Secondly, as you know, and I went to Brisbane last week to repack the files into Archive boxes and crates.
While there, the team repackaged the files from the pallets into boxes to be transported on Regular Passenger Transport (RPT) flights.
1. The Department coordinated the packing and transport to the mainland of inactive health records and administrative records of the former Norfolk Island Hospital Enterprise on 20 May 2017 for storage while asbestos was removed from the Old Bakery building.

2. The Department attracted criticism from the Norfolk Island community for moving the records off island. The Department released a statement on 25 May (Attachment A) which apologised for failing to properly communicate the move of the files to the community before the move took place.

3. The Department committed to returning the records within a couple of months once appropriate records storage on Norfolk Island was arranged.
Background:

- Approximately 4.4 tonnes (11 pallets) of records were relocated from Norfolk Island as a backload on a Commonwealth chartered freighter on 20 May 2017.
- Approximately three pallets relate to archived patient records (greater than seven years’ inactivity (tourists, former residents and deceased persons)) from NIHRACS.
- The remaining pallets are financial records of the former Norfolk Island Hospital Enterprise (inactive for over 12 months) and records of the former Hospital Board (inactive for over 24 months).
- The records remain palletised, wrapped in black plastic, in a secure storage facility in Brisbane.
- Should the consignment need to be split, the pallets would need to be opened to identify the medical records which would take priority.
- The relocation of the records was required to enable asbestos removal to occur in the Old Bakery building where the records were stored.
- An alternative storage facility on-island which met Commonwealth standards for record-keeping was not identified for temporary storage at that time.
1. The Department of Infrastructure and Regional Development coordinated the palletising and transport of inactive health records and administrative records of the former Norfolk Island Hospital Enterprise on 20 May 2017 for storage while asbestos was removed from the building.

2. The Department attracted criticism from the Norfolk Island community for moving the files off island. The Department released a statement on 25 May (Attachment A) which apologised for failing to properly communicate the move of the files to the community before the move took place.

3. The statement committed to returning the records within a couple of months once appropriate storage was arranged on Norfolk Island.
Background:

- Approximately 4.4 tonnes (11 pallets) of records were relocated from Norfolk Island as a backload on a Commonwealth chartered freight aircraft on 20 May 2017.
- The relocation of the records was required to enable asbestos removal to occur in the Old Bakery building where the records were stored.
- An alternative storage facility on-island was not ready at that time.
- The records remain palletised in a secure storage facility in Brisbane.
- Approximately three pallets relate to archived patient records (greater than seven years’ inactivity (tourists, former residents and deceased persons)) from the Norfolk Island Health and Residential Aged Care Service.
- The remaining pallets are financial records of the former Norfolk Island Hospital Enterprise (inactive for over 12 months) and records of the former Hospital Board (inactive for over 24 months).
- All records were stored as archived material.
Background
• Friday 19 May archived patient files (including deceased persons), and hospital records, largely pertaining to the Norfolk Island Hospital Enterprise were packed for transportation by mainland contractors, engaged specifically to undertake the pack.
• A total of 11 pallets were transported to Brisbane on Saturday 20 May 2017. Of the 11 pallets 5 contained loose boxes, 5 contained secured crates and 1 contained body bags with loose papers collected from the floor.
• The records are currently stored in a Customs Bond Store at Eagle Farm in Brisbane, and will remain there until we decide what to do with them.
• There are no external markings on the packaging to identify their contents.
• The archived patient records equate to approximately 60 lm of the full consignment.
• Prior to their removal the archived records were stored in the Old Bakery Building and Archive room at the rear of the hospital.
• The cost incurred to pack and transport the records to the mainland was approximately $10,000, and the ongoing storage fees is $525 (+GST) per week. The files have been stored since 26 May 2017.

**Intent**

• To return the patient files and Hospital records to Norfolk Island as soon as a suitable Commonwealth controlled repository is sourced/built/procured.
• Friday 19 May archived patient files (including deceased persons), and hospital records, largely pertaining to the Norfolk Island Hospital Enterprise were packed for transportation by mainland contractors, engaged specifically to undertake the pack.
• A total of 11 pallets were transported to Brisbane on Saturday 20 May 2017. Of the 11 pallets 5 contained loose boxes, 5 contained secured crates and 1 contained body bags with loose papers collected from the floor.
• The records are currently stored in a Customs Bond Store at Eagle Farm in Brisbane, and will remain there for at least two years.
• There are no external markings on the packaging to identify their contents.
• The archived patient records equate to approximately 60 lm of the full consignment.
• Prior to their removal the archived records were stored in the Old Bakery Building and Archive room at the rear of the hospital.
• The cost incurred to pack and transport the records to the mainland was approximately $10,000, and the ongoing storage fees is $525 (+GST) per week. The files have been stored since 26 May 2017.
**Intent**

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- Friday 19 May archived patient files (including deceased persons), and hospital records, largely pertaining to the Norfolk Island Hospital Enterprise were packed for transportation by mainland contractors, engaged specifically to undertake the pack.
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- The records are currently stored in a Customs Bond Store at Eagle Farm in Brisbane, and will remain there until we decide what to do with them.
- There are no external markings on the packaging to identify their contents.
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- Prior to their removal the archived records were stored in the Old Bakery Building and Archive room at the rear of the hospital.
- The cost incurred to pack and transport the records to the mainland was approximately $10,000, and the ongoing storage fees is $525 (+GST) per week. The files have been stored since 26 May 2017.

**Intent**

- To return the patient files and Hospital records to Norfolk Island as soon as a suitable Commonwealth controlled repository is sourced/built/procured.
I said [insert] was back from island on Monday and we were asked to do around sourcing secure and fire-proof storage. This would most likely be in one/more compactus housed in the Old Bakery building. (After initial enquiries, I am concerned the cost for the compactus of this nature and the size required will be quite expensive for which we have no funding however I’ll address that with you when we have firmer estimates.)

The work is proceeding on recladding the Old Bakery building (demolition proved to be prohibitively expensive given the disposal requirements for asbestos contaminated material) and I expect completion of this work to be mid-July at the latest.
I understand that these historical medical records were created by the body now called NIHRACs and that NIHRACs previously agreed for these records to be shipped to the DIRD for storage on its behalf, given the lack of stable and adequate storage options on the island.
Dear X

Thank you for your email of X Date 2017.

The Department of Infrastructure and Regional Development has asked me to reiterate to you the apology it issued to the Norfolk Island community on 25 May 2017 for the manner in which the transfer of records was handled. The Department of Infrastructure sincerely regrets the concern that the removal of records caused the community.

Some old and inactive files were stored in the Old Bakery building at the Norfolk Island Health and Residential Aged Care Service (NIHRACS). The records had to be moved from this building so asbestos could be removed and other works completed.

Unfortunately there was no secure location on Norfolk Island where such a large quantity of records could be stored safely and securely while the asbestos was removed. The Department therefore transferred the records to secure storage in Brisbane, where they remain.

The records will be returned to Norfolk Island once there is secure storage on the Island for the records, likely in the next few months.

