

WASTE MANAGEMENT STRATEGY & BUSINESS PLAN 2025 - 2035

ADOPTED: 20th March 2025



Table of Contents

EXECUTIVE SUMMARY4

INTRODUCTION.....4

OBJECTIVES.....5

BACKGROUND5

 Federal Legislation5

 State Legislation and Regulation6

 Policy Framework6

 Federal Policy6

 State Policy7

STRATEGIC COMMUNITY PLAN 2022 -20327

 2022 Community Consultation 11

SOURCES OF WASTE12

HAZARDOUS WASTE13

 Asbestos.....13

 Inspection of Loads13

 Assessment of Likely Risk.....13

 Construction and Demolition Waste14

EXPENDITURE VS REVENUE15

ISSUES & STRATEGIES17

 Laneways17

 Car bodies & Hard Waste Storing17

 Illegal dumping17

 Avoiding landfill.....18

 Future Capacity18

 Affordability.....18

 Opportunities to Improve Resource Recovery & Reuse18

NEXT STEPS.....19

 Funding19

 Monitoring.....19

 Implementation19

APPENDIX ONE: Shire of Kellerberrin WMSBP Action Plan20

APPENDIX TWO: Shire of Kellerberrin Asbestos Management Plan.....21

Foreword.....22

 Legislative Duty22

 Government Policy23

 ACM.....23

 Shire Policy.....23

 Asbestos Policy.....23

Responsibilities24

Shire and Shire Executive Officers	24
Shire Workers, including Contractors	24
Identification of Asbestos Hazards	25
Risk Assessment.....	25
ACM Risk Control Measures.....	25
Category 1	25
Category 2	25
Category 3	25
Category 4	26
Category 1 (EXTREME) Risk Ranking items.....	26
Category 2 (HIGH) Risk Ranking items	26
Category 3 (MODERATE) Risk Ranking items	26
Category 4 (LOW) Risk Ranking items.....	27
Monitoring and Management	30
Labelling and Signage	30
Access.....	30
Work Permits	31
Recording Work on ACM	31
Maintenance of Asbestos Register.....	31
Safe Work Methods	31
Equipment and techniques	32
Consultation, Information Sharing and Training	32
Shire Operational Considerations	33
Accidents, Incidents and Emergencies	33
Review.....	33
Attachments.....	34
Attachment A - Schedule of Operational Precautions and Practices.....	34
Attachment B - Health aspects of Exposure to Airborne asbestos Fibres	35
Attachment C – Awareness Training for Workers	36
Attachment D - Schedule of Briefings.....	37
References	38

EXECUTIVE SUMMARY

The Shire of Kellerberrin Waste Management Strategy & Business Plan (WMSBP) outlines actions required to meet the future waste management needs of the Shire. Limited capacity at the existing waste transfer site and increasing operating costs is creating pressure on the existing service delivery structure. Delivery of effective waste services is critical to maintaining the Shire as one that will continue to attract residents, businesses and tourists.

The Shire will continue to engage with key stakeholders to plan for future waste needs and deliver the strategy objectives. The Shire's primary objectives are to meet health and environmental responsibilities, improve service delivery, improve amenity and divert waste from landfill.

Waste services, including the collection of garbage bins, recycling bins, as well as servicing litter bins, event waste bins and sweeping streets are all delivered by the Shire's waste service.

Key issues affecting service delivery include:

- Limited capacity – the current Waste Transfer Station has limited capacity and most waste where possible is removed by Avon Waste Services on a user pays basis.
- Increasing Operational Costs – the cost of managing the Waste Transfer Station and the transferring of waste to other facilities, is increasing and the Shire does not recoup enough revenue to cover the cost of this service.
- Avoiding landfill - encouraging increased recycling and diversion of waste from landfill.
- Working with business – ensuring commercial business operators provide their own waste servicing and recycling requirements.
- Future service capacity – ensuring the service meets the needs of the future population.

The Shire has direct responsibility and control over some waste streams through its collection service. It also has the ability to influence other waste streams through its policies and development approvals processes. The WMSBP outlines actions which will be developed into an implementation plan by the Shire to support the delivery of the WMSBP.

The actions have been developed under the themes of:

- 1. Reducing waste**
- 2. Maximising recycling and recovery**
- 3. Resourcing Waste Management**

There are also a number of overarching actions related to delivery of the WMSBP, these include ensuring the Shire's strategies and policies integrate waste management, reviewing funding structures and monitoring and reporting of services delivered.

Waste service delivery will continue to evolve to meet the needs of the Shire. This WMSBP sets the framework for delivering best practice waste solutions to maintain clean, safe and attractive Shire.

INTRODUCTION

Providing sustainable cost effective waste management solutions is a major challenge for every Australian council. The Shire of Kellerberrin has undertaken internal consultation to develop this waste strategy, which is designed to meet the future waste management needs of the Shire.

This strategy outlines the current context and issues for the Shire's waste services. It identifies objectives and actions that establish the foundations for the Shire to improve waste diversion and deliver safe, efficient services that provide good amenity.

Delivering sustainable waste solutions will require Council working with a wide variety of residents, businesses, developers and, waste management companies within the region.

OBJECTIVES

The following objectives were considered in the drafting of the WMSBP:

1. Ensure the Shire's fundamental public and environmental health obligations and responsibilities are foremost in strategic and policy considerations.
2. Continue to improve service delivery practices which strive to protect the safety of the general public and Shire staff against harm.
3. Improve amenity while maintaining service levels to customers and users through the use of innovative programs ensuring value for money and sustainable practices.
4. Through their engagement and cooperation maximise opportunities to reduce the amount of waste being generated by businesses, residents and visitors.
5. Devise waste management conditions associated with land development activities which guide and set appropriate standards.
6. Contribute to the achievement of State Government and waste management objectives in terms of quantitative and time based targets, where practicable.
7. Provide alternatives for Waste Management through increasing Recycling opportunities.

BACKGROUND

The Shire has a community leadership role, to ensure the Shire continues to develop and flourish without compromising future generations. Delivery of effective waste services is critical to maintaining the Shire as one that will continue to attract residents, businesses and tourists. The WMSBP addresses the growing pressures on the Shire and outlines how waste services can be efficiently delivered into the future.

Waste, in the context of this WMSBP, means solid waste from municipal, commercial and industrial, or construction and demolition sources. It includes general waste, recycling, organics, bulky wastes, litter, street cleansing and Council's operational waste. It excludes sewage, liquid waste and clinical waste.

The Shire of Kellerberrin does not have direct control over all waste generated in the Shire. The WMSBP seeks to influence the management of waste that is not under the Shire's direct control, and to adopt best practice management for material that the Shire of Kellerberrin does control through its own operations, including domestic waste and commercial customers.

The Shire of Kellerberrin provides kerb side waste (garbage collection) which is out sourced to Avon Waste collection. As well as recycling collection facilities for residents and the waste transfer station facility. In addition, the Shire of Kellerberrin supports the drum muster collection program, which was gifted to the 'Mens Shed' organisation as a fundraising initiative.

LEGISLATION, POLICY FRAMEWORK AND STRATEGIC DRIVERS

Governments are ultimately responsible for managing waste as governed by Federal and State legislation, which regulates the management of waste. This Strategy aligns the Shire with all of the relevant National and State Acts and policies with a focus of meeting the actions outline in the Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (WARRS 2030).

Federal Legislation

Key pieces of Commonwealth legislation that have been considered in development of this Strategy include:

- Environmental Protection and Biodiversity Conservation Act 1999;
- National Greenhouse and Energy Reporting Act 2007;
- Clean Energy (Consequential Amendments) Act 2011;
- Clean Energy Legislation Amendment Act 2012;
- Product Stewardship Act 2011; and
- The Commonwealth Waste Policy, 2009

State Legislation and Regulation

The Local Government Act 1995 outlines the services which the Shire must provide, including the provision of waste removal services to Shire residents.

The major waste management legislation in Western Australia is the Waste Avoidance and Resource Recovery Act 2007 (WARR Act), which established the Waste Authority and prescribes local government mechanisms, including:

- Minimum level of Waste Services to be provided by Local Governments;
- Requirement for the development of Waste Plans by Local Governments;
- Requirement for Waste Local Laws; and
- Adherence to the principles of the waste hierarchy in local government decision making (Figure 1).



