



2023-24

ASBESTOS CONTAINING

MATERIAL (ACM)

SUB PLAN

Endorsement

This plan is recommended for distribution by the Townsville Local Disaster Management Group.



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Date: 11 / 07 / 2023



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Date: 11 / 07 / 2023



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Consultation

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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

Version	Author	Amendments	Date
1.0	Ian Kuhl - consultant		2012
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9.0	Jane Sutherland	Annual Review	18 Feb 2019
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12.0	Wayne Preedy Jane Sutherland Catherine Jordan (Consultant) Melissa McKeown Philip Gausden Gregory McKillop Kirsten Wright Zac Dawes Clint Hodges	Annual Review Updated TOR, Membership and Contact Lists Restructuring of Sub Plan to align with other TLDMG plans. Update DHPW to DEPW and remove reference to DCHDE.	30 June 2022
13.0	Wayne Preedy Kimberley Nitschke	Annual Review	30 June 2023

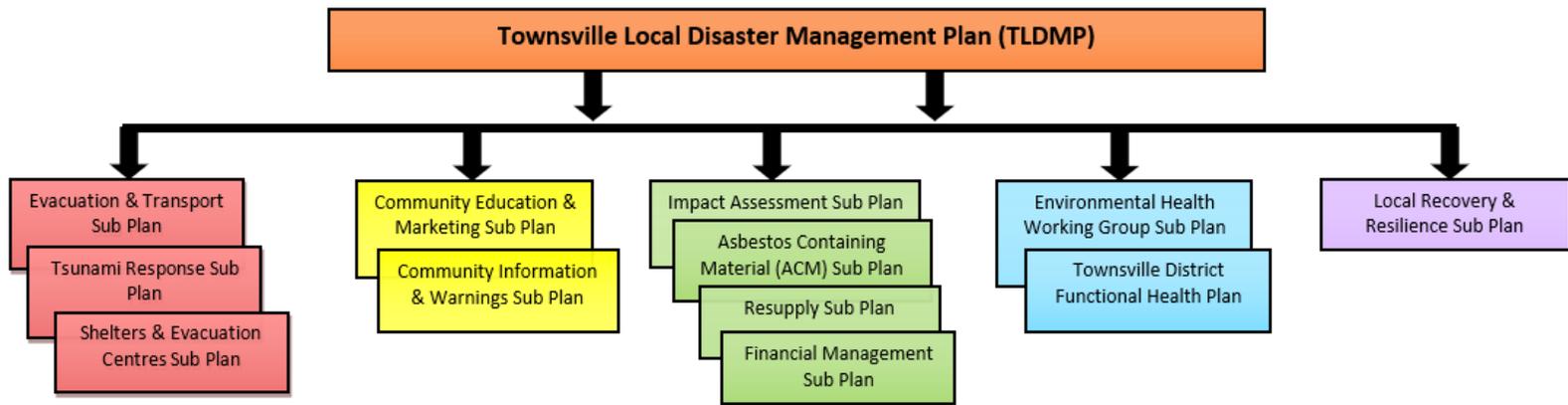
Abbreviations List

ACM	Asbestos Containing Material
ADF	Australian Defence Force
AWG	Asbestos Working Group
DEPW	Department of Energy and Public Works
DES	Department of Environment & Science
EHO	Environmental Health Officer
EH&R	Environmental Health & Regulation
GHS	Global Harmonised System
LDC	Local Disaster Coordinator (TLDMG)
LDCC	Local Disaster Coordination Centre
DRFA	Disaster Recovery Funding Arrangements
PPE	Personal Protective Equipment
QBCC	Queensland Building and Construction Commission
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
SITREP	Situation Report
TCC	Townsville City Council
TCC ERG	TCC Emergency Response Group
TLDMG	Townsville Local Disaster Management Group
GM EH&R	General Manager Environmental Health & Regulation
TM PM	Team Manager Property Management
TPHU	Townsville Public Health Unit (Queensland Health)
WRR	TCC Water and Resource Recovery
WHSQ	Workplace Health & Safety Queensland