The records of NIHRACS are Commonwealth records under the Archives Act 1983 (Cth). This Act requires the Commonwealth to preserve these records.

The removal of the records to secure storage in Brisbane was intended to make sure the records are protected and stored securely.
Let me know if you want anything else included in Departmental column – I mentioned you provided another points re relocation of records, not sure if they’re pertinent for my purposes or now. I’ll use this as a basis for now.

You will need to consider this information in addition to points that has already provided on the rationale for relocating the medical records.

The summary of the visit undertaken last year by the National Archives is below, and I have attached their full report.

In short:

- There was/has been little transfer of knowledge between NI records managers and other areas of the Administration on records conservation. This may be the reason why medical records were held in such sub optimal conditions.
- National Archives staff did not recommend that any more files be stored in the established records stores (Guard House and ANZCAN buildings) until the mould situation was controlled.
Hi

My reading of the instructions below indicate the ACM can be relocated on a cargo aircraft, 200 kg per package, palletised and shrink wrapped – would know, or if not Toll will know what documentation needs to be complete. Oddly enough it seems fairly straight forward.

Cheers

---

Subject: FW: Transport of Asbestos contaminated documents by Air [SEC=UNCLASSIFIED]

FYI... Process for transporting ACM.

How are we going with looking into the possibility of removing the ACM waste (we have generated) from island?

Cheers

---

Sent: Wednesday, 12 April 2017 10:13 AM

Subject: RE: Transport of Asbestos contaminated documents by Air [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good morning

Thank you for your email and phone calls. I have attached a pdf which contains the Dangerous Goods information for the Asbestos (blue page) plus the relevant Packing Instruction (yellow page).

As discussed, you will need to have a qualified Dangerous Goods Pack person to complete the packing and documentation. The outer packaging will need to be in one of the UN specified packages listed in the Packing Instruction. Also the packaging will require the normal labels and markings for Dangerous Goods shipments.

Once packed correctly, the consignment is already permitted on a passenger aircraft so no special approvals are required.

I hope this information helps but please feel free to call or email me at any time.
PACKING INSTRUCTION 957 (continued)

Single packagings are permitted.

<table>
<thead>
<tr>
<th>UN Number</th>
<th>Net quantity per package</th>
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<tr>
<td>UN 2211, Polymeric beads,</td>
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<td>expandable</td>
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<td>UN 3314, Plastics moulding</td>
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SINGLE PACKAGINGS

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</tr>
<tr>
<td>1A2</td>
<td>1B2</td>
<td>1D</td>
</tr>
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</table>

PACKING INSTRUCTION 958

OPERATOR VARIATIONS: AM-09, EY-03, TU-04

This instruction applies to UN 2071 and UN 2590 on passenger aircraft and Cargo Aircraft Only.

The General Packing Requirements of Subsection 5.0.2 must be met.

Compatibility Requirements
- substances must be compatible with their packagings as required by 5.0.2.6.

Closure Requirements
- closures must meet the requirements of 5.0.2.7.

Additional Packing Requirements
- all rigid packagings must be sift-proof;
- for UN 2590 bags must be palletised and unitised by methods such as shrink wrapping in plastic film or wrapping in fibreboard secured by strapping.

Single packagings are permitted.

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SINGLE PACKAGINGS

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PACKING INSTRUCTION Y958

OPERATOR VARIATIONS: AM-09, DE-01, GA-03, GF-04, KC-11, LH-01, LX-02, MH-14, OS-03, OU-04, PX-10, SW-02, TN-04, UX-02, VO-03, VT-01, WY-04, XG-01, XK-03, XQ-01

This instruction applies to Limited Quantities of UN 2071.

The General Packing Requirements of Subsections 2.7.5, 5.0.2 to 5.0.4 (with the exception of 5.0.2.3, 5.0.2.5, 5.0.2.11 and 5.0.2.14.2) must be met except that the packagings do not have to meet the marking and testing requirements of
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<th>Proper Shipping Name/Description</th>
<th>Class or Div. (Sub Risk)</th>
<th>Hazard Label(s)</th>
<th>PG</th>
<th>EQ see 1.4</th>
<th>Pig Int.</th>
<th>Max Net V Gry/Kg</th>
<th>Pig Int.</th>
<th>Max Net N Gry/Kg</th>
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<th>B.P. see 4.4</th>
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<td>100</td>
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</table>

50th EDITION, 1 JANUARY 2017
FOR EXPLANATION OF THE ABBREVIATIONS AND SYMBOLS, SEE APPENDIX B.
From: [name]
Sent: Tuesday, April 11, 2017 12:47:26 PM
To: [name]
Cc: [name]
Subject: Transport of Asbestos contaminated documents by Air [SEC=UNCLASSIFIED]

Good Afternoon

As discussed, the department is required to transport by air documents, which have been stored in a building contaminated by loose Asbestos from Norfolk Island back to Canberra. Due to processes on Norfolk Island whereby sea freight is loaded via lighters onto cargo ships by unskilled staff, it is not possible to transport by sea.

The documents will be removed from the building under the supervision of a hygenist and packaged as follows:

1. Sealed in double bags of polythene that are a minimum of 200 microns thick and labelled with an identifying number and a warning.
2. Placed into a small, rigid, airtight container displaying pictograms on the outside and the text ‘Danger: may contain asbestos - may cause cancer, causes damage to organs through prolonged or repeated exposure’.
3. Placed into a second, unlabelled outer box.
Options available to us via air would include a direct Norfolk Island to Sydney Flight via Air New Zealand or a freighter, which could be used to clear the backlog of freight in Sydney and Brisbane with the documents as return cargo.

We are in contact with both the Asbestos Safety and Eradication Agency and the Department of Environment to ensure that we are aware of any conditions/permits required and they have advised that we also need to seek advice from CASA.

Your advice on any permits or requirements to undertake this activity would be much appreciated.

Thank you

Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
MINUTE

Director Capital Works
Norfolk Island Branch

Subject: Engage Relocation Laws for the secure repackaging of archive records for return to Norfolk Island

Purpose:
To seek your approval to engage Relocation Laws Pty Ltd, at a cost of $7,994.12 to project manage the un-pack and repackaging of archive records secure return to Norfolk Island.

Key Issues:
- The Old Bakery Building (OBB) has been identified as the most appropriate storage facility on Norfolk Island to rehouse the Norfolk Island Health and Residential Aged Care Service (NIHRACS) archived records. The archived records are currently being stored in a Custom Bond store on the mainland whilst appropriate storage was being secured on Norfolk Island.
- The hospital records were stored in the OBB, prior to their relocation to the mainland to facilitate the removal of asbestos from the building.
- The OBB has been rebuilt to meet work health safety and archive standards.

For your consideration.

Assistant Director
Norfolk Island Capital Works
25 October 2017
Senior Procurement Adviser | Grants and Procurement (GAP) Team
Financial Services Branch | Corporate Services Division
Department of infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
MINUTE

Subject: Engage Relocation Laws for the secure repackaging of archive records for return to Norfolk Island

Purpose:

Key Issues:

- The archived records are currently being stored in a Custom Bond store on the mainland whilst appropriate storage was being secured on Norfolk Island.
- The hospital records were stored in the OBB, prior to their relocation to the mainland to facilitate the removal of asbestos from the building.