Figure 1 Waste hierarchy (WA Waste Authority)

The Waste Avoidance and Resource Recovery Levy Act 2007 is the economic instrument designed to reduce waste to landfill by imposing a levy on certain waste received at disposal premises. The levy discourages the use of landfill by:

- Increasing the costs to dispose of waste to landfill;
- Modifying behaviors in the waste management sector; and
- Supporting programs which aim to reduce waste going to landfill.

Policy Framework

The Strategy has been developed to align with the State and Federal policy framework. Key State and Federal policies are described in this section.

Federal Policy

The National Waste Policy: Less Waste, More Resources (2018) sets Australia's waste management and resource recovery direction to 2030.

National Waste Policy circular economy principles

1. Avoid waste, including prioritising waste avoidance and designing it out
2. Improve resource recovery
3. Increase use of recycled material and build demand and markets for recycled products
4. Better manage material flows to benefit human health, the environment and the economy
5. Improve information to support innovation, guide investment and enable informed consumer decisions.



State Policy

The Western Australian Waste Avoidance and Resource Recovery Strategy 2030 has the vision or the State to become a sustainable, low waste circular economy in which human health and the environment are protected by the impact of waste.

A circular economy aims to increase local recycling activity as well as minimize transport costs and create local jobs through the provision of local solutions, particularly relevant to regional Councils in Western Australia.

Three objectives and corresponding targets are outlined in the picture below. The strategies to achieve these objectives are through the provision of knowledge to the community and industry, enabling infrastructure

VISION	Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.			Supporting documents Other documents which align with or support this strategy Waste Avoidance and Resource Recovery Strategy 2030 include the: 1. Waste Avoidance and Resource Recovery Strategy 2030 Action Plan 2. Waste Authority position and guidance statements 3. State Waste Infrastructure Plan 4. Annual Business Plan 5. Waste Data Strategy
OBJECTIVES	Avoid Western Australians generate less waste.	Recover Western Australians recover more value and resources from waste.	Protect Western Australians protect the environment by managing waste responsibly.	
TARGETS	<ul style="list-style-type: none">2025 – 10% reduction in waste generation per capita2030 – 20% reduction in waste generation per capita	<ul style="list-style-type: none">2025 – Increase material recovery to 70%2030 – Increase material recovery to 75%From 2020 – Recover energy only from residual waste	<ul style="list-style-type: none">2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.2030 – All waste is managed and/or disposed to better practice facilities	
HEADLINE STRATEGIES	<ol style="list-style-type: none">1. Develop state-wide communications to support consistent messaging on waste avoidance, resource recovery and appropriate waste disposal behaviours.2. A consistent three bin kerbside collection system, which includes separation of food organics and garden organics from other waste categories, to be provided by all local governments in the Perth and Peel region by 2025 and supported by State Government through the application of financial mechanisms.3. Implement sustainable government procurement practices that encourage greater use of recycled products and support local market development.4. Implement local government waste plans, which align local government waste planning processes with the Waste Avoidance and Resource Recovery Strategy 2030.5. Review and update data collection and reporting systems to allow waste generation, recovery and disposal performance to be assessed in a timely manner.6. Undertake a strategic review of Western Australia's waste infrastructure (including landfills) by 2020 to guide future infrastructure development.7. Review the scope and application of the waste levy to ensure it meets the objectives of Waste Avoidance and Resource Recovery Strategy 2030 and establish a schedule of future waste levy rates with the initial schedule providing a minimum five year horizon.8. Provide funding to promote the recovery of more value and resources from waste with an emphasis on focus materials.			

The Shire of Kellerberrin has followed the legislated Western Australian Local Government model for the integrated planning and reporting framework. Waste will continue to be integrated into this planning framework:



Figure 2 Integrated Planning and Reporting Framework (Department of Local Government)

Some Shire strategies that the WMSBP align with include the following:

- Strategic Community Plan 2022;
- Long Term Financial Plan 2023 – 2038;
- Corporate Business Plan 2025 – 2029
- Asset Management Plan 2023 – 37.

The Shire also has a series of policies relating specifically to waste services and bin placement.

STRATEGIC COMMUNITY PLAN 2022 -2032

The Community identified and supported the services provided by the Shire of Kellerberrin in developing the 2012 – 2022 Strategic Community Plan. Local governments in Western Australia provide both core and discretionary services. Core services include roads, waste management and stormwater systems, while discretionary services enhance community well-being.

In summary, the Shire of Kellerberrin provides the following core services to our Community:

- general engineering and public works, such as design, construction and maintenance of assets for storm water, local roads, footpaths, parks and gardens, streetscape and solid waste management;
- provision and maintenance of recreational facilities, such as public pools, recreation centres, community halls;
- provision of health services, such as food and safety, animal welfare / control and noise management;
- provision of community services and assists in provision of a local doctor;
- provision of emergency services;
- environmental management;
- building and facility maintenance and management;
- building inspection and approvals;
- strategic, regional and town planning and development;
- economic development and tourism; and
- provision of arts and cultural services, including maintenance of facilities and buildings, such as libraries, and art galleries.

In addition to these, our Council also provides services to:

- undertake planning at a local and regional level for the long term development of the Shire region;
- represent the community at a regional level, lobbying, advocating, communicating, coordinating and collaborating with other local, state, federal and regional organisation, where appropriate;
- promote, express and communicate the community's vision, objectives, concerns and initiatives to other levels of Government;
- provide facilities, services and programs that improves the welfare of the community and the region, socially, economically and environmentally, as well as enhance the general amenity of the area to attract and benefit the community members and visitors to the area; and
- manage resources efficiently and effectively to deliver services, programs, and infrastructure to the community.

Our Council's goal is to be acknowledged as a responsive, transparent, ethical and accountable organisation, recognised as a leader and voice for the community that provides quality services to our residents and visitors.

As a result of the consultation process, the Community of Kellerberrin identified a number of strategic priorities to appropriate waste management;

Council Strategy	Measurement of goals
1.1 We are a vibrant and viable, culturally diverse and engaging and unified community with strong links to history, culture and the creative arts.	<p>To promote Doodlakine & Kellerberrin's History and encourage sharing of cultures and knowledge.</p> <p>To foster an environment that celebrates the diversity of the community.</p> <p>Work with the local, regional, state and federal government bodies to encourage the growth of local, regional and indigenous arts, culture and history.</p>
1.2 Present the Shire with high visual and aesthetics, appealing to neighbouring Shire Councils and visitors.	<p>To create visually appealing and inviting public and recreational places that complies with good planning and design principles.</p> <p>To actively participate in local and regional tourism groups as well as ensuring we push our Shire as a destination point.</p> <p>To lobby state and federal government for funding support to develop community and public facilities and provide improved services for the community and visitors.</p>
1.3 Establishing/maintaining and enhancing the aesthetics and the natural environment within our Shire.	<p>Compilation of Townscape Beautification plan and public space strategy that will activate streetscapes and provide an environment for all to enjoy in the town sites of Kellerberrin and Doodlakine.</p> <p>Research the environmental risks and factors that could potentially affect the local environment and develop strategies and programs to mitigate.</p> <p>Lobbying and working with State, Federal and external parties to maintain/enhance the natural environment to ensure the sustainability of the natural environment.</p>
Council Strategy	Measurement of Goals
2.1 Strengthen the economy through business development therefore increasing the opportunity of employment	<p>Support local businesses to drive business development in partnership with the Shire and other stakeholders</p> <p>Be a business friendly Shire that aligns itself with businesses that have the potential to locate in Doodlakine and/or Kellerberrin.</p> <p>The Shire to advocate for business development through promoting 'shop local', attracting tourism and giving local business a presence.</p>

2.2 We are a Shire that respects and aims to preserve the quality of the natural environment and rural landscape and promote environmentally sustainable practices.

To raise awareness and interest of the natural environment and key factors affecting the environment.

To work with organisations to promote actions to enhance the environment.

To promote opportunities to encourage sustainable environmental practices across the Shire.

2.3 Maintain transport services and foster relationships for infrastructure improvements with key stakeholders.

Fostering a relationship with Main Roads WA for the continued upkeep/maintenance of the highway through the township.

Maintain and improve current transport service provisions within the Shire

Maintaining good working communications with Wheatbelt Secondary Freight Network (WSFN) for maintenance/upgrade of approved freight routes.

Council Strategy

Measurement of Goals

3.1 Effective mechanisms for community representation in key decision-making

Design and establish mechanisms for engagement by residents/ businesses/ groups (as applicable) in major decisions over the period of each Corporate Business Plan

To collaborate with community members, groups, and external parties to create an inviting space for the enjoyment of all community members.