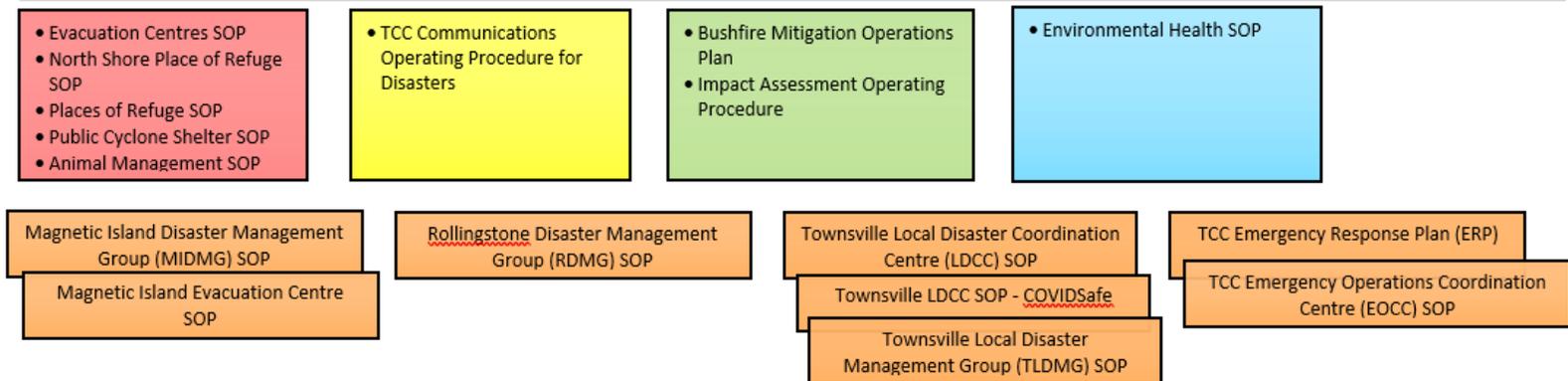
Plan Matrix

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.



Operating Procedures (Internal Documents)



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Part One – Overview

1.1 Purpose

The purpose of the *Asbestos Containing Material (ACM) Sub Plan* is to provide a framework for the joint response to the management of Asbestos Containing Material (ACM) to support the Townsville Local Disaster Management Group (TLDMG) in a disaster situation.

1.2 Objectives

- To define the roles and responsibilities of the TLDMG, Council and various state government stakeholders in the overall response and management of ACM in a disaster situation.
- To provide effective distribution of relevant information to the community about ACM in a disaster situation.
- To assist the community in dealing with ACM on their private property (where appropriate) during a disaster situation.
- 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.

1.3 Scope

The *ACM Sub Plan* forms part of the TLDMG plans and specifically addresses how the TLDMG will respond managing ACM in a disaster situation.

1.4 Authority

This plan forms a sub plan of the *Townsville Local Disaster Management Plan (TLDMP)* and is developed under the authority of the Disaster Management Act 2003. This sub plan will be managed in accordance with the administrative and governance processes outlined within the TLDMP including approval, document control, distribution and review and renew.

1.5 Plan Testing and Review

The Local Disaster Coordinator will be responsible for reviewing and updating this plan by the 30 June each year in consultation with relevant internal and external stakeholders. Assessment of the plan may be achieved through operational activation, feedback received or by the conduct of exercises. The LDC is to brief the TLDMG on the results of such reviews/exercises.

Each agency will be responsible for ensuring their personnel undertake relevant / appropriate training within the scope of their operations for Asbestos-related activities.

Part Two – Asbestos Working Group

2.1 AWG Terms of Reference

2.1.1 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 because of the disaster. This includes transporting the properly prepared ACM to an authorised place of disposal and the disposal in accordance with appropriate legislation and licences.

2.1.2 Purpose

The Asbestos Working Group (AWG), originally established by council's Emergency Response Group in consultation with the TLDMG, will provide policy consensus and strategic direction for the management of ACM prior to, during and following disaster events in the Townsville Local Government Area.

This group operates as a subgroup to the TLDMG.

2.1.3 Chairperson

The AWG has allocated the role of chairperson to: Team Manager, Property Management (TCC) (or delegate).

The Chairperson (or delegate) will be responsible for:

- Coordinating meeting date/time
- Preparation and distribution of meeting agenda to the group
- Organising minute-taking
- Distribution of meeting minutes and
- Providing a situation report to the TLDMG as required.

2.1.4 Membership

<i>Chair:</i>	TCC – Team Manager, Property Management
<i>Membership:</i>	<ul style="list-style-type: none"> • DES – Representative • DEPW – Representative • WHSQ – Representative • Townsville Public Health Unit – Representative • QFES – Fire & Rescue – Representative • QPS – Representative • TCC – General Manager, Environmental Health & Regulation • TCC – Team Manager Resource Recovery Services • (Advisory) Representatives from neighbouring Councils • (Advisory) Representatives from TCC Infrastructure and Operations and Community Engagement. • (Advisory) Local Disaster Coordinator, TLDMG • (Advisory) Department of Defence – Liaison Officer • (Advisory) Cyclone Testing Centre Staff • (Advisory) Building Services Australia – Representative • Others as required by the nature and extent of the event
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Take responsibility for a whole of government ACM response within the disaster zone, • Maintain responsibility for the development, review, and testing of the ACM Sub Plan, • 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 manage the ACM effectively and efficiently, • 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, • Report on the progress of the operation to the TLDMG and, • Contribute to messaging content for communications to the public through the provision of subject-matter expertise, etc.