Assistant Director
Norfolk Island Capital Works
25 October 2017

Recommended Action:

I recommend that you:

1. Agreed / Not Agreed / Discuss
2. Noted / Discuss
3. Approve / Not Approved / Discuss
Return of Archived Health to Norfolk Island

On 25 May 2017 the Department advised the Norfolk Island community, that the health records transferred to the mainland for temporary storage, would be returned once an appropriate storage facility on Norfolk Island had been
arranged. The Department has since commenced the refurbishment of the Old Bakery Building at NIHRACS to rehouse the records.

As previously advised, asbestos was removed from the Old Bakery Building as part of the Department’s 2016/17 Capital Works program. This activity resulted in the removal and disposal of all the building’s external cladding, and to enable this to be undertaken without the risk of damaging or compromising the health records they were removed.
Transfer of inactive health records from Norfolk Island

On 20 May 2017 the Department temporarily relocated old, inactive health records from Norfolk Island.

This was because asbestos removal was due to begin this week at the Old Bakery building, where the records were stored.

The records cannot be returned to the building after this work is done given the building is unsafe and will also not meet the appropriate standards for storing private records securely.

We did not have an alternative storage facility ready which met the appropriate standards on Island. Given there was an empty cargo plane on Island about to return to the mainland, we took the opportunity to move the records without cost.

We will return the records once we have arranged appropriate storage on Norfolk Island. We anticipate this will happen within a couple of months.

No current records were moved. Only inactive medical records, financial records of the former Norfolk Island Hospital Enterprise and records of the former Hospital Board were moved.

We should have let the community know before we moved the records and we understand this has caused concern. We apologise for failing to properly communicate the move to the community before going ahead.

Please be assured the records are in secure storage in Brisbane and will be returned to the Island.
Thank you

That is good news. I will just say the following in my weekly press release "Keeping the Community Informed" which is published tomorrow.

"In response to community concerns re the recent removal off island of medical records, I have contacted Director Norfolk Island Capital Works with the Department of Infrastructure and Regional Development, who advises that as soon as appropriate file storage is identified on Norfolk Island the archived hospital records will be returned. The records were removed from the Old Bakery Building to allow for extensive demolition due to the removal of Asbestos. The Department will be issuing a public statement on the matter."

Cheers,

Norfolk Island Regional Council

From:
Sent: Thursday, 25 May 2017 4:02 PM
To: 
Cc: 
Subject: Hospital Archived Records [SEC=UNCLASSIFIED]

Dear

My apologies for the delayed response, forwarded your queries to me yesterday regarding the archived record removal. The Department will issuing a public statement this afternoon advising the community that as soon as appropriate file storage is identified on Norfolk Island the archived hospital records will be returned. The records were removed from the Old Bakery Building to allow for extensive demolition due to the removal of Asbestos.

Again apologies for the delay.

Kind regards

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Disclaimer

This message has been issued by the Department of Infrastructure and Regional Development. The information transmitted is for the use of the intended recipient only and may contain confidential and/or legally privileged material. Any review, re-transmission, disclosure, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited and may result in severe penalties. If you have received this e-mail in error, please notify the Department on (02) 6274-7111 and delete all copies of this transmission together with any attachments.
I think it is important to mention the building will be structurally unstable – or unsafe – as this is also a concern with people entering the building to put the files back/access them in the future etc. We will probably demolish the building but haven’t finished our consultations on any historical elements yet.
It's important to note that once these files hit our shore, the files must be handled and processed in line with the Commonwealths archives act and this includes storage.
The Branch has recently arranged the relocation of records from Norfolk Island due to arrive here in Canberra next week.
Archived Medical Records
As discussed previously the Old Bakery Building fabric contains asbestos contaminated material and as such will be removed shortly. The plan is to relocate all inactive and archived medical records stored in the Old Bakery Building and elsewhere in the hospital.

Provided you’re happy with this arrangement, the plan is to pack the records into secure crates on Friday 19 May, then relocate the records to the mainland
Hi

Just further to our conversation, below is a summary of relevant info for communications.

- Archived/inactive records only were removed.
- Vast majority of records were housed in the Old Bakery Building which had been sealed and locked for a number of weeks due to planned Asbestos removal activities.
- Asbestos removal is scheduled for this week whilst the hygienist is on island to undertake air monitoring during the removal process.
- Removal of Asbestos Contaminated Material (external sheeting) will leave the building insecure and structurally unstable.
- Commonwealth has an obligation to appropriately store records.
- The removal of the archived records to the mainland was at no cost as the freighters were returning empty.
Just further to our conversation, below is a summary of relevant info for communications.

- Archived/inactive records only were removed.
- Vast majority of records were housed in the Old Bakery Building which had been sealed and locked for a number of weeks due to planned Asbestos removal activities.
- Asbestos removal is scheduled for this week whilst the hygienist is on island to undertake air monitoring during the removal process.
- Removal of Asbestos Contaminated Material (external sheeting) will leave the building insecure and structurally unstable.
- Commonwealth has an obligation to appropriately store records.
- The removal of the archived records to the mainland was at no cost as the freighters were returning empty.

Cheers

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
As we are only removalists packing and moving files [redacted] would like us to confirm that we may not need all of these documents.

From: [redacted]
Sent: Friday, 28 April 2017 3:14 PM
To: [redacted]
Cc: [redacted]
Subject: RE: Packing of Medical Records on Norfolk Island [SEC=UNCLASSIFIED]

Hi [redacted],

Please see attached short form contract pertaining to the package and removal of medical files as quoted for the above listed project.
So sorry for the delayed response. I’m happy with the quotation, Manteena Security will be engaging Business Relocation Services, [Contact Information] provided by Manteena are copied into this email. I note the detail in your quote refers to a standard office relocation rather than the scope of this project (as detailed in the email below) however, provided the staff are happy to take direction from me when on island, I’m fine with your proposal.

In addition to the original scope (and as discussed with [Name]), could you please arrange for the transportation of the packed crates from Sydney to **62 Northbourne Ave Canberra**. There is no urgency; sometime the following week would be fine. Please adjust your quote to reflect the increased scope.

The dates and sequence of the pack have been confirmed and are as follows:

- BRS staff arrive Norfolk Island Friday 19 May on Air NZ
- Complete the pack Friday night 19 May
- Load and transport freight to airport morning of 20 May (Manteena to arrange the transportation of the crates from site to NI airport)
- BRS depart Norfolk Island Saturday 20 May on Air NZ
- BRS delivers crates to Canberra (22-26 May)

Manteena will be responsible for arranging:

- Deliver of crates, skates and security tags to site on Friday 19 May, time TBC
- Securing the packed crates in the Old Bakery Building Friday night
- Transporting packed crates to the airport.

If you have any further questions about the scope, please don’t hesitate to call me.