The promotion of Councils Corporate Documents for community input and feedback through proactive advertising

3.2 Our Elected Representatives and Council employees to provide effective, respected and progressive leadership.

To lead and govern in a fair, transparent, ethical and responsive manner.

To actively engage and consult with the community to ensure they have the opportunity to have a say and be heard.

To actively pursue a positive community spirit and support.

3.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.

Mark the performance against our targets in the Strategic Community Plan and Corporate Business Plan.

To inform community members and external parties on how we are meeting our targets.

To actively promote Council decisions to ensure transparency is provided to the community.

2022 Community Consultation

The Department of Local Government guidelines and legislation require these plans to be updated on a cyclic basis. In 2022, as the Strategic Community Plan was three years old, the Shire undertook an extensive review of the Strategic Community Plan and undertook community consultation, to prepare an updated Strategic Community Plan (SCP).

The updated SCP was adopted by Council in September 2022. The strategic priorities in the SCP, developed by the Community of Kellerberrin, identified the need to create a comfortable, inviting and welcoming lifestyle that is in keeping with the natural environment, cultural and historical heritage of the Shire. As the achievement of this desire requires appropriate waste management, it provided the foundation for the development of the WMSBP adopted by Council in March 2025.


SOURCES OF WASTE

The Shire of Kellerberrin offers a single bin system for residents and commercial customers. As well as recycling collection facilities for residents and the waste transfer station facility. In addition, the Shire of Kellerberrin supports the drum muster collection program, which was gifted to the ‘Mens Shed’ organisation as a fundraising initiative.

1 .The Shire of Kellerberrin collates waste data each year.

The volume of waste for the 2023/2024 year are summarised in the table below;

2023/2024

 Shire of Kellerberrin Life as rich as the landscape	Domestic Verge Collection Green Waste	Domestic Verge Collection - Hard Waste	Domestic Kerbside - Garbage	Domestic drop off services – Recyclables:	Domestic drop off services – mixed waste:	Domestic drop off services – green waste:	Events Waste - garbage	Public Waste - garbage	TOTAL
Tonnes Collected	0	0	410	16	223	429	4	109	1,191
Tonnes to WTS	0	0	0	0	223	429	4	109	765
Tonnes to Landfill*external	0	0	410	0	223	0	4	109	746
Tonnes Recycled	0	*unknown	*unknown	16	*unknown	0	*unknown	*unknown	16

REF: 2024 KELLERBERRIN WASTE CENSUS

HAZARDOUS WASTE

Hazardous waste comprises a small but problematic part of the waste stream for the Shire. The Shire of Kellerberrin doesn't accept the following hazardous waste items in its Waste Transfer Station Licence:

- Gas Bottles
- Paint
- Flammable Liquids
- Pesticides and Herbicides
- Pool and Garden Chemicals; and
- Fluorescent Tubes.

However, waste is only accepted to the Facility during regulated opening hours, and all loads are inspected prior to being allowed access to the site to ensure that only materials for which the premises is licensed are accepted for disposal and records are kept of every vehicle movement.

Once users have received authority to dispose of their material and gained access to the Facility, they are required to deposit the material into skip bins provided for that purpose. Regular inspections are conducted of the bins to prevent overflow and otherwise manage the material there-in.

The Facility is not licensed to accept Asbestos (ACM) and the Shire's objective is to prevent wherever possible users bringing loads to the Facility which contain ACM.

Asbestos

The Shire of Kellerberrin has an Asbestos Management plan – ***please refer to appendix two.***

When waste arrives at the transfer station, the following procedures are in place to ensure as best is possible and practicable that the characteristics of the waste are consistent with the acceptance criteria of the Facility Licence and that no asbestos is present in the waste.

Inspection of Loads

- All loads are visually inspected and photographed when they arrive at the transfer station and the Driver is to sign and date the "Load Register" to confirm "NO ASBESTOS IS BEING OFF LOADED".
- The details of the vehicle, an estimate of the size of the load, the nature of the load and any other pertinent information is recorded in a Load Register.
- If the inspection determines that the nature of the load is such that it contains only waste of the class prescribed by the licence of the Facility, the load is accepted and the driver will be directed to deposit the load in the area or skip bin indicated.
- When an inspection identifies that the wastes are not permitted by the licence and/or asbestos is visually identified in the load, it will be rejected for acceptance and the driver advised of the nearest Facility capable (i.e. licensed) to accept the waste.
- Where a load is rejected, a record of the vehicle (and trailer) registration number(s), the date, time and the type of material will be recorded. In the case of a commercial operator, the information recorded should also include the name of the waste producer and the waste carrier.
- In addition to a record of all loads accepted to the Facility, a record of all rejected loads is also maintained on the premises and is available for a representative of the Facility licensing authority to inspect.

Assessment of Likely Risk

While the class of the site does not require a risk consideration to be made of individual loads with respect to asbestos contamination, the Shire has determined that inclusion of the following risk assessment in this Plan meets its self-imposed informal environmental duty of care.

As part of the inspection process, if the waste is of a nature which may be a source of asbestos (e.g. demolition material) or is being delivered in an "unregulated" manner (e.g. by the public versus by contractor) but no asbestos material is readily evident, the Site Manager will attempt to establish the source of the load including the site location and if possible the age of any building or structure from which the waste originated.

If no ACM is evident in the load, but it is considered likely that the material has been sourced from a building or structure which was erected in the period from the 1950s through to 1990, the load will not be accepted onto site unless the driver is willing to sign and date the "Load Register" to confirm "NO ASBESTOS IS BEING OFF LOADED".

Construction and Demolition Waste

All Construction and Demolition (C&D) and building contractors in the region who have previously used the site have been contacted and advised that all loads of C&D waste should be delivered to the Northam or Merredin landfill facilities.

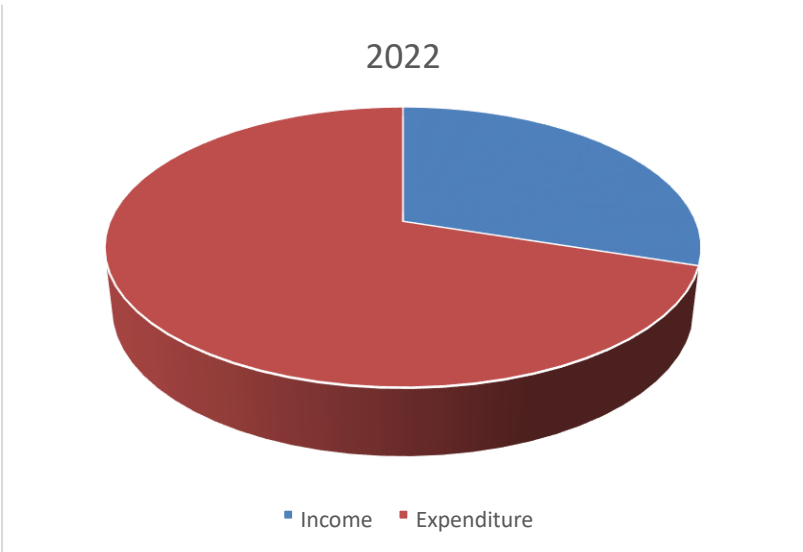
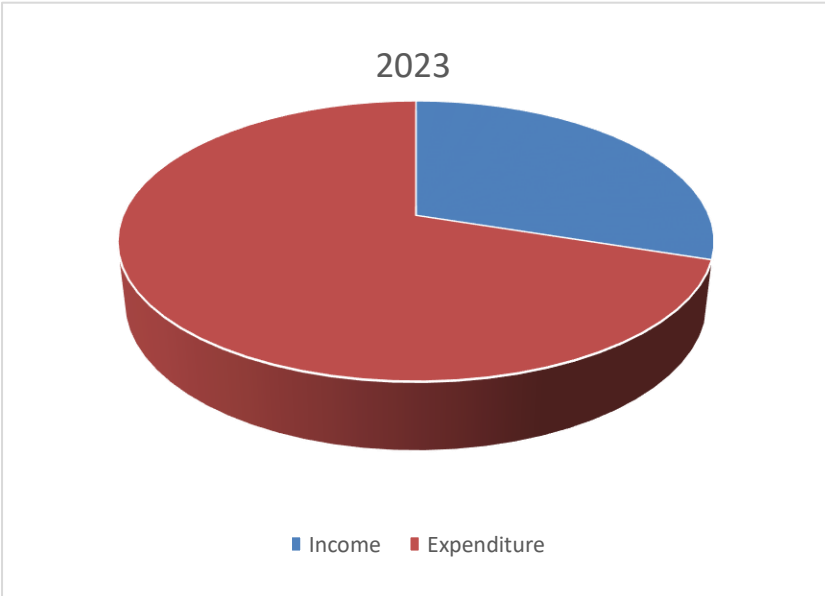
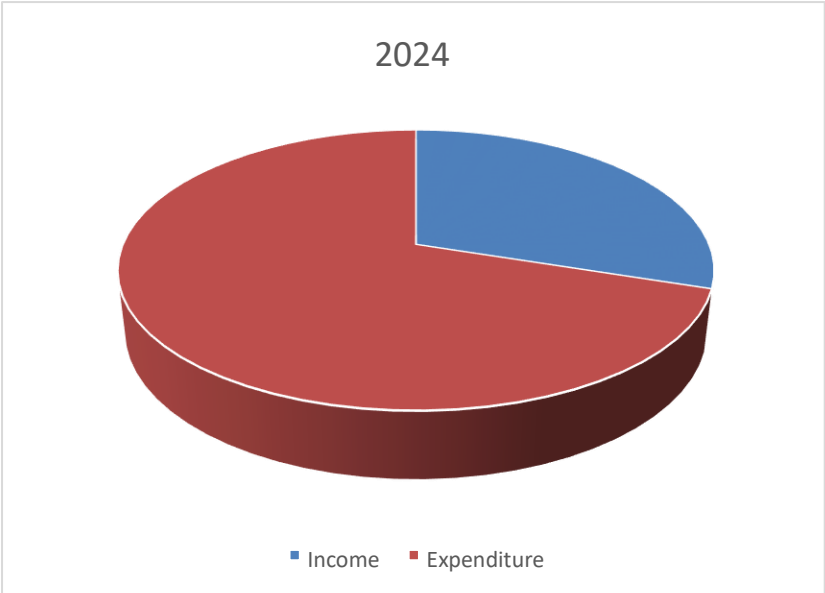
Smaller loads (e.g. ute or trailer loads), from contractors may be considered under special circumstances, but require prior written approval from the Shire to use the Facility; and if the Shire authorises disposal, the contractor;