Refer to [Annexure A – AWG Contact List](#)

2.1.5 Communication

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

2.1.6 Meetings

- To be held at least once per year prior to 1st October as part of “business as usual” activities and as required for disaster events.
- 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.

2.1.7 Secretariat

The Chairperson 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.

2.1.8 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.

2.1.9 Proxies

- Members are encouraged to nominate a proxy if they are unable to attend a meeting.
- If sending a proxy, they are pre briefed and have the decision-making authority to suitably represent that organisation.

2.1.10 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.

2.2 Context and Legislation

In dealing with ACM, this Working Group 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.
- [Codes of practice | Asbestos](#) 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.

2.3 Administrative Requirements

2.3.1 Financial Arrangements

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

Each support agency or organisation is responsible for:

- providing its own financial services and support to its response operations in the field
- maintaining compliance with its own financial policies and procedures and,
- ensuring accurate recordkeeping of expenditure for submission to relevant funding bodies post-event.

2.3.2 Situation Reports

During activations, the AWG Chair will provide daily updates and situation reports (SitReps) to the TLDMG. Refer to [Annexure B – Template – AWG Situation Report](#).

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

Part Three – Activation

3.1 Activation of Sub Plan

The *ACM Sub Plan* will be activated by the LDC of the TLDMG in consultation with the AWG Chairperson, where there is a potential or known public health risk to the local community due to the presence or exposure of ACM and a coordinated response is required.

The AWG Chairperson or their delegate will be responsible for the coordination and implementation of this *ACM Sub Plan* during a disaster situation.

The AWG Chairperson or their delegate will liaise with relevant state government agencies and other stakeholders as required to ensure a coordinated community response between state and local government.

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

3.2 Levels of Activation for Disaster Operations

Disaster operations involve an escalation model moving from one level to the next with appropriate increases in personnel and resource involvement. In certain operational circumstances (i.e., short notice or no notice events), the level of activation may skip levels, or move straight to Operational (Stand Up), as required by the size and scale of the event. Depending on the event, the TLDMG may require the activation of one or more Working Groups (including the AWG) to manage a particular function relating to a specific disaster event.

Operational Activation Level	Colour	Description
Alert	Yellow	Alert is a heightened level of vigilance due to the possibility of an event. Limited action is required in response to an alert; however, the situation will be monitored to assess the potential of the threat.
Lean Forward	Orange	Lean Forward is a greater level of situational awareness of an impending event and a state of readiness by conducting actions in preparation to moving to the Stand-Up phase.
Stand Up	Red	Stand Up is when resources are mobilised, personnel are activated, and operational activities commence. Depending on the event, this may include the activation of the TLDMG and relevant Working Groups with coordination of all tasks via the Local Disaster Coordination Centre (LDCC).
Stand Down	Blue	Stand Down will take effect when the event and threat is no longer present. A transition from disaster operational activities to core business takes place.

Recovery	Purple	Post-disaster phase involving the restoration of the built, natural, economic and human-social environments for the affected community (incl. both short-term and long-term aspects). These activities will link into the TLDMG Local Recovery & Resilience Group systems and processes as required by the event.
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3.2.1 Trigger Points

Trigger points for when this plan will be activated include:

- There has been a disaster event that has caused damage to buildings (including residential housing and/or workplaces) and there is a potential or known public health risk to the local community due to the presence or exposure of ACM, and a coordinated response is required. Refer to [Section 5.2](#) of this plan.
- The TLDMG are at Lean Forward or Stand-Up level of activation (event-dependent).

3.3 Debriefs

The AWG Chair 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, TCC Property Management will update this sub plan as required and implement any improvements.

Refer to [Annexure C – Template – Post-Event Debrief](#).