Hi [Name]

Can you please arrange the engagement of Business Relocation Services.

Cheers

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Subject: Packing of Medical Records on Norfolk Island [SEC=UNCLASSIFIED]

Hi

Further to our conversation earlier today, the Department of Infrastructure and Regional Development needs to relocate Archived records from Norfolk Island to the mainland. The removal of the records is part of a capital works program being managed on behalf of the Department by Manteena Security.

The records are currently located in a dilapidated building, and I won’t lie to you – it’s not pretty (see attached photos). I’m guessing there is approximately 50-80 Lm of material, the material is in loose files and archive boxes (some damaged), Manteena has ordered 70 crates/scates and security takes to effect the relocation.

Manteena has recently undertaken extensive Asbestos testing in and around the building, and although there was some ACM detected in external cladding the inside of the building is safe.
The plan is as follows:

- the packing material will arrive on a chartered Toll freighter on Sunday 21 May time TBA,
- the packing material will be delivered to the building for packing immediately.
- the packed crates will leave the island on a chartered freighter the next day.
Disclaimer

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As we are only removalists packing and moving files we would like us to confirm that we may not need all of these documents.

Please also see attached SWMS.

Cheers

Office: 1300 92 94 40
98, 81 Roberts Road, Chullora NSW 2190
PO Box 5517, Chullora NSW 2190
www.businessrelocationservices.com.au

From: 
Sent: Friday, 28 April 2017 3:14 PM
To: 
Cc: 
Subject: RE: Packing of Medical Records on Norfolk Island [SEC=UNCLASSIFIED]

Hi,

Please see attached short form contract pertaining to the package and removal of medical files as quoted for the above listed project.

Please sign and return at your earliest convenience.
Hi

So sorry for the delayed response. I’m happy with the quotation, Manteena Security will be engaging Business Relocation Services, [Redacted] from Manteena are copied into this email. I note the detail in your quote refers to a standard office relocation rather than the scope of this project (as detailed in the email below) however, provided the staff are happy to take direction from me when on island, I’m fine with your proposal.

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- Deliver of crates, skates and security tags to site on Friday 19 May, time TBC
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- Transporting packed crates to the airport.

If you have any further questions about the scope, please don’t hesitate to call me.

Hi

Can you please arrange the engagement of Business Relocation Services.

Cheers
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Hi

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If you have any further questions about the scope, please don’t hesitate to call me.

Hi

Can you please arrange the engagement of Business Relocation Services.

Cheers
Subject: Packing of Medical Records on Norfolk Island [SEC=UNCLASSIFIED]

Hi [Name],

Further to our conversation earlier today, the Department of Infrastructure and Regional Development needs to relocate Archived records from Norfolk Island to the mainland. The removal of the records is part of a capital works program being managed on behalf of the Department by Manteena Security.

The records are currently located in a dilapidated building, and I won’t lie to you – it’s not pretty (see attached photos). I’m guessing there is approximately 50-80 Lm of material, the material is in loose files and archive boxes (some damaged), Manteena has ordered 70 crates/scates and security ties to effect the relocation.

Manteena has recently undertaken extensive Asbestos testing in and around the building, and although there was some ACM detected in external cladding the inside of the building is safe.

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From: 
Sent: Saturday, 29 April 2017 4:31 PM
To: 
Cc: 
Subject: RE: Packing of Medical Records on Norfolk Island [SEC=UNCLASSIFIED]

UNCLASSIFIED
Thanks

- please engage BRS to undertake the Medical Record pack and transportation of files to Canberra.

Cheers

UNCLASSIFIED
So sorry for the delayed response. I’m happy with the quotation, Manteena Security will be engaging Business Relocation Services from Manteena are copied into this email. I note the detail in your quote refers to a standard office relocation rather than the scope of this project (as detailed in the email below) however, provided the staff are happy to take direction from me when on island, I’m fine with your proposal.

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- Load and transport freight to airport morning of 20 May (Manteena to arrange the transportation of the crates from site to NI airport)
- BRS depart Norfolk Island Saturday 20 May on Air NZ

Manteena will be responsible for arranging:

- Deliver of crates, skates and security tags to site on Friday 19 May, time TBC
- Securing the packed crates in the Old Bakery Building Friday night
- Transporting packed crates to the airport.

If you have any further questions about the scope, please don’t hesitate to call me.

Can you please arrange the engagement of Business Relocation Services.

Cheers

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Subject: Packing of Medical Records on Norfolk Island [SEC-UNCLASSIFIED]

Hi [Name]

Further to our conversation earlier today, the Department of Infrastructure and Regional Development needs to relocate Archived records from Norfolk Island to the mainland. The removal of the records is part of a capital works program being managed on behalf of the Department by Manteena Security.

The records are currently located in a dilapidated building, and I won’t lie to you – it’s not pretty (see attached photos). I’m guessing there is approximately 50-80 Lm of material, the material is in loose files and archive boxes (some damaged), Manteena has ordered 70 crates/scates and security ties to effect the relocation.
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- the packing material will arrive on a chartered Toll freighter on Sunday 21 May time TBA,
- the packing material will be delivered to the building for packing immediately.
- the packed crates will leave the island on a chartered freighter the next day.

In terms of resourcing, I envisage requiring 2-3 persons to undertake the pack, in addition to the packers the Manteena site supervisors will be on hand.
and delete all copies of this transmission together with any attachments.
Disclaimer

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Archived Medical Records
As discussed previously the Old Bakery Building fabric contains asbestos contaminated material and as such will be removed shortly. The plan is to relocate all inactive and archived medical records stored in the Old Bakery Building and elsewhere in the hospital.

Provided you’re happy with this arrangement, the plan is to pack the records into secure crates on Friday 19 May, then relocate the records to the mainland for sentencing and appropriate storage.

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Disclaimer

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Hi,

Sorry meant to email you yesterday – just wanted to run you through the planned Asbestos remediation at NIHRACS based on current plans, which I think we’ll need to adjust based on the timing of the medical records being removed from the Old Bakery Building.

1. The removal of the ACM is scheduled to occur between 7-22 April, but in advance of that, we need to relocate all of the material in the Old Bakery Building (including the records).
2. We have the option to cancel the ACM extraction until after you have had the records removed, whenever that might be. However the costs then escalate because we need to have a hygienist present to undertake air monitoring during the extraction process. The Hygienist will be on Norfolk 7-22 April for this purpose.
3. Or we can delay the ACM extract until later in the program i.e. closer to the 22nd (if that at all helps).

Happy to talk through if this doesn’t all make sense.

Cheers

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
So sorry you couldn’t get onto me. I just wanted to give you the heads up we were securing the Old Bakery Building and an additional padlock would be installed; I have asked [redacted] to give you the key for safe keeping. When I’m on Island (from 10 April), I’d like to discuss what (in addition to the Medical Records) is kept in the Old Bakery Building and whether any of it needs to find a new home – and where that new home might be ☺️

Cheers

[redacted]
Hi

We are currently finalising our work program for the NICHRACS site, which includes the Old Bakery Building being used to store Medical Records. We have determined that it’s just not viable or economical to refurbish this building, it has extensive ACM and the roof and floor would need to be replacing, amongst other things (estimate $200K). We are looking to relocate the medical records and potentially demolish the building for safety reasons.