- Can deliver the load(s) to the Facility; **and**
- Must provide **written confirmation** (by mail or email) that the material they intend to deliver to the Facility does **not** contain asbestos.
- In this circumstance, **no loads will be accepted** until this advice has been received and the driver acknowledges that if asbestos, or materials suspected of being asbestos is found in the material delivered to the Transfer Station - the Driver of the vehicle is liable for 100% of the costs to test and/ or remove the material plus the cost of Site clean-up and a 5% Administration Fee.

EXPENDITURE VS REVENUE

Appropriate Waste management utilises more resources than it generates in the Shire of Kellerberrin. Historical costs and revenue for the last 3 years are summarised in the table below:

Year	Domestic Refuse Collection		Other Refuse Costs		Transfer Station Site Management	TOTAL
	Expenses	Revenue	Expenses	Revenue	Expenses	
23/24	Administration	\$ 7,017	Domestic Collection Fees	\$108,219	Commercial Collection Fees	\$15,750
	Domestic Refuse Collection	\$102,580	Other Revenue – inc additional Bins	\$ 13,571	Commercial – additional Bins	<u>\$25,575</u>
	Waste Disposal Expenses	<u>\$ 26,688</u>				\$41,325
		\$136,285		<u>\$14,848</u> \$86,990		\$171,285
22/23	Administration	\$ 5,633	Domestic Collection Fees	\$87,945	Commercial Collection Fees	\$12,915
	Domestic Refuse Collection	\$ 87,187	Other Revenue – inc additional Bins	<u>\$10,309</u>	Commercial – additional Bins	<u>\$21,600</u>
	Waste Disposal Expenses	<u>\$ 22,783</u>				\$34,515
		\$115,603		<u>\$13,231</u> \$69,016		\$139,924
21/22	Administration	\$ 5,203	Domestic Collection Fees	\$87,676	Commercial Collection Fees	\$12,838
	Domestic Refuse Collection	\$ 59,867	Other Revenue – inc additional Bins	<u>\$ 10,599</u>	Commercial –additional Bins	<u>\$17,209</u>
	Waste Disposal Expenses	<u>\$ 39,359</u>				\$30,047
		\$104,429		<u>\$11,575</u> \$55,349		\$139,596
						Loss \$171,052



ISSUES & STRATEGIES

Waste management has evolved from the traditional role of collecting and disposing of waste for public health reasons, to also include reducing environmental harm caused by waste.

New technologies enable Shire's to use waste management to improve sustainability through improved collection systems, monitoring and reporting of collections and increased recovery of energy and resources from material collected.

There are a number of issues and challenges for the Shire in facilitating and delivery sustainable waste services.

The issues are summarised under the key themes below.

Laneways

There have been incidents of community members disposing of waste in access laneways. This is not permitted for public health and safety reasons.

To address this issue:

- The Shire of Kellerberrin contacts community members and requests they remove the rubbish.
- Where the householder is unable to arrange this, the Shire will remove the rubbish and charge the householder the cost of providing this service.
- The Shire may also prosecute community members who dispose of waste in access laneways.

Car bodies & Hard Waste Storing

Some community members have stored car bodies and hard waste in yards or road verges, which is prohibited for public health, safety and townscape reasons.

To address this issue:

- The Shire of Kellerberrin sends out an annual letter to householders requesting they remove the rubbish.
- The Shire then conducts random inspections to ensure the request has been complied with.
- Where the householder does not arrange this in the required time frame, the Shire will remove the rubbish and charge the householder the cost of providing this service.
- The Shire may also prosecute community members who store bodies and other items of hard waste in their front and back yards, as well as on the road verges.

Illegal dumping

There have been incidents of illegal dumping. This is not permitted for public health and safety reasons. In addition it is not permitted for amenity and environmental reasons.

To address this issue:

- The Shire of Kellerberrin requests the appropriate person or agency removes the rubbish.
- Where this cannot be arranged, the Shire will remove the rubbish and charge the person or agency the cost of providing this service.
- The Shire may also prosecute person(s) or agency(s) to recover the cost of disposing of illegally dumped waste.

Avoiding landfill

The Shire of Kellerberrin is supportive of the policy drivers affecting the waste strategy such as the *Waste Avoidance and Resource Recovery Act 2007* and the WA Waste Strategy 'Creating the Right Environment'.

To address this issue:

- The Shire of Kellerberrin provides recycling collection facilities for residents and the waste transfer station facility.
- In addition, the Shire of Kellerberrin supports the drum muster collection program, which was gifted to the 'Mens Shed' organisation as a fundraising initiative.

Future Capacity

The Shire of Kellerberrin is aware that its transfer station and other waste services are limited and have limited capacity to meet growth in demand.

Therefore providing affordable services and avoiding landfill are waste management priorities for the Shire of Kellerberrin.

Affordability

Currently the Shire of Kellerberrin recovers approximately 40% in revenue of what it cost to deliver appropriate waste management services. The recovery cost strategy needs to ensure pricing is at an affordable level to avoid increased rates of illegal dumping throughout the Shire.

To address this issue:

- The Shire of Kellerberrin requests that commercial enterprises fund their own waste disposal costs.
- The Shire of Kellerberrin reviews their fees and charges annually.
- The Shire of Kellerberrin encourages residents to access services and programs that avoid waste going to landfill.
- The Shire of Kellerberrin explores business models and new technologies that may result in reduced costs and waste production.

Opportunities to Improve Resource Recovery & Reuse

A number of scenarios could be considered to reduce costs and improve the efficiency of waste management, as well as to reduce waste going to landfill:

1. Education & programs to promote high levels of participation to reduce the recyclables and organics in the general waste stream.
 - a) Recycling drop off points
 - b) Bin Labeling initiatives (WALGA)
 - c) Appropriate pricing structures for collection services and additional bins
 - d) Supply of mulching service for community green waste
2. Explore other business models to to reduce costs and improve the efficiency of waste management.
 - a) Lease out the Waste Transfer Station and Mulching services to a local small business owner; and / or Lease out the collection services and additional bins service to a local small business owner.
 - b) Contract a neighboring Shire with a licensed landfill site to provide all collection and recycling services, as well as bins, and enforce all regulatory requirements.
 - c) Work in conjunction with neighboring Councils supporting a Regional service to reduce travel and associated transfer costs of waste from Kellerberrin Waste Transfer Station to a landfill.
3. Explore new technologies to reduce costs and improve the efficiency of waste management.
 - a) Seek funding for glass & cardboard processing plants to produce products that the community can purchase and reuse.
 - b) Use energy from waste facilities as an alternative energy source.