Part Four – Agency Roles & Responsibilities

4.1 Roles and Responsibilities

Organisation / Agency	Responsibility
Department of Energy & Public Works (DEPW)	<ul style="list-style-type: none"> • Manage the clean-up and disposal of ACM from State Government owned properties, where the Agency has engaged QBuild to manage accordingly. • Note: <ul style="list-style-type: none"> ○ TCC will need to formally engage DEPW for any services required under this plan – air monitoring or the like. ○ TCC will be responsible for covering any costs related to DEPW services provided.
Department of Environment Science (DES)	<ul style="list-style-type: none"> • Providing advice on disposal and transportation of ACM and compliance with the Environmental Protection Act 1994. • Approval to set up emergency landfill sites / staging sites.
Queensland Fire and Emergency Services (QFES)	<ul style="list-style-type: none"> • 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).
Queensland Police Service (QPS)	<ul style="list-style-type: none"> • Assist with restricting access to and/or evacuation of the affected area or structure, if there is a public health risk.
TLDMG	<ul style="list-style-type: none"> • Distribution of messages to the community on the safe management of ACM and the provision of information about AWG response
Townsville City Council	<ul style="list-style-type: none"> • Collection clean up and disposal of ACM on council land. • Coordinate any air monitoring with contractors. • Assist Qld Health with education and advice to the community. • Liaise with state government agencies to ensure a coordinated response. • The investigation of public health risks (asbestos in residential properties) under the Public Health Act 2005. • Issue Public Health Orders to remove or reduce the public health risk.
TPHU (Queensland Health)	<ul style="list-style-type: none"> • Providing advice to the community and other agencies about the health risks from exposure to ACM.
Workplace Health and Safety Queensland (WHSQ)	<ul style="list-style-type: none"> • Providing advice to the working group on the safe handling and removal of ACM. Respond to any asbestos-related matters from a workplace.

4.2 ACM Responsibility Matrix

ACM Clean Up Actions	State Government Agencies					LDMG	TCC	Private landowners
	DEPW	DES	QPS	TPHU	WHSQ			
Assist with restricting access to, and/or evacuation of affected area if a public health risk exists.			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Workplaces only			
Providing advice to the community about health risk from exposure				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Providing advice to the community about current situation and what action they can take				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Providing advice to workers about health risks, safe handling, licensing. Respond to incidences on a work site.					<input checked="" type="checkbox"/>			
Serving Public Health Orders under the <i>Public Health Act 2005</i> where property owner has not removed the risk				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Air monitoring during clean-up activities	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Workplaces only		<input checked="" type="checkbox"/>	
Providing advice on disposal, transportation and compliance with the <i>Environmental Protection Act 1994</i> for residential settings		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Approval for set up of emergency landfill sites / staging sites		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Overall coordination and liaison with state government agencies to ensure a coordinated response							<input checked="" type="checkbox"/>	

Part Five – Response

5.1 Damage Assessment Process

Under the TLDMG framework, an assessment of the affected community should be completed within 48 hours to determine the required actions, in order of priority.

Recording / reporting of Damage Assessment data will occur in accordance with the *TLDMG Impact Assessment Sub Plan*, *TCC Emergency Response Plan* and the *TCC Construction Maintenance and Operation Emergency Response Procedure*.

Damage Assessment should consider the following regarding 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.

The AWG Chairperson will convene status update meetings during this phase.

5.2 Risk & Response Priority

5.2.1 Property Risk Based on Year of Build

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

5.2.2 Response Priority

There are two possible scenarios:

Priority Type	Description
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.

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

5.2.3 High Priority Areas

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.

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.

QPS assistance may be required to deny entry to the high-risk areas by unauthorised persons and to remove persons in danger.

Once the area has been secured by QPS 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.

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.

5.2.4 Medium Priority Areas

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

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

Refer to [Annexure D - 2019 Data on Townsville Suburbs Pre-1980 Damage by Suburb](#)

5.3 Waste Facilities

The Stuart Waste Facility located at 24 Vantassel Street; Stuart is the primary facility for receiving ACM for direct disposal.

If no approved sites are readily available to receive the prepared ACM, then arrangements will be made to securely store ACM at temporary waste facilities prior to disposal.

A priority is to re-establish normal operations of council waste facilities as soon as possible to minimise the risk and reduce the cost of double handling ACM.

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 or a temporary waste transfer stations established in accordance *TCC Resource Recovery Emergency Response Procedure*. Appropriate Security measures will be implemented.

If the current waste facilities are unavailable alternate plans may need to be established for the acceptance of contaminated soil from high priority refer to *TCC Resource Recovery Emergency Response Procedure* for alternative locations.

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

5.4 Transportation of ACM

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.

During the transportation of ACM and ACM-permeated soil the operators must comply with all environmental authorities' 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 an authorised place) More information regarding the disposal of ACM-permeated soil, refer to the following; [Disposal permit to remove, treat and dispose of contaminated soil - Guideline](#)

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.

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

More information about regulated waste and transport of regulated waste, refer to DES website: <https://environment.des.qld.gov.au/management/waste/business/tracking>

5.5 Collection of ACM

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

A proposed method of collection is to be determined by the Working Group. In previous events, council 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.

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

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.

Any Council staff involved in the clean-up of ACM must have appropriate qualifications and conduct work in accordance with their safe 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.