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Hi All,

Please see below project meeting minutes from last week Thursday 23rd March.

Thank you,
Old Bakery

The Asbestos report calls for make good to the Bakery Building in poor repair. There is also a requirement for secure file storage from NIHRACS. The proposal is for this building to have Asbestos sheet fully removed, roof replaced, new cladding, solid floor installed and secure storage provided (to NSW Health standards). Manteena to site measure building and provide to GHD for preparation of brief including storage for approval. Medical records are to removed and relocated to allow for demolition of building. NSW Health to assist with document removal and confirm location for new storage (Chronological order & locked environment) to confirm with NSW Health RE; Relocation site. Removal of bonded asbestos to coincide with current scope for NICS and WSP island visit from 08.03.17 (Exact Date TBC).
Old Bakery Building and storage of Medical Records

We had originally planned to refurbish this building and to continue using it as a storage facility; however, on reflection the high cost to removing the ACM and refurbishing the building did not represent a value for money solution, and as such we would have been in breach of Commonwealth’s procurement rules. The plan now is to identify an alternate, more appropriate location to store the Medical Records, dispose of any rubbish and relocate anything else in the building needing to be stored. I'll be on island in a couple of weeks and will discuss with you in more detail then, particularly the storage of Medical Records.
• Old Bakery Building Asbestos removal (potential demolition) and file relocation
• Bakery building condition, (NIHRACS Records store)
**Archived Medical Records**

It was noted that the old bakery is currently the storage facility for archived medical records. The building is in disrepair and not secure. It was suggested we clarify NSW medical record policy with regard to storage and destruction regulations.  

MR to investigate and report back

---

Warm Regards

---

Project Support Officer | Norfolk Island Support Program  
**Improvement and Innovation Hub**  
Level 4, 430 Kingsway, Caringbah NSW 2229

---

"I acknowledge the traditional owners of the land on which I work, as the first custodians of this country, and pay my respect to the elders past and present"  

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender.

Views expressed in this message are those of the individual sender, and are not necessarily the views of NSW Health or any of its entities.
A hygienist will be travelling to the island to determine how safe the records and premises are and once that is determined we will decide on what happens with the records.
Hi Ladies,

As discussed last week, there is a need to sort out, consolidate and relocate the medical records currently stored in the Old Bakery Building. I have reviewed the Australian Archives report (undertaken last year and attached for your reference), and although NIHRACS records are clearly governed by the Archives Act, they appear not to have been included in last year’s assessment.

I’ve attached photos of the current condition of the records kept in the Old Bakery Building on the NIHRACS site. As we discussed, the cost to remediate the Old Bakery Building so that it can continue to be used is excessive, due to its state of deterioration and the volume of ACM needing to be removed to make the building safe.

Happy to discuss a way forward when you have time.

Cheers
4. Provide a cost to relocate material/records from the Old Bakery Building to a store or tip.
5. Old Bakery Building – The Asbestos report calls for make good to the Bakery Building in poor repair. There is also a requirement for secure file storage from NIHRACS. The proposal is for this building to have Asbestos sheet fully removed, roof replaced, new cladding, solid floor installed and secure storage provided (to NSW Health standards). Manteena to site measure building and provide to GHD for preparation of brief including storage for approval.
1. We will probably need to review operational requirements and look at alternate arrangements for storing Medical Records – potentially incorporating an off-site solution.
And second lot of photos.

Thanks for meeting with [name] and myself today.

Please see attached, pictures of the Norfolk Island Old Bakery Building pre removal of archive records.

I will send two emails as the image files may be too large.

 Regards

[Name]

Project Manager | Norfolk Island Capital Works
Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Hi [name]

Thanks for meeting with [name] and myself today.

Please see attached, pictures of the Norfolk Island Old Bakery Building pre removal of archive records.

I will send two emails as the image files may be too large.

Sgards

[Position] | [Organization]
[Address]
Good Morning

RE: Comcare Inspector Report MC0000103 - Department of Infrastructure & Regional Development

Attached is a copy of the Comcare Inspector Report for your records from the Inspection conducted into Asbestos Removal Activities undertaken at Norfolk Island.

Please note the Comcare’s Inspector Report provides the regulator and the relevant person conducting a business or undertaking, person with management and control of the workplace and any relevant health and safety representatives with a record of an inspector’s interactions.

Please feel free to contact me if you would like to discuss any element of the attached.

Please confirm receipt of this Inspector Report by return email.

Regards

Inspector | Regional Operations NSW | Regulatory Operations Group
Inspector Appointed under Work Health and Safety Act 2011

Regulatory Operations Group
Comcare
GPO Box 1993, Canberra, ACT 2601
1300 366 979 | www.comcare.gov.au
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For information about how we handle personal information, please visit www.comcare.gov.au/privacy or contact us on 1300 366 979 and request a copy of our Privacy Policy.
INSPECTOR REPORT

COMCARE REFERENCE | MC00000103 | Report No. 01

PCBU DETAILS | Name Address ABN
Department Infrastructure & Regional Development Level 3, 4, CANBERRA, ACT, 2601 86267354017

REPORT ISSUED TO | Name Position
Project Director Norfolk Island Capital Works Norfolk Island Branch Local Government and Territories Division Department of Infrastructure and Regional Development

COPY OF REPORT GIVEN TO | Name Position
Project Director Norfolk Island Capital Works Norfolk Island Branch Local Government and Territories Division Department of Infrastructure and Regional Development

RELEVANT WORKPLACE/S OR WORKSITE | Name Address Date
Norfolk Island Hospital Grassy Road, Norfolk Island

OTHER PERSONS ATTENDING WITH INSPECTOR | Name Position
NA enter text

PURPOSE OF INSPECTION

1. On 1 April 2017, Comcare received advanced notification of a Class B (Non-Friable) asbestos removal activity to be undertaken by Avoca Painting on behalf of Manteena Security Pty Ltd, Canberra at the Public Hospital, Norfolk, Norfolk Island, NSW, 2899.

2. The notification made under Regulation 466 of the Work Health and Safety Regulations 2011 (WHS Regs) advised of the removal of 200m2 non friable asbestos containing materials (ACM), with work being undertaken between 14 – 30 April 2017 at the Public Hospital Norfolk Island.

3. The purpose of this inspection is to assess compliance with the Work Health and Safety Act 2011 (WHS Act) and relevant parts of Chapter 8 (Asbestos) of the WHS Regulations 2011 (WHS Regs) and to review the ACM removal, storage and disposal methodology.
OUTCOMES

Based on the information provided, I have formed an opinion and make the following findings;

4. Department of Infrastructure and Regional Development (DIRD) as the person with management or control of the workplace (PMCW) engaged Manteena Security Pty Ltd (Manteena Security) to facilitate asbestos removal activities at the Norfolk Island Hospital and both entities have shared duties.
   

