDMG, ERMG and various state government stakeholders in the overall response and management of ACM in a disaster situation.

3.2 To provide effective distribution of relevant information to the community about ACM in a disaster situation.

3.3 To assist the community in dealing with ACM on their private property (where appropriate) during a disaster situation.

3.4 To establish a coordinated response between the various council departments and partner with state government agencies to minimise the public health risk to the community.

4.0 Context and Legislation

4.1 ERMG will take a lead role in managing ACM in conjunction with internal and external stakeholders in accordance with the Management Framework outlined in Section 2.

4.2 In dealing with ACM the ERMG will be required to comply with the following legislation:

- *Public Health Act 2005 & Public Health Regulation 2018* – measures prescribed to prevent and control public health risks (asbestos) in non–workplace areas;

- *Workplace Health and Safety Regulation 2011* Chapter 8 Asbestos and the Code of Practice How to Safely Remove Asbestos 2011. The management of exposure to asbestos during removal in a public place and workplace (the legislation includes environmental monitoring, operator licencing, personal protection measures and documentation). This legislation does not cover the transport of the material for disposal.
• *Environmental Protection Act 1994* and associated regulations. This legislation covers the exposure to asbestos and the emission of asbestos particles during the transport and disposal of asbestos containing material.

5.0 Related Plans

5.1 Other agency / group plans

• Townsville Local Disaster Management Plan
• TCC’s Emergency Response Plan
• TCC’s Waste Services Emergency Response Plan
• TCC’s EH&RS Disaster Management Plan.
• TCC’s Property Management Emergency Response Plan

6.0 Review and Renewal

6.1 TCC’s Property Management will be responsible for reviewing and updating this plan by the 1st November each year in consultation with relevant internal and external stakeholders.
Part Two – Roles and Responsibilities

7.0 Management Framework

7.1 The ERMG chairperson or their delegate will be responsible for the coordination of this ACM Disaster Management Sub Plan during a disaster situation.

7.2 The ERMG chairperson or their delegate will liaise with relevant state government agencies to ensure a coordinated community response between state and local government.

7.3 The ERMG will set up an ACM Management Committee if there is a need for a multi-agency coordinated response. Refer to Section 10.0 ACM Management Committee.

7.4 The ERMG will provide regular reports and updates to the TLDMG regarding its response to and management of ACM.

7.5 State government agencies will form part of the ACM Management Committee.

Figure 1 – Management Framework

Damage assessment, clean-up, collection, transport and disposal
8.0 Activation

8.1 Activation of this plan will follow the direction of the ERMG upon consultation with the TLDMG.

8.2 Trigger points for when this plan will be activated include:

- There has been a weather event that has caused significant damage to buildings (including resident housing) and there is a potential ACM risk. Refer to Section 18.0 Properties Risk.
- The ERMG and/or TLDMG are at Stand-Up level of activation.

8.3 Other factors for considering activation include:

- How many properties have been impacted?
- Scale and intensity of the damage
- Whether the event has caused isolated or widespread damage
- Whether the response needed is within TCC’s normal operating capacity
- Whether the response requires a multi-agency coordinated response.

9.0 External Stakeholders

9.1 The major stakeholders involved are:

- Queensland Police Service (QPS);
- Department of Housing and Public Works (DHPW)
- Queensland Health (TPHU)
- Department of Environment and Science (DES);
- Workplace Health and Safety Queensland (WHSQ);
- Department of Communities (DoC);
- Queensland Fires and Emergency Services (QFES)
### Table 1: External Stakeholder Responsibilities

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Responsibility</th>
</tr>
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<tr>
<td>Queensland Police Service (QPS)</td>
<td>• Assist with restricting access to property/suburb/area if there is a significant public health risk.</td>
</tr>
<tr>
<td>Queensland Health (TPHU)</td>
<td>• Providing advice to the community and other agencies about the health risks from exposure to ACM.</td>
</tr>
<tr>
<td>Department of Housing and Public Works (DHPW)</td>
<td>• Clean up and disposal of ACM from properties under their jurisdiction.</td>
</tr>
<tr>
<td></td>
<td>• NOTE: TCC will need to formally engage DHPW for any services needed under this plan – air monitoring or the like and TCC will be responsible for covering any costs related to DHPW services provided.</td>
</tr>
<tr>
<td>Department of Environment and Heritage Protection (DEHP)</td>
<td>• Providing advice on disposal and transportation of ACM and compliance with the Environmental Protection Act 1994.</td>
</tr>
<tr>
<td></td>
<td>• Approval to set up emergency landfill sites / staging sites.</td>
</tr>
<tr>
<td>Workplace Health and Safety Queensland (WHSQ)</td>
<td>• Providing advice to the working group on the safe handling and removal of ACM. Respond to any asbestos–related matters from a work site.</td>
</tr>
<tr>
<td>Queensland Fire and Emergency Services (QFES)</td>
<td>• Providing information and advice regarding Qld Disaster Management Arrangements. Assist with requests for assistance from the LDMG to the District and/or State Disaster Management Groups (DDMG or SDMG).</td>
</tr>
<tr>
<td>Townsville City Council</td>
<td>• Collection, clean up and disposal of ACM on council owned land/properties.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate any air monitoring with contractors.</td>
</tr>
<tr>
<td></td>
<td>• Assist Qld Health with education and advice to the community.</td>
</tr>
<tr>
<td></td>
<td>• Liaise with state government agencies to ensure a coordinated response.</td>
</tr>
<tr>
<td></td>
<td>• Providing advice to the community and other agencies about health risks from exposure to ACM.</td>
</tr>
<tr>
<td></td>
<td>• Distribution of resident clean–up kits.</td>
</tr>
<tr>
<td></td>
<td>• Undertake collection of any asbestos samples which requires testing.</td>
</tr>
<tr>
<td></td>
<td>• The investigation of public health risks (asbestos in residential properties) under the Public Health Act 2005.</td>
</tr>
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<td></td>
<td>• Issue Public Health Orders to remove or reduce the public health risk.</td>
</tr>
<tr>
<td></td>
<td>• Assist the community to deal with ACM on their private property (where appropriate).</td>
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## 10.0 Roles and Responsibilities