More information about qualification and licenses required for handling and removal of ACM refer to WHSQ website: [Asbestos licences | WorkSafe.qld.gov.au](https://www.worksafe.qld.gov.au/asbestos-licences)

5.6 Air Monitoring

The AWG Chairperson is to coordinate the implementation of air monitoring, where appropriate in determining if this is necessary. This monitoring will most likely be undertaken for high priority areas.

Air monitoring should be conducted by a suitably qualified contractor/consultant. Details of providers are included in [Annexure E – Contractor & Service Provider Contact List](#).

Air monitoring requirements in accordance with [How to Safely Remove Asbestos Code of Practice 2021](#).

5.7 Use of Contractors

Suitably qualified and licensed contractors/ consultants will be required to supervise the identification and handling of ACM. Refer to [Annexure E – Contractor & Service Provider Contact List](#)

The following link provides a list of businesses that are licensed to remove Friable and Non-friable (bonded) asbestos in Queensland. [Which businesses are licensed to remove asbestos in Queensland? | WorkSafe.qld.gov.au](https://www.worksafe.qld.gov.au/which-businesses-are-licensed-to-remove-asbestos-in-queensland/)

5.8 Compliance

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

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

5.9 Requests for Assistance

Should the AWG exceed its capacity or capability to respond at the local level, the group (through the TLDMG) may submit a Request for Assistance for specialist resources / skillsets to assist with the response operation. Refer to [Annexure F – Template – Request for Assistance](#).

Part Six – Resident Information and Messaging to the Public

6.1 Community Asbestos Clean-Up Kits

Residents should not be encouraged to handle ACM in large quantities. For anything over 10m², the resident should seek assistance from a licensed contractor to collect and remove safely. Refer to the [Handling Asbestos Safely after a Storm Factsheet](#) for more information.

Residents are encouraged to prepare their own ACM clean-up kit as part of the annual disaster preparedness to assist in safely cleaning up small quantities of ACM from their property. Recommended items for these kits, which can be purchased at any local hardware store, include the following:

Quantity	Item
1 pair	Disposable overalls
3	Disposable P2 Respirators
1 roll	Masking tape
1 pack	Permanent markers to write on tape
5 pair	Disposable gloves
1	2m Sheet of builder's plastic (Minimum 200µm thickness)

Example kit:



Refer to [Annexure G – Asbestos Kit Checklist](#).

6.2 Communication & Media Releases

6.2.1 Messaging to the Public

Several key messages have been drafted for media releases and are located in the *TLDMG Community Education and Marketing Sub Plan* and *TLDMG Community Information & Warnings Sub Plan*, including:

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

Any information that is required to be released to the media must be developed through consultation with the TLDMG Communications Member (or delegate) and LDC, TLDMG (or delegate).

The AWG Chair will establish contact prior to the event (if time allows) or early after an event with the Media Liaison Officer in the LDMG to determine if any information is required.

Refer to:

[Annexure H – Asbestos Fact Sheet](#)

[Annexure I – Further Information and Website Links](#)

6.2.2 Ongoing Communication

There is a need for ongoing public awareness to be coordinated by the TLDMG for:

- The placement of separated debris on the footpath for TCC collection
- Explain the residents their option 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.

6.2.3 Communication Tools

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

- [TCC Asbestos in a disaster](#)

Related Documents

- *Townsville Local Disaster Management Plan*
- *TCC Emergency Response Plan*
- *TCC Resource Recovery Emergency Response Procedure*
- *TCC Environmental Health Emergency Response Procedure*
- *TCC Property, Fleet and Emergency Management (PFEM) and Engineering, Assets & Infrastructure Planning (EAIP) Emergency Response Procedure*
- *TCC Construction Maintenance and Operations Emergency Response Procedure*

Annexures

Annexure A – AWG Contact List

Annexure B – Template – AWG Situation Report

Annexure C – Template – Post-Event Debrief

Annexure D – 2023 Data on Townsville Suburbs Pre-1980 Damage by Suburb

Annexure E – Contractor & Service Provider Contact List

Annexure F – Template – Request for Assistance

Annexure G – Asbestos Kit Checklist

Annexure H – Asbestos Fact Sheet

Annexure I – Further Information and Website Links

Annexure A – AWG Contact List

This page has been intentionally left blank as it contains personal information as defined under the *Information Privacy Act 2009*.