5. I reviewed the documentation provided and I am satisfied that both PCBU’s and the subcontractors have systems in place, to comply with their duties under sections 17-19 of the WHS Act.

6. I am satisfied that the documentation provided complies with the relevant parts of Chapter 8 of the WHS Regs and I am of the opinion the overarching legislation for this activity has been complied with.

I make the following recommendations;

7. DIRD are undertaking major facility upgrades and refurbishments to Norfolk Island Infrastructure and are required to develop documentation such as Asbestos Management plans for existing infrastructure works under the project requirements.

8. DIRD to undertake an assessment of the total Asbestos Waste likely to be generated during the ongoing infrastructure activities at Norfolk Island and strategies for disposal.

Future Comcare Interest

9. Comcare now have an oversight of the current Asbestos removal processes and activities being conducted at Norfolk Island. The information will be advantageous for Comcare in determining actions and responses for future ACM removal works.

10. Comcare’s intention is to undertake a review of the onsite compliance, processes and verification of infrastructure and asbestos related activities during a future Monitoring and Compliance Inspection to Norfolk Island.

ACTIONS AND OBSERVATIONS

11. On 11 April 2017 I commenced this inspection with DIRD and reviewed the documents provided as part of the notification. I was informed that these works were the first works in an extensive infrastructure program underway at Norfolk Island. I requested information for this inspection to conduct a desktop review of the DIRD/Manteena Security’s legislative and contractual processes for this activity, as a site visit at this time is not considered feasible.

12. The removal activity was undertaken between 01 April 17 and 30 April 17 and the following documents and information was requested relating to this activity,
   
a. Asbestos removal control plan for this site/activity and associated SWMS for this document,
   b. Asbestos register for the Hospital,
   c. Clearance certificate (when available) for this activity,
   d. Contaminated waste disposal receipts for this activity,
   e. Contractor NSW Asbestos removal licence,
   f. Air monitoring results if undertaken.

13. Manteena provided the WSP/Parsons Brinckerhoff Pty Ltd - Norfolk Island Hospital Asbestos Materials Report 2017 and the GHD Asbestos Building Materials Assessment – Norfolk Island Hospital 2016. These reports were structured as a complete list of identified in-situ and suspected asbestos within the Hospital precinct. The report was populated through targeted asbestos identification surveys conducted
The Administration of Norfolk Island
Asbestos Building Materials Assessment
Norfolk Island Hospital
Final 0
January 2016
<table>
<thead>
<tr>
<th>Structure</th>
<th>Location</th>
<th>Description</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry</td>
<td>Exterior, Pump Room</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Laundry</td>
<td>Interior, Pump Room</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Workshop</td>
<td>Exterior</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
</tbody>
</table>

The risk assessment undertaken was prepared for the ongoing access to and work on/within the buildings. Maintenance, demolition, refurbishment or commercial activities have the potential to damage ACM, thereby increasing the risk of exposure to asbestos fibres. If any activity is planned that may damage ACM, the risk assessment is to be reviewed by a Competent Person and, if required, appropriate risk reduction measures implemented. Any works that involve or may damage ACM are to be undertaken strictly in accordance with the legislation and guidance listed in Section 1.2.

Inaccessible areas present throughout the site are listed in Table E-2.

Table E-2 Inaccessible or restricted access areas

<table>
<thead>
<tr>
<th>Inaccessible area</th>
<th>Reason</th>
<th>Likelihood of asbestos building materials being present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majority of structures – complete access to ceiling spaces</td>
<td>Height restrictions (feet above 1.8 m to gain full access) and/or no access hatch</td>
<td>Unlikely to contain ACM unless the ceiling lining to the room contains asbestos. These instances are assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Electrical switchboards throughout – black backing boards</td>
<td>Not sampled to due to live electricity.</td>
<td>Presumed positive until confirmed otherwise.</td>
</tr>
<tr>
<td>Archives Store – rooms where no access was gained</td>
<td>No access to correct keys.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Mawson House Units – Interiors of occupied units and locked unit</td>
<td>Occupied and no access to correct keys.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Majority of raised structures – subfloor</td>
<td>Not accessible.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
</tbody>
</table>

Additional details of properties that have inaccessible or restricted access are highlighted in registers contained as Appendix B.

This report is subject to, and must be read in conjunction with, the limitations set out in Section 2 and the assumptions and qualifications contained throughout this Report.
Appendix E

MARKED PLAN AND PREVIOUS REGISTER
| Photo 25: Main Hospital Admin Building – Surrounding ground area, debris located variable areas throughout – Asbestos detected | Photo 26: Main Hospital Admin Building – Underfloor Void, debris under building variable areas throughout – Asbestos detected |
Photo 21: Archive Store Building – Underfloor Void, Fibre cement sheeting debris – Asbestos detected

Photo 22: Mawson House Units Laundry – External (South), Eaves linings – Asbestos detected

Photo 23: Mawson House Units – Unit 1 Bathroom, Shower wall linings – Asbestos detected

Photo 24: Mawson House Units – Unit 1 Bathroom, Ceiling linings – Asbestos detected

Norfolk Island Hospital Asbestos Surveys
<table>
<thead>
<tr>
<th>Photo 17: Staff Quarters – External (West), Electrical Backing Board – Asbestos detected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 18: Staff Quarters – External, corrugated cement sheeting debris on ground – Asbestos detected</td>
</tr>
<tr>
<td>Photo 19: Staff Quarters – External (East), Veranda ceiling linings – Asbestos detected</td>
</tr>
<tr>
<td>Photo 20: Archive Store Building – External (West), Electrical Backing Board – Asbestos detected</td>
</tr>
<tr>
<td>Photo 13: Old Bakery – External, Debris On ground area surrounding building – Asbestos detected</td>
</tr>
<tr>
<td>Photo 14: Old Bakery – External, Gable Linings throughout – Asbestos detected</td>
</tr>
<tr>
<td>Photo 15: Old Bakery – External, Corrugated wall lining throughout – Asbestos detected</td>
</tr>
<tr>
<td>Photo 16: Counsellor Building – External (North), Gable linings – Asbestos detected</td>
</tr>
</tbody>
</table>
Photo 5: Main Hospital Admin Building – Ceiling Void, Wall lining Debris – Asbestos detected

Photo 6: Main Hospital Admin Building – External, Eaves linings to Aged Care Unit – Asbestos detected

Photo 7: Main Hospital Admin Building – Corridor outside Doctor 3 Office, ceiling linings – Asbestos detected

Photo 8: Main Hospital Admin Building – Drug Cupboard, Wall linings (North, South & East) – Asbestos detected

Norfolk Island Hospital Asbestos Surveys
# Certificate of Analysis

**LOCATION:** Norfolk Island Hospital - Out Buildings

<table>
<thead>
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<th>Lab No</th>
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<td>CH, OF</td>
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**LEGEND:**

- **NAD** - No Asbestos Detected
- **CH** - Chrysotile Asbestos Detected
- **A** - Asbestos Asbestos Detected
- **C** - Crocidolite Asbestos Detected
- **UMF** - Unknown Mineral Fibres Detected
- **SMF** - Synthetic Mineral Fibres Detected
- **OF** - Organic Fibres Detected

Hand picked refers to small discrete amounts of asbestos distributed unevenly in a large body of non-asbestos material.