### Table 2: ACM Responsibility Matrix

<table>
<thead>
<tr>
<th>ACM Clean Up Actions</th>
<th>State Government Agencies</th>
<th>LDMG</th>
<th>TCC ERG</th>
<th>Private landowners</th>
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<tbody>
<tr>
<td></td>
<td>QPS</td>
<td>Qld Health</td>
<td>DHPW</td>
<td>DEHP</td>
</tr>
<tr>
<td>Assist with restricting access to property if significant public health risk</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Providing advice to the community about health risk from exposure</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Providing advice to the community about current situation and what action they can take</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Providing advice to workers about health risks, safe handling, licensing. Respond to incidences on a work site.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Serving Public Health Orders under the <em>Public Health Act 2005</em> where property owner has not removed the risk</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Air monitoring during clean-up activities</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Providing advice on disposal, transportation and compliance with the <em>Environmental Protection Act 1994</em></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Approval for set up of emergency landfill sites / staging sites</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall coordination and liaison with state government agencies to ensure a coordinated response</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply and distribution of kits</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean up and removal from own property</td>
<td></td>
<td></td>
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</table>
11.0 ACM Management Committee

11.1 Depending upon the severity of the event and the need for a multi-agency response, there may be a requirement to establish an ACM Management Committee under the ERMG. The chair of the ERMG will determine if a committee is required to respond to a disaster event.

11.2 The committee may include the following agencies (dependent on size and severity of event):

- Chair – ERMG
- LDC – TLDMG
- QPS
- QFES
- DES
- WHSQ
- DHPW
- TCC Environmental Health & Regulatory Services
- TCC Property Management
- TCC Water & Waste
- TCC Construction & Maintenance Operations
- TCC Marketing & Communications

11.3 Meetings will be scheduled by the chair of the committee.

11.4 Refer to Appendix 3 Terms of Reference of the ACM Management Committee.

12.0 Situational Reports

12.1 During activations, the chair of the AWG will provide daily updates and situational reports to the TLDMG. Refer to Appendix 9 – Template AWG Situation Report

12.2 During operations, the Chair of the ACM Management Committee will be responsible for recording key decisions and actions. This can be recorded in the form of a diary or notebook.

13.0 Debriefs

13.1 The Chair of the ACM Management Committee will organise a full debrief with all agencies and personnel involved in the response immediately after the event. The purpose of this debrief is to review the effectiveness of the activation and identify improvements to the process. Following the debrief, PMS will update this sub-plan as required and implement any improvements.

Questions that will be asked during the debrief include:

- What did we set out to achieve?
• What actually happened?
• What did we do well?
• What can we do better next time?

14.0 Procurement Arrangements

The Chair will give direction on the purchasing of supplies and equipment for the ACM response under this Sub Plan.

Costs associated with activation of this Sub Plan are to be collated within TCC’s corporate system for inclusion in any Natural Disaster Relief and Recovery Arrangements (NDRRA) funding applications.

It is important that detailed records are kept of all works undertaken and expenditure incurred. Some important actions are:
• Photographic evidence of before, during and after;
• Detail of plant and equipment hire, when, where and why;
• Detail of staff involved particularly overtime;
• Weighbridge dockets for waste disposal;
• Put in regular claims even during the operational phase; and
• Employ dedicated staff to manage the documentation.
Part Three – TCC Response

15.0 MANAGEMENT & COORDINATION

15.1 The ERMG will be responsible for coordinating council’s response to ACM on council owned land in a disaster situation including damage assessments, clean up, collection and disposal of ACM.

15.2 The supervisors of any council staff involved in the management of the ACM must be fully informed of their responsibilities and workplace health and safety requirements.

16.0 Personnel and Resources

Table 3 – Council Departments and Responsibilities

<table>
<thead>
<tr>
<th>Department</th>
<th>Responsibility &amp; Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLDMG</td>
<td>• Distribution of messages to the community on the safe management of ACM and the provision of information about TCC’s response</td>
</tr>
<tr>
<td>ERG</td>
<td>• Overall management and coordination of council’s response to ACM in a disaster situation</td>
</tr>
<tr>
<td></td>
<td>• Chair AWG</td>
</tr>
<tr>
<td></td>
<td>• Coordinate the clean-up of ACM on council property</td>
</tr>
<tr>
<td>Water</td>
<td>• Clean up and removal of ACM from council’s water infrastructure (i.e. meter boxes, pipework’s, pump stations)</td>
</tr>
<tr>
<td></td>
<td>• TWW have vehicles able to transport over 10m² of ACM</td>
</tr>
<tr>
<td></td>
<td>• Magnetic Island’s Water Recycling Facility have a wash down bay that could be used to decontaminate ACM transport vehicles. (NOTE: this should be confirmed first ERMG)</td>
</tr>
<tr>
<td>Waste</td>
<td>• Bag, wrap, label and remove ACM that has been deposited on the footpath</td>
</tr>
<tr>
<td></td>
<td>• Secure disposal at the landfill</td>
</tr>
<tr>
<td></td>
<td>• Technical advice for collection and disposal</td>
</tr>
<tr>
<td></td>
<td>• Currently have available licenced vehicles for transporting of ACM over 10m²</td>
</tr>
<tr>
<td></td>
<td>• Can provide appropriate training, procedures, licences.</td>
</tr>
<tr>
<td></td>
<td>• Maximum 8 council employees available (awareness training limited on size jobs)</td>
</tr>
<tr>
<td></td>
<td>• Note – larger jobs will be contracted out</td>
</tr>
<tr>
<td>Property Management</td>
<td>• Provision of security personnel to secure High Priority Areas</td>
</tr>
<tr>
<td></td>
<td>• Air monitoring if required (contractors to sample)</td>
</tr>
<tr>
<td></td>
<td>• Coordinate off areas that require cleaning</td>
</tr>
<tr>
<td></td>
<td>• Cannot transport over 10m²</td>
</tr>
<tr>
<td></td>
<td>• Bag, wrap, label and remove ACM from Council property</td>
</tr>
<tr>
<td></td>
<td>• Have a maximum of 25 council employees (awareness training, limited on size of jobs)</td>
</tr>
<tr>
<td></td>
<td>• Note – large jobs will be contracted out</td>
</tr>
<tr>
<td>Department</td>
<td>Responsibility &amp; Capacity</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Maintenance Planning & Operations | • Chair ERG  
• Chair of the AWG  
• Provision of staff to clean up ACM  
• Hiring of approved asbestos removal contractors to assist with clean up and removal  
• Clean up and removal of ACM from parks and gardens |
| Environmental Health & Regulatory Services | • Assist the media team at the TLDMG with health information for the public  
• Provision of factsheets and advice to the public  
• Assist with the distribution of resident clean up kits (if required  
• Assist with the exercising of this plan  
• Determining public health risks  
• Issuing public health orders  
• Obtaining asbestos samples to be sent away for analysis |