Annexure B – Template – AWG Situation Report

Date of issue:	
Situation to date (what has happened?)	
Actions to date (what has been done?)	
Actions to be completed (what will be done?)	
Issues	
Prepared by:	
Name:	
Signature:	
Approved by:	
Name:	
Signature:	
Submitted to:	

Annexure C – Template – Post-Event Debrief

Response Phase		Evaluation Actions			Who	Timeframe
		What should we sustain?	What should we improve?	What needs fixing?		
1	Notification					
2	Mobilise					
3	Task					
4	End					

Annexure D – 2023 Data on Townsville Suburbs Pre-1980

	Dwelling Count	Residential Building Count	Residential Pre-1980 Construction Count	Residential Pre-1990 Probable Asbestos Containing Products Count
	*Counts of sub-divisions eg: apartments/ duplex)	* Whole buildings eg: detached house or apartment complex		
Aitkenvale	2,275	1,970	1,624	1,747
Alice river	1,022	1,017	9	520
Alligator creek	591	586	112	379
Annandale	3,042	3,038	550	1,057
Arcadia	325	282	217	244
Balgal beach	735	715	168	475
Barringha	50	50	32	48
Beach Holm	12	12	3	3
Belgian Gardens	1,024	685	518	582
Black River	605	601	173	386
Blue Hills^	-	-	-	-
Bluewater	460	452	145	364
Bluewater Park	417	414	-	157
Bohle	22	22	21	22
Bohle Plains	1,593	1,587	2	2
Brookhill	52	52	24	29
Burdell	2,915	2,874	1	50
Bushland Beach	2,632	2,610	1	337
Calcium	20	20	16	16
Cape Cleveland	-	-	-	-
Castle Hill	484	449	163	175
Clemant	-	-	-	-
Cluden	192	178	135	138
Condon	2,073	1,951	623	869
Cosgrove	330	317	1	1

Cranbrook	2,601	2,326	1,882	2,085
Crystal Creek	-	-	-	-
Cungulla	285	283	6	281
Currajong	1,266	1,080	968	985
Deeragun	1,717	1,675	155	552
Douglas	2,736	2,413	237	298
Florence Bay	-	-	-	-
Garbutt	1,188	853	657	696
Granite Vale	12	11	8	10
Gulliver	1,308	1,210	1,171	1,178
Gumlow	71	71	5	12
Heatley	1,653	1,533	1,399	1,459
Hermit Park	1,874	1,438	902	1,110
Hervey Range*	102	101	54	66
Horseshoe Bay	555	540	116	227
Hyde Park	780	566	449	470
Idalia	1,808	1,541	59	59
Jensen	688	687	145	338
Julago	324	324	299	305
Kelso	4,171	4,120	1,201	1,958
Kirwan	8,401	8,087	2,420	3,229
Lynam	16	16	14	16
Majors Creek	212	208	61	126
Mount Elliot	-	-	-	-
Mount Louisa	3,611	3,568	727	873
Mount Low	2,091	2,062	2	409
Mount St John	1	1	1	1
Mount Stuart	-	-	-	-
Mundingburra	1,552	1,332	1,092	1,180
Murray	1	1	1	1
Mutarnee	88	88	35	55
Mysterton	370	325	286	292
Nelly Bay	846	765	466	563
Nome	301	299	10	154

North Ward	3,481	1,514	767	1,040
Oak Valley	167	163	79	143
Ooonooba	1,141	992	409	412
Pallarenda	353	329	323	323
Paluma*	58	57	44	53
Picnic Bay	322	268	199	210
Pimlico	1,520	965	614	712
Pinnacles	42	41	8	9
Railway Estate	1,653	1,395	1,007	1,034
Rangewood	408	407	19	178
Rasmussen	1,964	1,844	460	1,043
Reid river	112	110	38	82
Rollingstone	72	72	47	55
Roseneath	149	146	123	125
Ross River	-	-	-	-
Rosslea	1,062	627	257	317
Rowes Bay	123	107	86	90
Saunders Beach	225	217	215	217
Shaw	390	384	2	5
Shelly Beach	-	-	-	-
South Townsville	1,498	804	584	654
Stuart	359	355	338	344
Thuringowa Central	819	699	249	473
Toolakea	131	127	117	118
Toomulla	136	136	20	131
Toonpan	30	30	12	26
Town Common	3	3	3	3
Townsville City	1,783	417	217	244
Vincent	918	900	899	899
West End	2,398	1,714	1,067	1,162
West Point	57	56	25	41
Woodstock	179	179	60	116
Wulguru	1,904	1,807	1,269	1,596
Yabulu	259	259	39	191

Total	85,216	74,530	28,962	38,635
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*May include counts outside the Townsville LGA
^included in Bluewater Park

Source – Australian Exposure Information Portal 2023

Annexure E – Contractor & Service Provider Contact List

This page has been intentionally left blank as it contains personal information as defined under the *Information Privacy Act 2009*.