Notes:

If no asbestos is detected in vinyl tiles, mastics, sealants, epoxy resins and ore samples then confirmation by another independent analytical technique is advised due to the nature of the samples.

The results contained within this report relate only to the sample(s) submitted for testing. PB accepts no responsibility for the initial collection, packaging or transportation of samples submitted by external persons. NATA does not accredit sampling. This document may not be reproduced except in full.

---

**Approved Identifier**

Name: [Redacted]

---

**Approved Signatory**

Name: [Redacted]

---

**AUTHORISATION DATE**

9/02/2017
Certificate of Analysis

LOCATION: Norfolk Island Hospital - Out Buildings

CLIENT: Manteena Pty Ltd
CLIENT ADDRESS: 84 Barrier Street, Fyshwick ACT 2609
TELEPHONE: 0413 839 398
EMAIL:
CONTACT:

DATE'S SAMPLED: 3/02/2017
DATE RECEIVED: 8/02/2017
DATE ANALYSED: 9/02/2017
ORDER NUMBER: N/A
SAMPLED BY:

TEST METHOD: Qualitative identification of Asbestos fibre in bulk and soil samples at WSP Parsons Brinckerhoff Corporate Laboratories, by polarised light microscopy, including dispersion staining techniques using AS4884 (2004) and supplementary in house laboratory procedure (LP1 - Identification of Asbestos Fibres). This document is issued in accordance with NATA's requirements under NATA accreditation No. 17199, accredited for compliance with ISO/IEC: 17025. The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standard.

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<tr>
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<tr>
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<td>PHYSIOTHERAPY/PADS/A24</td>
<td>Bituminous Material</td>
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<tr>
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<td>Bitumastic Material</td>
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LEGEND:
NAD - No Asbestos Detected
CH - Chrysotile Asbestos Detected
A - Amosite Asbestos Detected
C - Crocidolite Asbestos Detected
UMF - Unknown Mineral Fibres Detected
SMF - Synthetic Mineral Fibres Detected
OF - Organic Fibres Detected

Hand picked refers to small discrete amounts of asbestos distributed unevenly in a large body of non asbestos material.

Notes: If no asbestos is detected in vinyl tiles, mastics, sealants, epoxy resins and ore samples then confirmation by another independent analytical technique is advised due to the nature of the samples.
The results contained within this report relate only to the sample(s) submitted for testing. PB accepts no responsibility for the initial collection, packaging or transportation of samples submitted by external persons. NATA does not accredit sampling. This document may not be reproduced except in full.

Approved Identifier
Name:

Approved Signatory
Name:

AUTHORISATION DATE
9/02/2017
# Certificate of Analysis

**LOCATION:** Norfolk Island Hospital - Admin building

**CERTIFICATE NO:** SYD-2269082A-0026-58168

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**LEGEND:**
- **NAD** - No Asbestos Detected
- **CH** - Chrysotile Asbestos Detected
- **A** - Asbestos Asbestos Detected
- **C** - Crocidolite Asbestos Detected
- **UMF** - Unknown Mineral Fibres Detected
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- **OF** - Organic Fibres Detected

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---

**Approved Identifier**

Name: [Redacted]

---

**Approved Signatory**

Name: [Redacted]

---

**AUTHORISATION DATE**

9/02/2017
Certificate of Analysis

LOCATION: Norfolk Island Hospital - Admin building

CLIENT: Mantenna Pty Ltd

CLIENT ADDRESS: 84 Barrier Street, Fyshwick ACT 2609

TELEPHONE: 0413 839 398

EMAIL: [email address]

CONTACT: [contact information]

TEST METHOD: Qualitative identification of Asbestos fibre in bulk and soil samples at WSP Parsons Brinckerhoff Corporate Laboratories, by polarised light microscopy, including dispersion staining techniques using AS4964 (2004) and supplementary in house laboratory procedure (LP1 - Identification of Asbestos Fibres). This document is issued in accordance with NATA's requirements under NATA accreditation No. 17199, accredited for compliance with ISO/IEC: 17025. The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standard.

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<tr>
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<td>002</td>
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<td>VERANDA/A3</td>
<td>Fibre Cement Sheet</td>
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<td>OF, NAD</td>
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LEGEND:
NAD - No Asbestos Detected
CH - Chrysotile Asbestos Detected
A - Amosite Asbestos Detected
C - Crocidolite Asbestos Detected
UMF - Unknown Mineral Fibres Detected
SMF - Synthetic Mineral Fibres Detected
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Approved Signatory
Name: [signature]