### 17.0 Rapid Damage Assessment

#### 17.1 Under the LDMG framework, an assessment of the affected community should be completed within 48 hours to determine the priority and required actions. The assessment will be conducted as part of TCC’s initial rapid assessment of an area which is carried out by Fleet Services, Property Management and External Stakeholders.

#### 17.2 The Rapid Assessment should the following in regard to ACM:

- Whether ACM is likely or not likely to be present
- Locations of ACM risk
- Approximate number of houses/buildings affected
- Whether the ACM risk is high or medium priority

#### 17.3 The Chair of the ACM Committee will convene status update meetings during this phase.
18.0 Properties Risk

Table 4 – Properties risk based on year of build

<table>
<thead>
<tr>
<th>Year</th>
<th>Risk</th>
<th>Production/Circulation of ACM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 – 1979</td>
<td>High</td>
<td>High production, high circulation</td>
</tr>
<tr>
<td>1980 – 1984</td>
<td>Medium</td>
<td>No production, still in circulation</td>
</tr>
<tr>
<td>1985 – 1990</td>
<td>Low</td>
<td>No production, still small quantities in circulation</td>
</tr>
<tr>
<td>1991 – current</td>
<td>Negligible</td>
<td>Use ACM banned, asbestos should not be present, but any actions should proceed with caution</td>
</tr>
</tbody>
</table>

19.0 Response Priority

19.1 There are two possible scenarios:

- **High** – washing machine effect caused by a tidal surge with shattered ACM strewn all over the ground and into the soil like confetti.

- **Medium** – intact ACM damaged, dislodged and dispersed where it is lying on the ground or loose on the structure due to a tornado or severe tropical cyclone. ACM has been mixed with debris (i.e. scattered building materials) in resident’s yards, footpaths, parks, roads, public buildings etc.

19.2 Action required for ACM management will be determined whether the situation is a medium or high priority.

20.0 High Priority Areas

20.1 High priority areas will require a plan of action which would need to be developed on how to secure the site to allow for assessment and clean up. The assessment may require testing to be carried out to determine the extent of contamination. Clean up may require topsoil to be removed if testing demonstrates contamination.

20.2 The immediate response may include preventing entry into an area until the risk is removed or reduced. This may or may not involve the evacuation of residents from the area.

20.3 QPS assistance may be required to deny entry to the high-risk areas by unauthorised persons and to remove persons in danger.
20.4 Once the area has been secured by Police then it may be necessary to establish traffic control using a security company or traffic control company. It will be necessary to establish a system of approved access.

20.5 When the area is secure then detailed investigation can commence on the level of hazard isolating the high-risk areas and identifying the best method of hazard removal. This may require extensive soil decontamination using qualified and licensed ACM removal companies (refer to Appendix 2).

21.0 Medium Priority Areas

21.1 The first and main message for the community is that they should engage a suitably licensed contractor to clean up ACM on their property.

21.2 Council has limited numbers (500) of asbestos response kits for those members of the public that decide to clean up the ACM from their properties by themselves. This will hopefully aid people in cleaning up in a safe manner. Refer to Section 29.0 Community Asbestos Response Kits.

21.3 Council will be responsible for the clean-up of ACM on their own property/land.

22.0 Waste Facilities

22.1 The community needs to be made aware of council waste facilities that are open and approved to accept asbestos including their opening hours.

22.2 If no approved sites are readily available to receive the prepared ACM then approval with DES for a temporary licence to temporarily store ACM at a staging site.

22.3 A priority should be to get approved waste facilities back up and operation as soon as possible to minimise the risk and reduce the cost of double handling ACM.

22.4 Staging sites will need to be established ensuring compliance with the environmental requirements provided by DES. Staging sites may be in the form of secure skip bins located near the incident area and supervised by security guards to prevent unlawful disposal.

22.5 If the current waste facilities are unavailable alternate plans may need to be established for the acceptance of contaminated soil from high priority areas.

22.5 Council will need to liaise with DES for the approval of any storage or staging sites.

23.0 Transportation
23.1 Vehicles used for the transportation of ACM need to be registered with DES as regulated waste transport vehicles. In an emergency situation council can approach DES for temporary registration for the vehicles involved in the removal of ACM.

23.2 During the transportation of ACM and ACM impregnated soil the operators must comply with all licence operational requirements. (e.g. ACM including impregnated soil must be double wrapped/bagged and identified, kept damp so no dust escapes during transport, disposal or temporary storage only at a licenced place)

23.3 Seals on the transport vehicles should be washed down (decontaminated) at the place of disposal. Currently there is no designated wash down facilities for this.

23.4 All loads are to be accompanied by Regulated Waste Tracking documentation.


24.0 Collection

24.1 For private land it is the owner’s responsibility to double wrap the ACM, label it and place it on the kerbside for collection by ERMG.