- c) Start a tip shop' for items that are reusable and/or can be converted to building materials, art objects, garden ornaments- planters etc.
4. Explore policy outcomes to reduce costs and improve the efficiency of waste management.
 - a) Adopt a sustainable procurement policy – encouraging purchase of recycled and low environmental impact products.
 - b) Adopt a policy and guidelines related to waste storage and service access requirements for development applications.
 - c) Adopt Environmental Health Licence requirements that include submission of a waste management plan, and for development applications.
 - d) Review waste services in council buildings and operations.

NEXT STEPS

Delivering the waste strategy relies on a large number of stakeholders. It will be a process of constant and gradual implementation and review. This section outlines some of the overarching considerations for facilitating the delivery of the WMSBP. In addition an action plan (Appendix 1) has been developed to complement the strategy.

Funding

The Shire of Kellerberrin will continue to fund the delivery of appropriate waste management services through the budget process, to provide;

- Collection and Recycling Services
- Waste management Facilities
- Community education programs

Delivering the waste strategy relies on a large number of stakeholders. It will be a process of constant and gradual implementation and review. This section outlines some of the overarching considerations for facilitating the delivery of the WMSBP. In addition an action plan (Appendix 1) has been developed to complement the strategy.

Monitoring

The Shire of Kellerberrin will continue to collate data regarding the volume of waste being collected and recycled;

As well as undertake its annual bin audit to ensure appropriate waste disposal fees are being collected to fund the management services. In addition, the Shire will continue to conduct random inspections to ensure holders are not storing used car bodies and hard waste in their yards and or on the road verges.

Implementation

This section contains an implementation plan for the actions outlined within the WMSBP. Where possible it is proposed that the actions be implemented using Shire staff. Some of these actions can be undertaken using existing resources, however there are a number of actions that will require additional internal resourcing support.

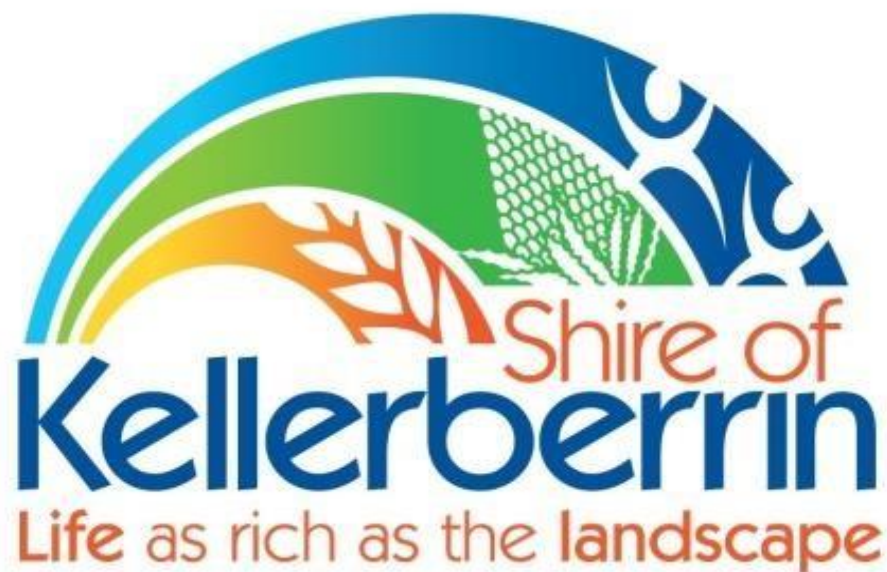
Other actions are proposed to be undertaken by external resourcing for specialised tasks, where required.

A key for the following Action Plan is as follows:

- **Action #:** Action number as outlined in the WMSBP
- **Who:** indicates the role within the Shire of Kellerberrin that is responsible for implementing the action, with assistance of other sections as appropriate.
- **Year:** indicates the financial year that the work is to be undertaken.

APPENDIX ONE: Shire of Kellerberrin WMSBP Action Plan

Action #.	Actions	Who	By Year
1	The Shire of Kellerberrin collation of waste data and annual reporting each year	Manager WTS / AO	Ongoing
2	The Shire of Kellerberrin has an Asbestos Management plan – cyclic review	RRC / CEO	2028
3	The Shire of Kellerberrin ensures access laneways are kept free of rubbish	MWS	Ongoing
4	The Shire of Kellerberrin ensures car bodies and hard waste are not being stored in towns	CEO / MWS	Annually
5	The Shire of Kellerberrin ensures waste is not illegally dumped	CEO / MWS	Ongoing
6	The Shire of Kellerberrin provides recycling facilities	CEO / MWS	Ongoing
7	The Shire of Kellerberrin reviews costing structures to ensure affordability	CEO / SFO	Annually
8	The Shire of Kellerberrin provides community education and program to reduce waste	CDO	Annually
9	The Shire of Kellerberrin explores alternative business model to improve efficiencies	CEO / MWS / MOG	2026
10	The Shire of Kellerberrin explores alternative technologies & funding to improve efficiencies	MWS	2026
11	The Shire of Kellerberrin adopted policies to improve waste management	MWS / MOG	2026
12	The Shire of Kellerberrin undertakes annual bin audits	SFO	Annually



Shire of Kellerberrin Asbestos Management Plan 2023-2028

DOCUMENT CONTROL

Version Details	Date	Responsible officer
Version 1.0 – Initial WHS Version	March 2023	
Scheduled review date	March 2028	
Actual review date		

APPENDIX TWO - Asbestos Management Plan

Foreword

This plan has been developed to assist the Shire comply with legislative requirements in the management of asbestos containing materials (ACM) in Shire owned or controlled buildings and workplaces. The ultimate goal is for all Shire owned or controlled buildings and workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance processes in preference to other control measures such as encapsulation, enclosure or sealing.

It is intended that this plan be considered in conjunction with the Shire asbestos register, which consists of an overarching register of all identified or presumed instances of asbestos, as well as individual facility extract registers detailing the situation at each specific facility. This plan is intended to assist with prioritisation of risk control activities, as well as assist with legislative compliance.

Reasonable steps have been taken to identify all ACM within accessible areas of Shire owned or controlled buildings or workplaces. Unless otherwise specified in the asbestos register, testing has not been conducted to confirm the presence of asbestos, and where the presence of ACM is a possibility, the presumption rule has been applied.

Generally, inaccessible areas have not been subject to inspection, as detailed in the ACM register. In these instances such areas must be, and are, presumed to contain ACM unless a competent person inspects and subsequently declares them as free of ACM.

The Approved Codes of Practice – “How to manage and control asbestos in the workplace” and “How to safely remove asbestos” are collectively referred to as the “Asbestos Codes of Practice” in this management plan.

This asbestos management plan must be reviewed:

- Whenever there is a review of the asbestos register or a control measure;
- Whenever asbestos is removed from, or disturbed, sealed or enclosed at, the workplace;
- If the plan is no longer adequate for managing asbestos or ACM at the workplace; • If a health and safety representative requests a review;
- At least once every five years.

The review process should critically assess all asbestos management processes and their effectiveness in:

- Preventing unintended disturbance of asbestos and exposure to airborne asbestos fibres;
- Ensuring safe systems of work for maintenance workers and contractors;
- Highlighting the need for action to remove or maintain ACM, having consideration of legislative requirements, the hierarchy of risk controls and Government Targets;
- Raising awareness amongst all workers; and,
- Maintaining the accuracy of the ACM register, which must be reviewed and revised as necessary.

Legislative Duty

The Shire, as a person conducting a business or undertaking (PCBU), has a legislative duty to provide and maintain workplaces and working environments in which the workers of the PCBU are not exposed to hazards. This duty further extends to any other person who may be affected wholly or in part as a result of the work done or caused to be done by the Shire or the Shires workers, or arising from a Shire workplace. The legislative framework which must be complied with includes the provisions of:

- The Work Health and Safety Act 2020 (WA)
- The Work Health and Safety (General) Regulations 2022 (WA)

The contents of the Asbestos Codes of Practice must be considered when managing or removing asbestos.

- Code of Practice: How to manage and control asbestos in the workplace
- Code of Practice: How to safely remove asbestos

APPENDIX TWO - Asbestos Management Plan

Government Policy

The long-term aim is for all buildings occupied or controlled by government agencies to be free of ACM.