Annexure F – Template – Request for Assistance

Request for Assistance

Event:	Date:	Time (24hr):
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Request forwarded to:	LDMG <input type="checkbox"/>	DDMG <input type="checkbox"/>	SDCC <input type="checkbox"/>	Council to Council <input type="checkbox"/>
Task tracking no.:				

To:			
From:	Ph no.:	Mob:	

Requesting officer's name, organisation & 24hr contact details: (Must be the person who has <u>detailed knowledge</u> of the request & is able to answer <u>any</u> questions)		
Name:	Ph no.:	Mob:
Org:	E-mail:	
Delivery address: physical street address (include landmarks, GPS coordinates as required)		
On-site contact person & phone no.: (must be available to accept delivery)		
Name:	Ph no.:	Mob:
Priority: to be delivered on-site by " <u>detail time & date</u> " (Urgent or ASAP is not acceptable)		
Time:	Date:	
Details of request be specific about the required outcome OR clearly detail the resources required. Do not use acronyms, state unit quantities only and list skills sets for human resources. Refer to RFA checklist below.		

RFA Checklist: ensure the following information is included in the request if applicable:

- Is transport needed
- Any hazardous situations
- Special handling requirements (forklift)
- Any access issues
- Requesting officer noted
- Priority noted
- Are skill sets clearly stated

Authorising Officer			
Name:	Position:		
Signature:	Date:	Time:	
DDC Authorisation: (Name)			
Signature:	Date:	Time:	

The following information may be required by state and commonwealth agencies if the TLDMG request assistance regarding ACM:

General

- a) Provide Liaison Officer (LO) 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 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:
 - i. Green waste / timber
 - ii. General building waste
 - iii. 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.

Annexure G – Asbestos Kit Checklist

DATE: ___ / ___ / _____

OFFICER: _____

Item /Kit No	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Latex gloves														
Marker Pen														
Masking tape														
Builders Plastic 0.2mm or plastic bags 900mm to 1200mm x 900mm x 0.2mm														
Disposable Coveralls														
Disposable P2 respirators														
Permanent “asbestos products” tape														
WH&S Fact Sheets														

Annexure H – Asbestos Fact Sheet

WHAT IS ASBESTOS? WHAT ARE THE HEALTH RISKS?

What is asbestos?

Asbestos is the generic term for a number of fibrous silicate minerals. Products made from asbestos cement – a bonded asbestos material – include fibro sheeting (flat and profiled) guttering and downpipes, as well as other pipes for water, drainage or flues, corrugated roofing sheets, roofing shingles and guttering.

Asbestos is a type of building material used in the building industry between the 1940s and late 1980s.

Before the health risks were known, asbestos products were widely used because they were durable, fire resistant and had good insulation properties.

The manufacture and use of asbestos products was banned nationally from 31 December 2003. This ban applies to manufacture, supply, storage, sale, use, reuse, installation and replacement of asbestos.

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:

<https://www.asbestos.qld.gov.au/general-information/are-there-health-effects>

The two types of asbestos

FRIABLE

Asbestos-containing materials fall into two broad categories: friable and non-friable (also known as bonded).

'Friable' is used to refer to asbestos-containing materials that can be easily reduced to powder when crushed by hand, when dry.

These materials can contain high percentages of asbestos fibres and are more likely to release these fibres into the airborne environment when disturbed. As such, they pose a greater risk to health.

Friable materials must only be handled and removed by an asbestos removalist with an 'A' class licence.

Examples of friable asbestos-containing materials include:

- low density asbestos fibre board (LDB)
- some sprayed on fire retardants.
- sound proofing and insulation

- the lining on some old domestic heaters, stoves and hot water systems and associated pipe lagging
- the backing of sheet vinyl and linoleum floor coverings
- thermal lagging, such as pipe insulation.

NON-FRIABLE (BONDED)

'Non-friable', or bonded asbestos is used to refer to asbestos-containing materials in which the asbestos is firmly bound in the matrix of the material. These materials are unlikely to release measurable levels of asbestos fibre into the airborne environment if they are left undisturbed. Therefore, they generally pose a lower risk to health.

They are mainly made up of asbestos fibres together with a bonding compound (such as cement), and typically contain up to 15 per cent asbestos.

Non-friable materials containing asbestos are solid, quite rigid and the asbestos fibres are tightly bound in the material. Non-friable materials containing asbestos are the most common in domestic houses. They are commonly called 'fibro', 'asbestos cement' and 'AC sheeting'.

Examples of non-friable asbestos-containing materials include:

- asbestos cement products (flat, profiled and corrugated sheeting used in walls, ceilings and roofs, moulded items such as downpipes)
- plaster patching compounds
- textured paint
- vinyl floor coverings.

Know where asbestos is?