24.2 A proposed method of collection is to be determined by the ERMG. In previous events crews were employed in the collection of ACM from the footpath of impacted areas in the following manner:

- 1st team – identifies kerbside piles which contains possible ACM and marks the pile accordingly
- 2nd team – picks up the material.

24.3 To avoid exposure to asbestos particles the ACM is to be double wrapped, labelled and placed on pallets/trucks/skips so that the wrapping remains intact.

24.3 If ACM is to be collected from the kerbside then householders will be requested to separate the debris being placed on the kerbside into four piles:

- Metal;
- green waste;
- ACM; and
- the rest.

24.4 Any Council staff involved in the clean-up of ACM must have the appropriate qualifications and carry out work in accordance with work method statements and the use of issued PPE. The clean-up of ACM during a disaster event should be no different than how the staff would deal with it in their daily duties.

### 25.0 Air Monitoring

25.1 The chair of the ERMG and/or the chair of the ACM Management Committee is to coordinate the implementation of air monitoring where appropriate if it is determined that this is necessary. This will most likely be done for high priority areas.

25.2 Air monitoring should be conducted by a suitably qualified contractor/consultant. Details of providers are included in Appendix 2.


### 26.0 Contractors

26.1 If no suitably qualified council staff are available, suitably qualified and licenced contractors/consultants will be required to supervise the handling of ACM.

### 27.0 Public Health Risks

27.1 Local governments under the Public Health Act 2005 are responsible for the management of public health risks arising from asbestos in a domestic setting.

27.2 Where a resident or property owner fails to clean up ACM from their property and a potential public health risk is present at the property, TCC’s EH&RS team will respond. Public Health Orders can be issued to direct the resident or owner to take action.

27.3 Matters about asbestos from a worksite should be forwarded to WHSQ for their action.

### 28.0 Training & Exercises

28.1 Training of personnel will occur through the following means:

- TCC Environmental Health Officers will undertake the Local Government Authorised Persons Asbestos Training delivered by WHSQ.

- TCC Property Management

- TCC’s Maintenance Services and Waste Services staff undertaking asbestos removal work will be required to hold the relevant licence with WHSQ and have a certificate for the unit of competency for the type of asbestos removal work being carried out. The General
Manager Waste Services is responsible for ensuring these staff are licensed and trained.
More info:


28.2 Exercising of this Sub-plan will occur through desk top exercises each year. The Team Manager Environmental Health (TMEH) is responsible for organising these exercises.
29.0 Community Asbestos Response Kits

29.1 Residents should not be encouraged to handle ACM in large quantities. Anything over 10m², the resident should seek assistance from a licensed contractor to collect and remove safely.

29.2 A one off limited number (500) of Community ACM Response Kits are available and stored at the Dalrymple Road Shed (enter Building 3 reception area, walk to the back–storage area). There are three (3) pallets of the Asbestos Kits. (A crowbar is required to open the pallet boxes)

![Image](3 x pallet boxes containing 500 x asbestos response kits in total)

The kits will assist members of the public to safety clean up small quantities of ACM from their property. Residents should be encouraged to stock their own clean-up kit as part of the annual disaster preparedness where possible. The decision to deploy the community kits is made by the ERMG. These community asbestos response kits are disseminated at a community hub point as decided by the ERMG.

29.2 The community response kits are to be checked each year before 1st November. Any replenishment will be at the discretion of the ERMG and budgetary requirements. Refer to Appendix 4 Disaster Kit Checklist.

29.3 The community response kits should contain the following:

<table>
<thead>
<tr>
<th>1 x Disposable Overalls</th>
<th>3 x disposable P2 Respirators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent markers to write on tape</td>
<td>Roll of masking tape</td>
</tr>
<tr>
<td>5 x disposable gloves</td>
<td>2m Sheet of Builders Plastic</td>
</tr>
<tr>
<td>Factsheet - &quot;Safe handling and disposal after a storm or cyclone&quot; (last updated November 2016) FACTSHEET – Safe handling and disposal after a storm or cyclone.pdf</td>
<td></td>
</tr>
</tbody>
</table>
Urgent note: The kits currently contain an outdated version of the factsheets and still refer to Queensland Health as the contact agency for asbestos related issues. The kits were developed when Queensland Health still had legislative jurisdiction over asbestos. At Dalrymple Road Depot where the kits are stored there will be a container filled with 500 x copies of the newly updated factsheet (as seen in photos below). When the decision is made for the kits to be deployed, TCC will need to ensure that when they hand the kits over to the community that they provide them a copy of the newly updated factsheet.

Box containing newly updated factsheets
Box of new factsheets in one of the pallet boxes

29.4 When distributing asbestos kits, residents will be required to read a copy of the factsheet Handling Asbestos Safely after a Storm and then sign the collection notice in Appendix 7.
30.0 Communication & Media Releases

30.1 Messaging to the Public
A number of key messages have been drafted for media releases and are located in the TLDMG Communications and Marketing Communications Sub-plan.

- The placement of separated debris on the footpath for the Council collection program;
- ACM management advice for residents.

30.2 Any information that is required to be released to the media must be done through the Media Liaison Officer in the LDMG.

30.3 The chair of the ERMG or the chair of the ACM Management Committee will establish contact early after an event with the Media Liaison Officer in the LDMG to determine if any information is required.

30.4 Ongoing Communication
There is a need for ongoing public awareness to be coordinated by the LDMG for:

- The placement of separated debris on the footpath for TCC collection;
- Explain the residents their responsibility to clean up ACM 10m² or smaller;
- Encouraging residents to first seek a contractor to clean up asbestos waste;
- The management of ACM using the kits;
- The location of where ACM kits are available;
- Keeping of children away from affected areas; and
- An understanding of ACM and its health effects.

