



REQUEST FOR QUOTATION

Review of Asbestos Register and preparation of associated Asbestos Management Plans

Scope of Works

Council is seeking a fee proposal from a suitably qualified and certified consultant to provide professional services for the following work.

1. Asbestos Register Update

Council's Asbestos register contains 68 sites and/or properties identified as containing, likely to contain Asbestos or unknown. These sites and/or properties are highlighted in yellow in the attached excel spreadsheet which is currently referred to as "the Asbestos Register".

Council would request for each of the 68 properties-

- Comprehensive audit of all accessible areas.
- Bulk samples taken of representative suspect materials that will be analysed by qualified personnel, and an assessment made of the condition of all asbestos materials located.
- The preparation of an Asbestos Register as reviewed.
- The preparation of a report which includes-
 - Full laboratory analysis reports,
 - An asbestos register,
 - Photographs of affected areas,
 - Recommendations with particular emphasis on the relevant Codes of Practice and Safework NSW requirements.

2. Asbestos Management Plans

In consultation with Council, the consultant shall develop an asbestos management plan for each site to comply with the requirements of the Code of Practice:

How to Manage and Control Asbestos in the Workplace [Safe Work Australia, December 2022].

The asbestos management plan will include:

- the identification of asbestos containing materials and the locations of signs and labels
- Safe work procedures and control measures.
- Procedures for detailing accidents, incidents or emergencies of asbestos at the work place
- Consultation, information and training responsibilities.
- A timetable for reviews of the asbestos register.
- Identification of people with responsibility under the asbestos management plan.
- Air monitoring procedures at the workplace, if required.