



Policy

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ASBESTOS

Strategic Outcome:	Good government	
Policy type	Statutory	
Date of Adoption:	17 August 2022	Minute Number: 260
Date for Review:	19 August 2026	
Responsible Officer:	Enterprise and Risk Manager	
Document Control:	Replaces Asbestos Policy adopted 20/07/2016, and refers to the Model Asbestos Policy for NSW Councils developed by the Heads of Asbestos Coordination Authorities	
Delivery Program Link:	2.1.3 Council operations and financial management support ethical, transparent, and accountable corporate governance	

1. POLICY STATEMENT

This policy is developed to support Council's commitment to asbestos identification, education and management, and should be read in conjunction with the *Model Asbestos Policy for NSW Councils*, and relevant legislation, guidelines and codes of practice.

2. PURPOSE

The purpose of this policy is to provide a summary of Council's commitment to asbestos management and direct staff and the public to the *Model Asbestos Policy for NSW Councils*.

3. SCOPE

This policy applies:

- to all workers of the Berrigan Shire Council including volunteers and contractors.
- councillors and residents of the Berrigan Shire Council

4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:

2.1.3 Council operations and financial management support ethical, transparent and accountable corporate governance.



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5. DEFINITIONS

As per the *Model Asbestos Policy for NSW Councils*.

6. POLICY IMPLEMENTATION

6.1 Asbestos identification

Information on common places where asbestos is likely to be found in residential, commercial and industrial premises with materials from prior to 2004 on the premises is provided in the *Model Asbestos Policy for NSW Councils*.

Council has identified the presence of asbestos in all of its buildings where asbestos is likely to be present and has an established register.

Where there is doubt, staff and residents are advised to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos.

Further information is included in the *Model Asbestos Policy for NSW Councils*.

6.2 Asbestos education and training

As required by the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2017*, Council will:

- provide any information, training, instruction or supervision necessary to protect all persons at the workplace from risks to their health and safety arising from work carried out as part of the conduct of council business
- ensure workers who council reasonably believes may be involved in asbestos removal work, or the carrying out of asbestos-related work in the workplace, are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material.

In addition, Council will provide information regarding the possible presence of asbestos to residents as part of planning approvals.

Further information is included in the *Model Asbestos Policy for NSW Councils*.

6.3 Asbestos management



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The many facets of asbestos management are included in the *Model Asbestos Policy for NSW Councils*, to which Berrigan Shire Council complies.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2017*
- *Workplace Injury Management and Workers Compensation Act 1998*
- *Protection of the Environment Operations (Waste) Regulations 2014*
- AS ISO 31000:2018 Risk management – Guidelines

7.2 Council policies and guidelines

- *Model Asbestos Policy for NSW Councils*
- Work Health and Safety Policy
- Clothing and Protective Equipment Policy
- Risk Management Policy and Framework

8. RECORDS MANAGEMENT

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the *Local Government Act 1993*). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.



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Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0		New Policy document	Enterprise Risk Manager
1.1	17.08.2022	Minor review – new template	Enterprise Risk Manager

APPENDICES

Model Asbestos Policy for NSW Councils