30.5 Communication Tools
Communication tools to be used for asbestos messages in a disaster include:

- Asbestos Disposal Storyboards
- TCC_Asbestos Prepared Factsheet
- TCC_Asbestos Disposal Factsheet
- TCC Disaster TVC_asbestos
Appendix 3 – AWG Terms of Reference

1. BACKGROUND

The management of ACM generated as waste during a disaster event in some circumstances may require a multi-agency response and collaboration to minimise risks to public health. The establishment of a committee will occur when there is a need for a multi-agency response to ensure all parties work together effectively for the community recovery.

The management of ACM in a disaster includes the process of collection from where it is deposited as a result of the disaster and transporting the properly prepared ACM to an authorised place of disposal and the disposal in accordance with appropriate legislation and licences.

2. PURPOSE

The ACM Management Committee, established by the ERMG in consultation with the LDMG will provide policy consensus and strategic direction for managing of ACM during a disaster event.

3. ROLE AND RESPONSIBILITIES

The role of the ACM Management Committee is to:

- Take responsibility for a whole of government response within the disaster zone;
- Identify roles and responsibilities for the management of ACM during the disaster situation;
- Determine a consistent course of action to be taken in managing ACM across the disaster event based on the legislative and the operational policy requirements;
- Determine the resources required to effectively and efficiently manage the ACM;
- Ensure the effort and expenditure are appropriate to the task;
- Address any issues which have major implications to the task;
- Reconcile any differences in approach to the task by different agencies and resolve any disputes which may arise; and
- Report on the progress of the operation to the LDMG.

4. CHAIRPERSON

The General Manager IPAF or his/her delegate will initially establish and chair the committee. The ongoing occupancy of this role will then be determined by the chair of the ERMG.

The chair will be responsible for:

- Distribution of an agenda to the committee;
- Organising minute taking;
- Distribution of meeting minutes; and
- Providing a situation report to the LDMG.

The frequency of the meetings will be dependent upon the situation.
5. SECRETARIAT

The chair will arrange the secretariat duties at each meeting. Duties include:
- recording and distributing agenda, minutes and other required documents for meetings
- maintaining an updated contact register
- coordinating and tracking action items arising from each meeting, and
- attending to any other business as required.

6. MEMBERSHIP

The exact membership of the committee will be determined by the nature and extent of the disaster event. The table below is indicative of membership which could be present. Roles of each member are detailed in Section 2 – Management Framework.

<table>
<thead>
<tr>
<th>Chair: TCC – Team Manager Property Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership:</td>
</tr>
<tr>
<td>• Building Services Australia – Representative</td>
</tr>
<tr>
<td>• DCCSDS – Representative</td>
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<tr>
<td>• DEHP – Representative</td>
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<tr>
<td>• DHPW – Representative</td>
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<tr>
<td>• DWHS – Representative</td>
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<tr>
<td>• Queensland Health Public Health Unit – Representative</td>
</tr>
<tr>
<td>• QFES – Fire &amp; Rescue – Representative</td>
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<tr>
<td>• QPS – Representative</td>
</tr>
<tr>
<td>• TCC – Team Manager Environmental Health &amp; Regulatory Services</td>
</tr>
<tr>
<td>• (Advisory) Representatives from neighbouring Councils</td>
</tr>
<tr>
<td>• (Advisory) Representatives from TCC Infrastructure and Operations, Community Engagement and selected EHOs</td>
</tr>
<tr>
<td>• (Advisory) Local Disaster Coordinator, TLDMG</td>
</tr>
<tr>
<td>• (Advisory) Department of Defence – Liaison Officer</td>
</tr>
<tr>
<td>• (Advisory) Cyclone Testing Centre Staff</td>
</tr>
</tbody>
</table>

7. COMMUNICATION

- Face to face meetings – at least one per year
- Email communications as needed
- Teleconferencing/Video Teleconferencing (if available)

8. MEETINGS

- To be held once per year prior to 1st November
- Meetings to be called by the Chairperson
- Members may request a special meeting to the Chairperson in which the Chairperson may call a special meeting depending on the circumstances.
- The committee will be stood down on recommendation to the ERMG in consultation with the LDMG. It is expected that this will be once the disaster response moves into longer term recovery and there is no longer an imminent risk to public health.
9. **AGENDA**
   - The agenda will be distributed prior to the next scheduled meeting.
   - The membership can request an item to be placed on the agenda prior to the meeting. Alternatively, the item can be introduced as Other Business.

10. **PROXIES**
    - Members are encouraged to nominate a proxy if they are unable to attend a meeting.

11. **QUORUM**
    - No business should be conducted at meetings without a quorum.
    - The Chairperson will decide whether the meeting will go ahead.
    - Quorum will comprise half the membership plus one
# Appendix 4 – Asbestos Kit Checklist

**DATE:** ___ / ____ / ______  
**OFFICER:** ________________________

<table>
<thead>
<tr>
<th>Item /Kit No</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>Latex gloves</td>
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<td>Masking tape</td>
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<td>Builders Plastic 0.2mm or plastic bags 900mm to 1200mm x 0.2mm</td>
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<tr>
<td>Disposable Coveralls</td>
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<tr>
<td>Disposable P2 respirators</td>
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<tr>
<td>Permanent “asbestos products” tape</td>
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<tr>
<td>WH&amp;S Fact Sheets</td>
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</table>
Appendix 5 – Asbestos Fact Sheet

WHAT IS ASBESTOS? WHAT ARE THE HEALTH RISKS?

What is asbestos?

Asbestos is a naturally occurring mineral found in the surface of the earth. It contains strong fibres that have excellent durability, fire resistance and insulating properties. Asbestos fibres are 50 to 200 times thinner than a human hair, can float in the air for a long time, can be invisible to the naked eye and can be breathed into the lungs.

In the past, asbestos was mined from the ground and manufactured into many different materials. Materials containing asbestos were very common in the Australian residential building industry between the 1940s and late 1980s before their production stopped.

The use of all forms of asbestos has been banned nationally since 31 December 2003. The ban does not apply to asbestos installed prior to this date (e.g. asbestos materials in houses).