Whilst working towards this goal, agencies also have an obligation to identify and manage ACM in their facilities in order to comply with legislative requirements, including the preferential application of the hierarchy of risk controls.

ACM in sound condition, left undisturbed, presents negligible risk to workers, building occupants and the general community. Therefore removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb

ACM.

Remaining ACM should be regularly inspected and actions taken to minimise health risk, as far as is reasonably practical.

All work conducted on ACM must only be undertaken in accordance with legislative requirements.

The State and Commonwealth Government have imposed regular reporting requirements associated with asbestos in support of the [National Strategic Plan for Asbestos Awareness and Management 2019 - 2023](#). The Western Australian Government has endorsed targets one to seven of the National Strategic Plan, and each state and local government is required to report progress in achieving [Western Australia's targets](#) (with a reporting template available at the WA target link if not already downloaded).

Shire Policy

Asbestos Policy

Shire is committed to ensuring a safe place of work for all persons who attend our workplaces which includes the elimination so far as reasonably practical the risk of exposure of Workers and Non-Workers to airborne asbestos fibres. This extends to also managing any adverse impact to the environment from the uncontrolled release of asbestos containing material.

In undertaking its project activities, Shire will:

1. Comply with applicable Western Australian Health and Safety legislation which includes Code of Practice: How to manage and control asbestos in the workplace and How to safely remove asbestos.
2. Provide the required regulatory notifications prior to asbestos removal and where an emergency, which includes an actual or potential exposure to airborne asbestos, has occurred;
3. Not allow the commencement of any work, at a site, without the management controls necessary to minimise the risk of exposure of asbestos being in place for buildings:
 - constructed prior to 31 December 2003; and
 - constructed after 1 January 2004, where asbestos is likely to be present;
4. Obtain and review the facilities Asbestos Register, and distribute copies to all contractors and other stakeholders before they attend the site;
5. Where the Asbestos Register is not available, out of date or inadequate for the scope of work, engage a competent person as defined in the compliance code, to inspect locations affected by our scope of work and provide an Asbestos Assessment Report;
6. Include, where there is a known asbestos risk, the defined asbestos management protocols within the site specific Assessment Report;
7. Where there is a defined asbestos risk, ensure site specific asbestos management details are included in the safe systems of work provided by all subcontractors;
8. Ensure that all workers engaged to remove asbestos containing material are trained and possess the relevant regulatory approved licence;
9. When transporting and disposing of asbestos waste, comply with regulatory requirements;
10. Include in the Site Specific Induction the nominated asbestos management procedures;

APPENDIX TWO - Asbestos Management Plan

11. Ensure workers are informed of and have available approved health monitoring where work with or near asbestos containing material is carried out;
12. Respond effectively to any incident involving, actual or potential, uncontrolled exposure to asbestos containing material;
13. When asbestos has been removed (>10m²), engage a licenced Asbestos Assessor to perform a clearance inspection and to provide a Clearance Certificate; and
14. Upon completion of each project, the Shire will provide all asbestos-related information gathered to relevant stakeholders, such as our client and the facility Manager.

Responsibilities

Shire and Shire Executive Officers

The Shire, as PCBU, and Shire executive officers have the ultimate responsibility for ensuring that all works involving or potentially involving any disturbance or removal of ACM are conducted in accordance with all applicable legislative requirements, including consideration of the contents of the Asbestos Codes of Practice:

- Code of Practice: How to manage and control asbestos in the workplace;
- Code of Practice: How to safely remove asbestos.

The Shire, through its executive officers, shall ensure that the register of ACM and associated Asbestos Management Plan is maintained, reviewed and updated at the required intervals. A member of the Shire executive shall ensure that the register of ACM is reviewed in order to identify any ACM or presumed ACM to the persons intending to perform works, prior to the commencement of any works in any Shire owned or controlled building or workplace.

The Shire executive shall ensure that works involving ACM are undertaken by competent persons, using formal documented safe systems of work including suitably authorised Safe Work Method Statements and Permits to Work. Any such work shall be subject to adequate supervision to ensure compliance with legislative requirements, including as detailed in the Asbestos Codes of Practice (above). A member of the Shire executive, or their nominated representative, is responsible for the authorisation of documented Safe Work Method Statements, Permits to Work associated with ACM works, and the provision of sufficient supervision to ensure works are conducted strictly in accordance with requirements.

A member of the Shire executive, or their nominated representative, shall ensure that competencies and licences of persons involved in works removing or disturbing ACM are verified and recorded. This obligation extends to verifying and ensuring that only suitably rated and approved equipment is used in the performance of ACM works.

Shire Workers, including Contractors

All Shire workers, including contractors, have a responsibility to comply with legislative provisions, the Asbestos Codes of Practice and any Shire imposed safe systems of work. The worker or contractor shall consult with a member of the Shire executive, or their nominated representative, prior to the commencement of any works on Shire owned or controlled buildings in order that the asbestos register may be reviewed, ACM locations identified, and a safe system of work determined to be in place to complete the proposed works in a legislatively compliant manner.

A licensed asbestos removalist who holds an appropriate class of license must be engaged to perform asbestos removal work unless the asbestos to be removed is:

- 10 square metres or less of non-friable asbestos, or asbestos containing debris (ACD) associated with the removal of that amount of non-friable asbestos; or
- ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

In the instances described above, although the use of a licensed asbestos removalist is not specifically required, persons involved in the work must be ensured to be competent and to have received training as specified by legislation. [Refer Work health and Safety (General) Regulations, Regulation 445].

APPENDIX TWO - Asbestos Management Plan

All works involving the disturbance or removal of ACM must be strictly by suitably trained or licensed persons, as the situation may require, in accordance with a suitably documented and authorized Safe Work Method Statement. A licensed asbestos removalist must prepare an asbestos removal plan for any licensed asbestos removal work they are commissioned to undertake. Following any removal of ACM, clearance inspections must be conducted by an independent competent person, including being a licensed asbestos assessor (LAA) in the instance of Class A removal work.

Identification of Asbestos Hazards

Inspections of Shire buildings for the presence of ACM have been conducted. The inspections include a risk assessment and recommendation for future control measures. Results of inspections are recorded in the Shire asbestos register, maintained by the Shire nominated representative, with the main asbestos register held at the Shire administration building and individual site specific asbestos registers maintained at the respective facility entry point.

Inspections are generally restricted in nature, with inaccessible areas not yet assessed. Such areas must be presumed to contain asbestos until formal inspection determines otherwise. Should any proposed works be likely to impact areas which have not yet been subject to asbestos identification inspection, the area must be assessed prior to works commencing. Each individual facility inspection record includes notes regarding restrictions.

Should any demolition work be considered, then a full asbestos identification and removal process must be instigated in compliance with WHS Regulatory requirements. Specialist advice must be obtained if required.

Risk Assessment

The risk assessment process utilised with the asbestos register is based upon that described within the UK HSE Asbestos Survey Guide HSG264. This process considers various parameters associated with likelihood of fibre release and resultant potential for exposure with each instance of ACM. Each parameter has a numerical score assigned to it, the sum of which then determines the overall risk score assigned for each instance. The parameter scores are rated between 0 to 3, with the following criteria:

- 0 – No ACM present
- 1 – Low potential for fibre release
- 2 – Medium potential for fibre release
- 3 – High potential for fibre release

The sum of ACM instance assessment scores are then ranked as follows:

- Low ≤ 6
- Moderate 7 – 10 (risk score in excess of 10 are more likely to release fibres)
- High 11 – 16
- Extreme ≥ 17

ACM Risk Control Measures

The recommended control measures that should be considered and approved by Shire executive are as follows:

Category 1

Risk Ranking “EXTREME”. Immediate isolation until remedial action completed Immediate removal of asbestos containing material.

Category 2

Risk Ranking “HIGH”. Remove source of disturbance; or isolate asbestos containing material

Category 3

Risk Ranking “MODERATE”. Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed

APPENDIX TWO - Asbestos Management Plan

Category 4

Risk Ranking "LOW". Monitor and manage in accordance with the review of risk assessments.

Category 1 (EXTREME) Risk Ranking items

Category 1 items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through application of the risk categorisation process. Any friable, unstable ACM must be treated as a category 1 risk.

The following items were identified as a Category 1 (Extreme) risk:

Address	Location	ACM Risk Level	Control Measure
		Extreme	

Category 2 (HIGH) Risk Ranking items

Category 2 risks are characterised by an elevated risk due to likely disturbance or exposure and the control measure is designed to reduce or eliminate the possibility of disturbance.