Common Locations of Asbestos in domestic and commercial buildings:

It is often very difficult to identify the presence of asbestos by sight. The only way to be certain is to have a sample of the material analysed by a laboratory.

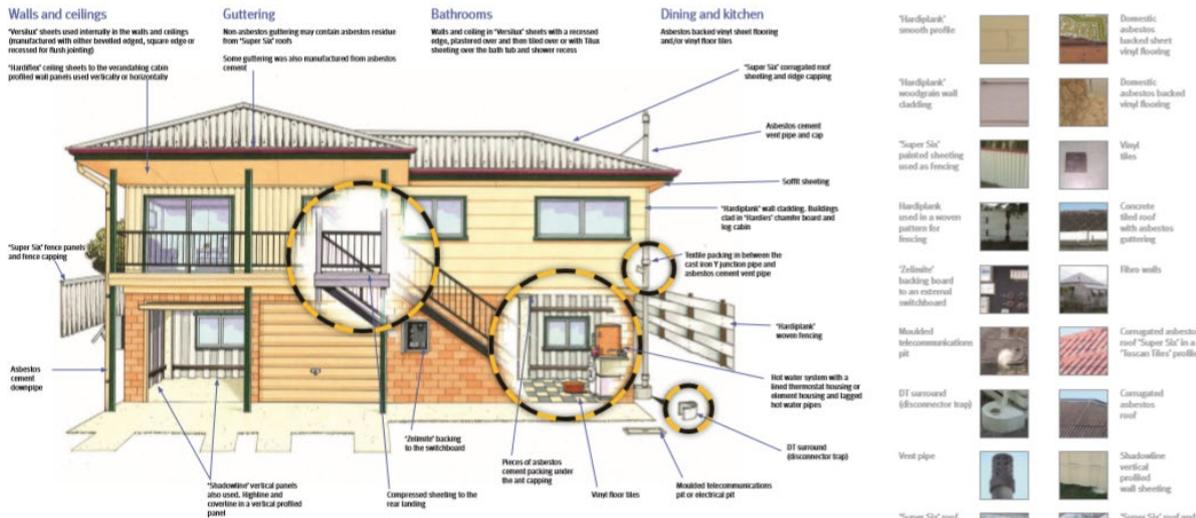
Sampling of anything you suspect may contain asbestos is itself hazardous and should only be done by a competent person and analysed only in accredited laboratories.

Where materials have not been tested you should assume that it could contain asbestos and take adequate precautions before handling, removing or disturbing it. Sometimes manufacturer information may have been stamped on a product or a label may state it contains asbestos. Typically, certain products can be identified by their age and likelihood to contain asbestos and must then be treated as asbestos materials.

Common locations of materials containing asbestos in a house

Example of a house built in the 1970s

asbestos.qld.gov.au



Buildings constructed after 1990 are unlikely to contain asbestos materials. The diagram shows areas where materials containing asbestos were commonly used during construction. These materials are not dangerous if they are in a good condition and remain undisturbed.
 Note: All products with the common name "Versilux", "Hardiflex", "Vermiculite" and "Monococ" are manufactured today without asbestos content.
 For more information visit [asbestos.qld.gov.au](https://www.asbestos.qld.gov.au) or call 13 QGOV (13 74 68).



Information taken from <https://www.asbestos.qld.gov.au/sites/default/files/common-locations-materials-containing-asbestos-1970s-house.pdf?v=1569390504>

Annexure I – Further Information and Website Links

Workplace Health & Safety Queensland	
Website:	www.worksafe.qld.gov.au asbestos.qld.gov.au
Publications:	Code of Practice – How to safely remove asbestos. https://www.asbestos.qld.gov.au/resources/codes-practice
	Factsheet – Safe clean-up of storm damaged material that may contain asbestos. https://www.asbestos.qld.gov.au/resources/safe-work-procedures/safe-cleanup-storm-damaged-materials-may-contain-asbestos
	Factsheet – Asbestos and Home Renovations https://www.asbestos.qld.gov.au/resources/guidance/asbestos-and-home-renovations
	Further resources can be obtained at: https://www.asbestos.qld.gov.au/resources/guidance
Townsville City Council	
Website:	www.townsville.qld.gov.au
Publications:	Emergency Management and Disaster Dashboard – disaster.townsville.qld.gov.au
Queensland Health	
Website:	www.health.qld.gov.au
Publications:	Website information – Asbestos – cleaning and/or removing asbestos containing materials. http://www.health.qld.gov.au/disaster/storms/asbestos.asp
Department Environment & Science	
Website:	https://environment.des.qld.gov.au/
Publications:	Management of Regulated Wastes https://environment.des.qld.gov.au/management/waste/business/tracking