What are the possible health effects of asbestos?

For detailed, current information on health monitoring, health effects and asbestos related diseases, please refer to the Queensland Government website: http://www.deir.qld.gov.au/asbestos/general/health-effects.htm

The two types of asbestos

There are two types of materials used in housing construction that contain asbestos.

1. Bonded (tightly bound) asbestos

Bonded materials containing asbestos are the most common in domestic houses. They are mainly made up of a bonding compound (such as cement), with typically up to 15% asbestos. Bonded materials containing asbestos are solid, quite rigid and the asbestos fibres are tightly bound in the material. They are commonly called 'fibro', 'asbestos cement' and 'AC sheeting'.

2. Loosely bound (friable) asbestos

Loosely bound materials containing asbestos are not commonly found in domestic houses. They were primarily used in commercial and industrial settings for fire proofing, sound proofing and insulation, but can be found in some old domestic heaters, stoves, hot water systems and associated pipe lagging and in the backing of vinyl and linoleum floor coverings.

These materials can be made of up to 100% asbestos. They are quite loose and can be turned to dust with very light pressure, such as crushing with your hand. Loosely bound materials containing asbestos are very dangerous as the asbestos fibres can get into the air very easily. They must only be handled and removed by an asbestos removalist with an ‘A’ Class certificate.
Where can I find materials containing asbestos?

Inside my house:
Bonded materials containing asbestos were often used inside houses for wall sheeting, particularly in ‘wet’ areas such as the kitchen, bathroom and laundry (e.g. the glazed patterned panels around showers and baths that are held in with screws). They were also used as ceiling sheeting. Asbestos might also be found bonded in plaster patching compounds, textured paint and vinyl floor tiles.

Loosely bound materials containing asbestos might be found in a few older forms of insulation used in domestic heaters and stoves. Asbestos-felt was used as a backing for many vinyl and linoleum sheet floorings and some hessian carpet underlay and does not pose a health risk whilst it remains undisturbed. However, these materials become loose when the floor covering is damaged or removed.

Asbestos insulation was not routinely used in residential buildings, although there have been isolated cases in New South Wales and the ACT. Loosely bound asbestos was generally used in commercial buildings and industrial workplaces.

Asbestos-felt vinyl flooring and other forms of loose asbestos must only be removed by an asbestos removal business that holds an ‘A’ Class certificate.

Outside my house:
Externally, bonded materials containing asbestos were commonly used for roof sheeting and capping, guttering, gables, eaves/soffits, water pipes and flues, wall sheeting, flexible building boards and imitation brick cladding. They have also been used for fencing and building car ports and sheds.

Loosely bound materials containing asbestos were not designed for use on the outside of houses.

As mentioned before, bonded materials containing asbestos are the most common asbestos materials in domestic houses. They are not dangerous if they are in good condition (i.e. undamaged, undisturbed). Loosely bound asbestos materials are not common in domestic houses.
## Appendix 6 – Further Information and Website Links

<table>
<thead>
<tr>
<th>Workplace Health &amp; Safety Queensland</th>
<th></th>
</tr>
</thead>
</table>
| **Website:** | [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)  
| **Publications:** | Code of Practice – How to safety remove asbestos  
Factsheet – Handling asbestos safely after a storm  
Factsheet – Asbestos and Home Renovations  
Further resources can be obtained at:  

<table>
<thead>
<tr>
<th>Department of Health &amp; Ageing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Publications:** | Guide – Householders and the general public  
Guide – Householders and the general public – frequently asked questions  

<table>
<thead>
<tr>
<th>Queensland Health</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a></td>
</tr>
</tbody>
</table>
| **Publications:** | Website information – Asbestos – cleaning and/or removing asbestos containing materials  

<table>
<thead>
<tr>
<th>Department Environment &amp; Heritage Protection</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.ehp.qld.gov.au">www.ehp.qld.gov.au</a></td>
</tr>
</tbody>
</table>
| **Publications:** | Code of Environmental Compliance – Regulated Waste Transport  
Appendix 7 – Collection Notice Resident Clean Up Kits

I………………………………………… of ………………………………………………………….…..have read the factsheet “Handling asbestos safely after a storm” and understand that it is my responsibility to ensure that I adhere to the advice contained in this factsheet to minimise the risk of exposure to me, my family and neighbours from asbestos particles.

Signature: …………………………………………..

Date: ………………………………………………..

I………………………………………… of ………………………………………………………….…..have read the factsheet “Handling asbestos safely after a storm” and understand that it is my responsibility to ensure that I adhere to the advice contained in this factsheet to minimise the risk of exposure to me, my family and neighbours from asbestos particles.

Signature: …………………………………………..

Date: ……………………………………………..
Appendix 8 – Template – Request for Assistance for ADF or State Government Agency

The following information will be required by state and commonwealth agencies if the LDMG request assistance:

General

a) Provide one full time Liaison Officer (LO) from 0700 – 1800hrs daily of appropriate delegation and authority to direct and control all ground activities
b) Provide on ground tasking assistance from 0700 – 1800hrs daily for duration as directed by the appointed council liaison officer (TCC)
c) Confirm number and type of available resources and duration of availability
d) Assist TCC with planning for and optimum utilisation of available ADF resources for TCC proposed program of works prior to commencing any on-ground assistance
e) Conduct activities in the areas directed by TCC in accordance with council’s program of works
f) Ensure activities are executed strictly in accordance with the detailed tasking / work plan provided by TCC. Advise of any deviations from the tasking if / when these occur.
g) Provide 24 hours’ notice of any resources required to support ADF tasking (trucks, excavators, backhoes, etc.)
h) Attend and participate in regular planning and coordination meetings as required during the tasking period
i) Agree next day work plan / tasking with TCC NLT 1600hrs each day
j) Provide twice daily situation reports to TCC
k) Provide progress updates to TCC by way of hand mark-up on TCC’s GIS mapping data NLT 1600hrs