The following items were identified as a Category 2 (High) risk.

Address	Location	ACM Risk Level	Control Measure
29 Hammond St Kellerberrin	Eastern boundary fence	High Risk	Remove source of disturbance; or isolate asbestos containing material

Category 3 (MODERATE) Risk Ranking items

Category 3 items are programmed for removal prior to a time of likely disturbance for another purpose, such as renovation. Testing should be conducted to confirm the presence of asbestos prior to disturbance. Management decision is necessary as to when this should be done.

The following items were identified as a Category 3 (Moderate) risk.

Address	Location	ACM Risk Level	Control Measure
Kellerberrin Swimming Pool Hinckley Street Kellerberrin	Switchboard box lining	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
29 Hammond Street Kellerberrin	Western boundary fence	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Western boundary fence	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Rear boundary fence	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Eastern boundary fence	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
Doodlakine Agricultural Hall Spring Street Doodlakine	Entrance portico	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
Kellerberrin Childrens Centre	Lower internal walls of building	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or

APPENDIX TWO - Asbestos Management Plan

68 James Street Kellerberrin"			refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed
	Bathroom/toilet walls	Moderate	Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed

Category 4 (LOW) Risk Ranking items

These items are determined as low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

The following items were identified as a Category 4 (Low) risk.

Address	Location	ACM Risk Level	Control Measure
Shire Administration Building 110 Massingham Street Kellerberrin	Front entry portico ceiling	Low	Monitor and manage in accordance with the review of risk assessments
	Front eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Eastern side of building eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Rear of building eaves	Low	Monitor and manage in accordance with the review of risk assessments
Kellerberrin Swimming Pool Hinckley Street Kellerberrin	Pool entrance portico	Low	Monitor and manage in accordance with the review of risk assessments
	Kiosk ceiling	Low	Monitor and manage in accordance with the review of risk assessments
	Switchboard	Low	Monitor and manage in accordance with the review of risk assessments
Kellerberrin Memorial Hall 110 Massingham Street Kellerberrin	Front entrance portico (Upper Level)	Low	Monitor and manage in accordance with the review of risk assessments
	Hall eaves west side of building	Low	Monitor and manage in accordance with the review of risk assessments
	Hall eaves east side of building	Low	Monitor and manage in accordance with the review of risk assessments
St John Ambulance Building 6 Ripper Street Kellerberrin	Front of building eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Front of building portico	Low	Monitor and manage in accordance with the review of risk assessments
	Southern side eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Rear of building eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Northern side eaves	Low	Monitor and manage in accordance with the review of risk assessments
4 Moore Street Kellerberrin	Garage	Low	Monitor and manage in accordance with the review of risk assessments

APPENDIX TWO - Asbestos Management Plan

	Eaves to front of residence	Low	Monitor and manage in accordance with the review of risk assessments
	Eaves to west side of residence	Low	Monitor and manage in accordance with the review of risk assessments
	Eastern side of residence eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Eaves to rear of residence	Low	Monitor and manage in accordance with the review of risk assessments
2 George Street Kellerberrin	Rear exterior walls	Low	Monitor and manage in accordance with the review of risk assessments
	Rear eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Eastern exterior wall	Low	Monitor and manage in accordance with the review of risk assessments
	Front exterior of residence	Low	Monitor and manage in accordance with the review of risk assessments
	Front eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Western side exterior wall	Low	Monitor and manage in accordance with the review of risk assessments
7 Thornton Ave Kellerberrin	Front fascia	Low	Monitor and manage in accordance with the review of risk assessments
	Front eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Front verandah ceiling	Low	Monitor and manage in accordance with the review of risk assessments
	Eastern side of residence eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Rear of residence eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Rear of residence fascia	Low	Monitor and manage in accordance with the review of risk assessments
	Western side of residence eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Meterbox board	Low	Monitor and manage in accordance with the review of risk assessments
Doodlakine Agricultural Hall Spring Street Doodlakine	Upper roof fascia	Low	Monitor and manage in accordance with the review of risk assessments
	Front of building roof	Low	Monitor and manage in accordance with the review of risk assessments
	Northern boundary fence	Low	Monitor and manage in accordance with the review of risk assessments
	Exterior walls to storeroom N/West corner of bowling green	Low	Monitor and manage in accordance with the review of risk assessments
	Exterior walls to storeroom S/West corner of bowling green	Low	Monitor and manage in accordance with the review of risk assessments
	Bowling rink fuse board	Low	Monitor and manage in accordance with the review of risk assessments

APPENDIX TWO - Asbestos Management Plan

Kellerberrin Caravan Park Moore Street Kellerberrin	Caretaker residence/communal kitchen southern window shades	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen northern window shades	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen northern fascia/box gutter	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal	Low	Monitor and manage in accordance with the review of risk assessments
	kitchen northern eaves		
	Caretaker residence/communal kitchen western eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen western fascia/box gutter	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen southern eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen southern fascia/box gutter	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen eastern eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Caretaker residence/communal kitchen eastern fascia/box gutter	Low	Monitor and manage in accordance with the review of risk assessments
	Caretakers residence main living area floor tiles	Low	Monitor and manage in accordance with the review of risk assessments
	Caretakers residence rear storage area floor tiles	Low	Monitor and manage in accordance with the review of risk assessments
	Caretakers residence spare bedroom floor tiles	Low	Monitor and manage in accordance with the review of risk assessments
	Caretakers residence second bedroom floor tiles	Low	Monitor and manage in accordance with the review of risk assessments

APPENDIX TWO - Asbestos Management Plan

	Front fence to caravan park	Low	Monitor and manage in accordance with the review of risk assessments
Kellerberrin Children's Centre 68 James Street Kellerberrin	Front exterior walls	Low	Monitor and manage in accordance with the review of risk assessments
	Front veranda ceiling	Low	Monitor and manage in accordance with the review of risk assessments
	Front eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Internal walls of outside storage	Low	Monitor and manage in accordance with the review of risk assessments
	Outside storage ceiling	Low	Monitor and manage in accordance with the review of risk assessments
	Western front exterior wall	Low	Monitor and manage in accordance with the review of risk assessments
	Powerboard	Low	Monitor and manage in accordance with the review of risk assessments
	Meterbox lining	Low	Monitor and manage in accordance with the review of risk assessments
	Western exterior wall	Low	Monitor and manage in accordance with the review of risk assessments
	Rear exterior wall	Low	Monitor and manage in accordance with the review of risk assessments
	Rear eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Western eaves	Low	Monitor and manage in accordance with the review of risk assessments
	Western vent pipe	Low	Monitor and manage in accordance with the review of risk assessments

Monitoring and Management

All identified ACM locations shall be monitored and managed accordingly, dependant on the current condition, current or revised risk assessment and subsequent risk category assigned to the occurrence/ location of ACM.

Labelling and Signage

All ACM shall be indicated by labelling and signage to clearly show persons accessing the facility that asbestos may be present and which elements of the facility may contain this. Labelling shall be consistent with ACM locations identified in the asbestos register, so far as is reasonably practicable.

Access

Works access for identified ACM locations must be strictly after consultation of site ACM register and formal approval by Shire Executive Officer or their nominated representative. All works must be undertaken strictly in accordance with legislative requirements and the associated Asbestos Codes of Practice.

Where works are undertaken that may disturb ACM then the works area must be isolated and access restricted to essential workers only. Barricading and signage warning of the nature of the work being undertaken and site access restrictions should be employed. The need for air monitoring to be conducted must be considered by a competent person. All barriers and warning signs must remain in place until a clearance to re-occupy has been granted by an independent competent person.

Areas within buildings that were unable to be inspected for the presence of ACM, such as ceiling spaces and wall cavities as indicated in the ACM Register, must be presumed to contain ACM until formally inspected by a competent person and the presence of ACM either confirmed or not.

APPENDIX TWO - Asbestos Management Plan

Work Permits

All works on sites identified as containing ACM must be in accordance with the issuance of a work permit issued by the designated Shire Officer. Issued work permits will be recorded in the ACM Works Permit Logbook. All persons proposed to conduct works on sites identified in the ACM register, must have been provided with training in safe work methods and have the location of any ACM, actual or presumed, formally identified to them. This information must be recorded on the work permit and work permit log book entry.

Recording Work on ACM

Work done on ACM that materially changes a register entry is to be recorded in the asbestos register by the Shire Officer with assigned responsibility and will include details of:

- The company/ person(s) conducting the work;
- The date of the work;
- The scope of the work done;
- Monitoring undertaken and results of tests;
- Any clearance inspection certificates;
- Details of licenses required to be held and confirmation that these are held.