Task Specific

a) Provide <no.> personnel to assist with clean-up of building, timber, general and green waste
b) Systematically undertake door knock to 100% of residential properties in tasked zones. Record completion by way of hand mark-up on TCC provide GIS mapping
c) Clear storm debris from private property only if requested by and as directed by each resident
d) Stockpile debris on footpaths / road reserves for collection by TCC
e) Sort debris into 3 separate piles:
   1. Green waste / timber
   2. General building waste
   3. Metals
f) Where specifically requested, clear storm debris from public infrastructure, road reserves or parks
g) Identify private properties where asbestos containing material (ACM) may be present. Do not remove any debris from these properties. Report each case to TCC, move on to next residential property.
Appendix 9- Template – ACM Management Committee Situation Report

Date of issue: ____________________________

1.0 Situation to date (what has happened)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2.0 Actions to date (what has been done)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3.0 Actions to be completed (what will be done)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4.0 Issue(s)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Prepared by:
Name: ____________________________
Signature: ____________________________

Approved by:
Name: ____________________________
Signature: ____________________________

Submitted to: ____________________________
### Appendix 10 – Template – Post Disaster Review

<table>
<thead>
<tr>
<th>Response Phase</th>
<th>Evaluation Actions</th>
<th>Who</th>
<th>Timeframe</th>
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<tr>
<td>1</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mobilise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>End</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What should we sustain?</th>
<th>What should we improve?</th>
<th>What needs fixing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Appendix 11 – Further Information ACM Handling

Disposal

Disposable PPE that has been used in the asbestos work area and is contaminated with asbestos must be sealed and labelled in a container and disposed of upon completion of the asbestos removal work.

Controlled wetting of the asbestos waste should be carried out to minimise asbestos dust emissions during bag/polythene sealing or any subsequent rupture of the bag or wrapped bundles. The bags must be twisted tightly and have the neck folded over and secured with adhesive tape (referred to as goose-necking).

To minimise the risk of a bag tearing or splitting and to assist in manual handling, asbestos waste bags should not be filled more than half full (depending on the weight of the items) and excess air should be gently evacuated from the waste bag in a way that does not cause the release of dust.

The bags should be labelled with appropriate signage stating that they contain asbestos and that dust creation and inhalation should be avoided.

Labelling

All containers containing a hazardous chemical such as asbestos must comply with labelling elements of the GHS. The waste drums or bins should be lined with plastic (minimum 200 µm minimum thickness), and labels warning of the asbestos waste should be placed on the top and side of each drum or bin with the words, ‘Danger: Asbestos Do not break seal’ or a similar warning.

Big items

If the volume or size of the asbestos waste cannot be contained in asbestos waste bags, drums or bins, a waste skip, vehicle tray or similar container in good condition should be used.

The asbestos should be sealed in double-lined, heavy-duty plastic sheeting or double bagged before it is placed in the skip. However, non-friable asbestos waste may be placed directly into a skip or vehicle tray that has been double lined with heavy-duty plastic sheeting (200 µm minimum thickness) provided it is kept damp to minimise the generation of airborne asbestos.

Once the skip is full, its contents should be completely sealed with the plastic sheeting. If the skip is emptied at a waste disposal site, procedures for containment of the plastic lining to prevent tearing should be developed.

If asbestos waste cannot be disposed of immediately, the skip may be used for storing the asbestos waste on site over a period of time provided that the contents are secured (for example, using a lockable lid or locating the skip in a secure area) to prevent unauthorised access.
Soil

Asbestos-contaminated soil comprises non-attached pieces of asbestos cement products and other material containing asbestos uncovered in soil during other work activities. Contamination can be detected during building and road construction and excavation, waste disposal, damage following a severe weather event such as a hailstorm, weathering over time, or when asbestos is poorly handled or damaged during removal jobs.

A risk assessment by an independent licensed asbestos assessor or competent person, including contaminated site assessment practitioners, should determine the most appropriate control measures and remediation strategies.

For all asbestos removal requiring a Class A asbestos removal licence, an air monitoring program must be implemented to ensure the control measures do not release airborne asbestos fibre. When all visible asbestos has been removed, and the air monitoring program indicates that the level of respirable asbestos fibres does not exceed 0.01 f/mL (10 per cent of the asbestos exposure standard), the independent licensed asbestos assessor must complete the clearance certificate.

Asbestos cement products

If possible, you should remove the asbestos cement products whole in accordance with the Code of Practice “How to safely remove asbestos” (http://www.deir.qld.gov.au/asbestos/publications/codes.htm). If some sections have been damaged prior to removal, these may be strengthened by applying duct tape.

Avoid breaking the asbestos cement products. If breakage is absolutely necessary to remove/dislodge the product, dampen the material and minimise breakage.

Remove the asbestos cement product wet/damp by applying a fine water spray, unless this creates an electrical risk.
Appendix 13 – Template – Public Health Order

Public Health Order
Public Health Act 2005
Section 23

To:

Address:  
Post Code:  

A public health risk has been found at the following place:

Address:  
Post Code:  

Real Property Description  
Lot Number  
Plan  
Parish  
Local Government  

Townsville City Council

The nature of the public health risk is:
The dispersal or release of asbestos from construction, repair, alteration, cleaning or demolition is, or is likely to be, hazardous to human health namely a person:

☐ Must not remove friable asbestos containing material
☐ Must not use compressed air to clean asbestos containing material

☐ Must not remove more than 10m² of bonded asbestos containing material unless suitably qualified
☐ Must seal a broken surface of asbestos containing material

☐ Must not use a power tool to cut or clean asbestos containing material
☐ Must package and dispose of asbestos containing material as soon as practicable

☐ Must not use a high-pressure water process to clean asbestos containing material

To remove or reduce the public health risk, or prevent the public health risk from recurring, you are required to undertake the following:

DELETE IRRELEVANT ACTIONS OR ADD EXTRA

1. Do not use a high-pressure water process to clean asbestos containing materials.

2. Do not disturb or remove the by-product created by the cleaning of asbestos containing material.

3. Prevent the entry of all people not directly involved in the remediation in the areas where the by-product of the cleaning has been identified until a clearance certificate has been provided by a competent person. Entry can be prevented by erecting barriers temporary fencing, warning signs and other warning devices.

4. Prevent further dispersal of the by-product by covering with a suitable substance, such as secured, impervious plastic sheeting.

5. For by-product not able to be covered under Item 4, prevent further dispersal of the by-product by lightly spraying with water to keep the by-product damp.

NOTE 1:
If property other than your own contains the by-product, you will need to obtain permission from the relevant owner/occupier in the area of contamination before commencing any activities.

NOTE 2:
When you undertake item 3, 4 and 5, you should wear personal protective equipment (PPE), including a P2 face respirator, disposable overalls and disposable boot covers. When the task is completed, your PPE should be:
- Either double wrapped in plastic sheeting that is at least 0.2mm thick and sealed with adhesive tape, or double bagged in plastic bags that are at least 0.2mm thick, and no more than 1200mm long and 90mm wide, and sealed with adhesive tape and
- Labelled with warning that is clearly visible and states that the packaging contains asbestos and damage to the packaging and dust inhalation should be avoided.

The wrapped/bagged waste can be kept onsite in a secure location until site decontamination commences.

6. Contact an asbestos removalist with an A class asbestos removal certificate issued under the Queensland Work Health and Safety Act 2011 to identify and remove the by-product from <INSERT ADDRESS>.

7. Contract an asbestos removalist with and A class asbestos removal certificate issued under the Queensland Work Health and Safety Act 2011 to contain and remove the by-product from <INSERT ADDRESS IF IT IS MORE THAN ONE SITE>.

8. Obtain a clearance certificate from a competent person for <INSERT ADDRESS/ES>.

9. Provide the clearance certificate issued by a competent person to the Local Government.

10. Use a sealant (such as paint) to seal all areas of the asbestos containing material cleaned with the high-pressure water process (the asbestos cement roof) at <INSERT ADDRESS> to prevent further release of asbestos fibres into the air.

11. The bonded ACM under the house, which was removed from the bathroom, is associated asbestos waste. This material must be-

   (a) Either -
      (i) Double wrapped in plastic sheeting that is at least 0.2mm thick and sealed with adhesive tape; or
      (ii) Double bagged in plastic bags that are at least 0.2mm thick, and
      ▪ No more than 1200mm long and 900mm wide, and sealed with adhesive tape;

   and

   (b) Labelled with a warning that is clearly visible and states that-
      (i) The packaging contains asbestos; and
      (ii) Damage to the packaging and dust inhalation should be avoided.

Example of warning:
‘CAUTION—ASBESTOS
DO NOT DAMAGE OR OPEN BAG
DO NOT INHALE DUST
CANCER AND LUNG DISEASE HAZARD’

12. The associated asbestos waste must be disposed of at an approval site.

13. Provide proof, such as a receipt, that item 11 has been carried out.

14. Seal broken surface of bonded ACM in the bathroom. This can be achieved by using paint or PVA glue.

15. Notify the issuing authority immediately if you can’t complete any of these steps in relation to the neighbouring property.

These actions are to be completed by:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Authorised Person</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date:
Please note the following requirements in relation to this order:¹

It is an offence for you as the recipient of this order not to comply with this order, unless you have a reasonable excuse – maximum penalty 200 penalty units. If you do not comply with this order, an application may be made to a magistrate’s court for an enforcement order or warrant.

An authorised person may, at reasonable times, enter the above-named place where the public health risk exists to check if the order has been complied with, or to take the steps required in the public health order. If you have failed to take the required steps to remove or reduce the public health risk or prevent the risk to public health from recurring, these steps may be taken by the Townsville City Council.

Entry to the place to check if the steps have been taken, or to take the steps, may be made at reasonable times. The Townsville City Council must give the occupier and owner of the place reasonable notice that steps required in a public health order will be carried out, before taking these steps, if the recipient has failed to do so. A reasonable attempt must be made to locate the occupier and obtain their consent to enter the place. If the occupier is found and consent is refused, an authorised person may only enter the place under an enforcement order or a warrant. However, if an occupier cannot be found after a reasonable attempt to do so, the authorised person may enter the place. A notice must be left in a conspicuous position in a reasonably secure way stating the date, time and purpose of the entry.

Example of label warning to be written on packaging:

```
'CAUTION - ASBESTOS
DO NOT DAMAGE OR OPEN BAG
DO NOT INHALE DUST
CANCER AND LUNG DISEASE HAZARD'
```

For all matters relating to this Public Health Order please contact:

Environmental Health Services
Townsville City Council
PO Box 1268
Townsville QLD 4810
Tel: 134810
enquiries@townsville.qld.gov.au

**PRIVACY STATEMENT**

You are providing personal information which will be used for the purpose of delivering services and carrying out council business.

Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission, or the disclosure is required by law.

¹ Sections 23, 387, 388, 392 and 393 of the Public Health Act 2005 relate to public health orders. For requirements about enforcement orders, see section 24 and subsequent sections
## Appendix 14 – Townsville Suburbs Pre 1980 Damage/Suburb

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<tbody>
<tr>
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<td>* Whole buildings eg: detached house or apartment complex</td>
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<tr>
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<td>2255</td>
<td>1982</td>
<td>1623</td>
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<tr>
<td>Annandale</td>
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<td>3036</td>
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[Data provided by Queensland Reconstruction Authority - 2019]
Appendix 15 – Template – Plan Review Comments from Members

<table>
<thead>
<tr>
<th>Department/Organisation</th>
<th>Officer</th>
<th>Comments Received Y/N</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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Appendix 16 – Future Improvements to this Plan

1. List of council vehicles approved for regulated waste transport with DES.
2. Identify and locate possible wash down bays for decontamination of ACM transport vehicles.