Maintenance of Asbestos Register

The asbestos register is to be maintained up to date and the locations of actual or presumed ACM identified to workers, health and safety representatives or contractors through enabling ready access to the asbestos register. The current asbestos register for each specific workplace or facility shall be maintained at the specific facility as well as in a central storage location.

The asbestos register shall be reviewed and if necessary revised if:

- The asbestos management plan is reviewed;
- Further asbestos or ACM is identified at the workplace; or,
- Asbestos is removed from, disturbed, sealed or enclosed at the workplace.

Should works be proposed that involve demolition or refurbishment of any workplaces, then the asbestos register must be reviewed in order to ensure that any inaccessible areas previously presumed to contain asbestos are inspected by a competent person and any asbestos therein is identified and recorded in the asbestos register. All identified asbestos shall be removed prior to any demolition or refurbishment occurrence.

Safe Work Methods

All works that involve disturbance or removal of any ACM must be strictly undertaken in accordance with all legislative and regulatory requirements.

All works involving removal or disturbance of ACM must be performed in accordance with a detailed Asbestos removal control plan (for licenced removal works), Safe Work Method Statement and associated Permit to Work. All persons involved in the works must be suitably trained, including licensing where the scope of works require, and adequately supervised by a responsible Shire officer.

When the asbestos removal work requires a licenced asbestos removalist to undertake the work, then subsequent clearance inspections must be undertaken by an independent competent person. In the instance of Class A removal work, the person conducting the clearance inspection must be a licenced asbestos assessor. Where determined, or prescribed, as required – air monitoring must utilise the membrane filter method.

Equipment and techniques

Only suitable equipment and approved techniques shall be used in the performance of any works involving disturbance or removal of ACM. Details of considerations to be taken into account when determining suitable equipment and techniques to be employed for ACM work are detailed in legislation and the Asbestos Codes of Practice. The appendixes in these Codes contain some specific examples of recommended safe working methods including:

- Drilling of ACM
- Sealing, painting, coating and cleaning of ACM products
- Cleaning leaf litter from the gutters of ACM roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos

***NOTE:** Household vacuum cleaners must never be used where asbestos is or may be present, even if they have a HEPA filter.

***NOTE:** High speed abrasive power and pneumatic tools such as angle grinders, sanders, saws and high speed drills, or techniques involving water or air blasting, must never be used.

The type of decontamination required will depend on the type of asbestos (friable or non-friable) and the work method employed. Details of decontamination considerations which must be taken into account are contained in the Asbestos Code(s) of Practice. All contaminated materials must be disposed of as asbestos waste in accordance with legislative requirements and as described in the Asbestos Code(s) of Practice.

Consultation, Information Sharing and Training

Advice regarding ACM is to be included in Shire induction training procedures and follow up briefings are to be conducted after each review of the ACM register, after any material change in the ACM register, or each two years after initial survey. Induction training in regards to ACM must encompass;

- The use and location of the ACM register
- The Asbestos Management Plan
- The legislative requirements
- The Asbestos Codes of Practice
- The health and safety consequences of exposure to asbestos and appropriate control measures
- Licensing and competency requirements
- Safe Work Methods when dealing with ACM

Induction briefings for workers, including contractors, who may work within, or on, the building(s) containing ACM are to be conducted prior to the commencement of any works.

Workers who may come into contact with asbestos during the course of their work shall be provided with training in appropriate safe methods of work.

All provision of training, including participants, training content and results shall be recorded and maintained in the Shire training register. Training records shall be maintained for at least five years after the respective worker ceases working for the Shire.

Updates, where a change to the Asbestos Management Plan, ACM Register, or extensive work to buildings is planned, may be delivered by:

Shire internal newsletter;

- Notice placed on safety notice boards;
- Toolbox safety and health meetings;
- Worker training sessions.

Shire Operational Considerations

As the definition of a 'workplace' includes any location where workers are likely to be in the course of their work, this plan also needs to consider and account for any work undertaken outside of the standard scope of works.

All Shire operations should be reviewed, listed in 19.1 Appendix A of this plan, and particular precautions and control measures identified for each operation.

Aspects to be considered could include the potential for previously unidentified ACM to be discovered, such as asbestos cement water pipes, work on brake or clutch friction components containing ACM, or during external sub-contracted works that the Shire may engage in.

If potential ACM is located, then a competent person should perform a formal identification and risk assessment process and the findings included in the ACM register as appropriate.

Accidents, Incidents and Emergencies

Should an accident, incident or emergency situation arise which involves ACM or presumed ACM, then workers and other persons at the workplace must initially be removed from areas which may manifest risk of asbestos fibre exposure and have personal decontamination processes applied if required. The affected work site must have access restrictions imposed, including through use of signage and barricading, to prevent persons from entering the area until it has been rendered to a safe condition.

The services of a competent person must be sought in order to obtain advice on specific requirements that must be fulfilled in order to render the worksite safe and remove any asbestos contamination which may be present.

In instances where persons have been potentially exposed to asbestos fibres, then reference should be made to risk control methodologies and other associated requirements described in the Work Health and Safety (General) Regulations 2022 (WA) and the Asbestos Codes of Practice. Specialist advice should be sought where required.

Affected persons should be advised of the National Asbestos Exposure Register so that they may record details associated with the suspected exposure.

If the situation involves friable asbestos, then the services of a Licenced Asbestos Assessor must be obtained and associated remediation work conducted by a Class A Asbestos Removal Licence holder.

All uncontrolled releases of asbestos fibres which expose workers or other persons to a serious risk to their health and safety should be considered a 'dangerous incident' and reported to WorkSafe WA.

Review

The register of ACM is to be updated following review of the Asbestos Management Plan or when a change to the register is necessary.

The asbestos management plan is to be reviewed at a minimum interval of every five years or when a change to the register has been recorded, to ensure effectiveness of management processes in:

- Preventing exposure to airborne asbestos fibres;
- Controlling maintenance workers and contractors;
- Highlighting the need for action to maintain or remove ACM;
- Raising awareness among all workers; and
- Maintaining the accuracy of the register of ACM.

Review of Asbestos Register and associated management plan is to be undertaken by a competent person.

Attachment A - Schedule of Operational Precautions and Practices

[illegible]

APPENDIX TWO - Asbestos Management Plan

Attachment B - Health aspects of Exposure to Airborne asbestos Fibres

Extract from Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 6

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibres deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world. Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibres, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibres become airborne and people are exposed to these fibres.

Accordingly, exposure should be prevented. The National Exposure Standard (NES) of 0.1 fibres/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibres/mL has been reached.

ACM can release asbestos fibres into the air whenever they are disturbed, and especially during the following activities:

- Any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding,
- Breaking, smashing, blowing with compressed air or high pressure water (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing any activity on ACM);
- The inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- The maintenance or servicing of materials from vehicles, plant, equipment or workplaces; or the renovation or demolition of buildings containing ACM.

Non-friable ACM that has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibres into the air.

APPENDIX TWO - Asbestos Management Plan

Attachment C – Awareness Training for Workers

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly. Depending on the circumstances, this asbestos awareness training may include:

- The purpose of the training;
- The health risks of asbestos;
- General identification of asbestos / ACM products;
- The types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace;
- The Shires and the workers roles and responsibilities under the workplace's asbestos management plan;
- Where the workplace's register of ACM is located, how it can be accessed and how to understand the information in it;
- Processes and safe work procedures to be followed to prevent exposure, including exposure from any accidental release of airborne asbestos;
- Where applicable, the correct use of PPE including respiratory protective equipment (RPE)
- The implementation of control measures and safe work methods to eliminate or minimise the risks associated with asbestos to limit the exposure to workers and other persons, (for example, the use of safe work practices for minor work that workers may carry out);
- Exposure standard and control levels for asbestos;
- Purpose of any exposure monitoring or health monitoring that may occur.

Records of all training must be kept while the worker is carrying out the work and for five years after the day the worker ceases working for the Shire. These records must also be available for inspection by the regulator.

APPENDIX TWO - Asbestos Management Plan

Attachment D - Schedule of Briefings

[illegible]

APPENDIX TWO - Asbestos Management Plan

References

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Code of Practice: How to manage and control asbestos in the workplace
- Code of Practice: How to safely remove asbestos
- UK HSE Asbestos Survey Guide HSG264