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<th>Result</th>
<th>Size</th>
<th>Photo Number</th>
<th>Probablity (Rf, P)</th>
<th>Consequence (1-5)</th>
<th>Disturbance Potential (A-E)</th>
<th>Risk Rating</th>
<th>Consultant Comments</th>
<th>Remediation Comments</th>
<th>Remediation Date</th>
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<td>Asbestos</td>
<td>Ground</td>
<td>Mawson House Units</td>
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<td>CH</td>
<td>6m²</td>
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<td>E</td>
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<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
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<td>-</td>
<td>NF 5</td>
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<td>Unit 5 Bathroom - Shower wall lining (South &amp; East)</td>
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<td>Unit 5 - Shower ceiling lining</td>
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<td>Ceiling lining</td>
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<td>Mawson House Units</td>
<td>Unit 6 - Shower ceiling lining</td>
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<td>Ceiling lining</td>
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CH = Chrysotile Asbestos; A: Asbestos; C: Crocidolite Asbestos; SWF: Synthetic Mineral Fibre; N/A: No Asbestos L.
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<th>Secondary Location</th>
<th>Material</th>
<th>Application</th>
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<th>Result</th>
<th>Size</th>
<th>Photo Number</th>
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<th>Disturbance (A-E)</th>
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<th>Consultant Comments</th>
<th>Remediation Comments</th>
<th>Remediation Date</th>
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<td>Asbestos</td>
<td>Ground</td>
<td>Counselor Building (Baby Health)</td>
<td>External - Gables (North)</td>
<td>Fibre cement sheathing</td>
<td>Wall lining</td>
<td>A22</td>
<td>CH</td>
<td>3 m²</td>
<td>16</td>
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<td>E</td>
<td>L</td>
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<td>Asbestos</td>
<td>Ground</td>
<td>Workshop</td>
<td>Exterior to Workshop room (North &amp; West) Wall lining</td>
<td>Fibre cement sheathing</td>
<td>Wall lining</td>
<td>A23</td>
<td>NAD</td>
<td>8 m²</td>
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<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Physiotherapy Building</td>
<td>Underground Void - Pairs added to pillars</td>
<td>Bituminous material</td>
<td>Pair pads</td>
<td>A24</td>
<td>NAD</td>
<td>&lt;1m³</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Dental Clinic Building</td>
<td>External - Eaves Inings (through haul)</td>
<td>Fibre cement sheathing</td>
<td>Eaves lining</td>
<td>A25</td>
<td>NAD</td>
<td>30 m²</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Main Hospital (Consultant Comments</td>
<td>External - Eaves Inings (through haul)</td>
<td>Bituminous material</td>
<td>Pair pads</td>
<td>A26</td>
<td>NAD</td>
<td>&lt;1m³</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Staff Quarters</td>
<td>External (West) - Electrical Box</td>
<td>Resinous Board</td>
<td>Electrical Backing Board</td>
<td>A27</td>
<td>CH</td>
<td>&lt;1m³</td>
<td>17</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Staff Quarters</td>
<td>External (West) - Ceiling</td>
<td>Fibre cement sheathing</td>
<td>Ceiling lining</td>
<td>A28</td>
<td>A, CH</td>
<td>&lt;1m³</td>
<td>18</td>
<td>NF</td>
<td>2</td>
<td>A</td>
<td>H</td>
<td>Recommend Removal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Staff Quarters</td>
<td>Verandah (East) - Ceiling</td>
<td>Fibre cement sheathing</td>
<td>Ceiling lining</td>
<td>A29</td>
<td>CH</td>
<td>20 m³</td>
<td>19</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Archive Store Building</td>
<td>External (West) - Electrical Box</td>
<td>Resinous Board</td>
<td>Electrical Backing Board</td>
<td>A30</td>
<td>CH</td>
<td>&lt;1m³</td>
<td>20</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Archive Store Building</td>
<td>Underground Void (South)</td>
<td>Fibre cement sheathing</td>
<td>Eaves lining</td>
<td>A31</td>
<td>CH</td>
<td>&lt;1m³</td>
<td>21</td>
<td>NF</td>
<td>2</td>
<td>D</td>
<td>M</td>
<td>Recommend Removal if area is accessed for maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Mawson House Units</td>
<td>Laundry (South) - Eaves Lining</td>
<td>Fibre cement sheathing</td>
<td>Eaves lining</td>
<td>A32</td>
<td>CH</td>
<td>1m³</td>
<td>22</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Mawson House Units</td>
<td>Unit 1 Bathroom - Shower wall lining (South &amp; East)</td>
<td>Fibre cement sheathing</td>
<td>Wall lining</td>
<td>A33</td>
<td>CH</td>
<td>5 m³</td>
<td>23</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Mawson House Units</td>
<td>Unit 1 Bathroom - Shower ceiling lining</td>
<td>Fibre cement sheathing</td>
<td>Ceiling lining</td>
<td>A34</td>
<td>CH</td>
<td>6m³</td>
<td>24</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Mawson House Units</td>
<td>Unit 2 Bathroom - Shower wall lining (South &amp; East)</td>
<td>Fibre cement sheathing</td>
<td>Wall lining</td>
<td>A35</td>
<td>CH</td>
<td>5 m³</td>
<td>-</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CH = Chrysotile Asbestos; A = Amosite Asbestos; C = Crocidolite Asbestos; SRF = Synthetic Mineral Fibre; NAD = No Asbestos Detected; TH = Throughput; PCB = PolyChlorinated Biphenyl; %wv = Percentage weight of weight.
<table>
<thead>
<tr>
<th>Sample Type</th>
<th>Level</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Material</th>
<th>Application</th>
<th>Sample Number</th>
<th>Result</th>
<th>Size</th>
<th>Photo Number</th>
<th>Fractality (Rf, F)</th>
<th>Common Disturbance Potential (A, E)</th>
<th>Risk Rating (L, M, H)</th>
<th>Consultant Comments</th>
<th>Remediation Comments</th>
<th>Remediation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Main Hospital</td>
<td>Drug Cupboard -</td>
<td>Fibre cement sheathing</td>
<td>Weld lining</td>
<td>A11</td>
<td>C, CH</td>
<td>12m²</td>
<td>6</td>
<td>NF</td>
<td>4</td>
<td>E</td>
<td>L</td>
<td>Low risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Main Hospital</td>
<td>Ceiling Void (accessed from Manholes in Intensive Care Ward) - Debris above IT room</td>
<td>Fibre cement sheathing</td>
<td>Debris</td>
<td>A12</td>
<td>A, C, CH</td>
<td>&lt;1m²</td>
<td>0</td>
<td>NF</td>
<td>2</td>
<td>B</td>
<td>M</td>
<td>Recommend Removal if refurbishment work will impact on the ceiling lining</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Main Hospital</td>
<td>External - Aweing outside Ward 3 Toilet</td>
<td>Fibre cement sheathing</td>
<td>Ceiling lining</td>
<td>A13</td>
<td>C, CH</td>
<td>4m²</td>
<td>10</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Main Hospital</td>
<td>External - Aweing outside Ward 1 (South deckings)</td>
<td>Fibre cement sheathing</td>
<td>Ceiling lining</td>
<td>Same A13</td>
<td>C, CH</td>
<td>8m²</td>
<td>-</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Main Hospital</td>
<td>External - Aweing outside Pathology Office</td>
<td>Fibre cement sheathing</td>
<td>Ceiling lining</td>
<td>A14</td>
<td>CH</td>
<td>8m²</td>
<td>11</td>
<td>NF</td>
<td>5</td>
<td>E</td>
<td>L</td>
<td>Minor risk of exposure under current condition and use. Recommended to maintain condition and reinspect on annual basis.</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>Bathroom - Floor</td>
<td>Green Vinyl floor tiles</td>
<td>Floor lining</td>
<td>A15</td>
<td>NAD</td>
<td>2m²</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>Bathroom Lobby -</td>
<td>Green Vinyl floor tiles</td>
<td>Floor lining</td>
<td>A15</td>
<td>NAD</td>
<td>5m²</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>External (North-East) Electrical Box</td>
<td>Fibre cement sheathing</td>
<td>Sheeting material</td>
<td>A17</td>
<td>NAD</td>
<td>1m²</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>Main Bakery room - Wooden Pallet with fibre cement sheeting board</td>
<td>Corrugated cement sheathing</td>
<td>Debris</td>
<td>A18</td>
<td>A, C, CH</td>
<td>1m³</td>
<td>13</td>
<td>NF</td>
<td>2</td>
<td>A</td>
<td>H</td>
<td>Recommend Removal</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>External - Gablets (throughout)</td>
<td>Fibre cement sheathing</td>
<td>Wall lining</td>
<td>A19</td>
<td>CH</td>
<td>40m²</td>
<td>14</td>
<td>NF</td>
<td>4</td>
<td>D</td>
<td>L</td>
<td>Low risk item under current use. It is recommended to encapsulate the material, thereafter, maintain condition and reinspect on annual basis.</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>External - Eaves Linings (East &amp; West)</td>
<td>Fibre cement sheathing</td>
<td>Eaves lining</td>
<td>A20</td>
<td>NAD</td>
<td>16m²</td>
<td>-</td>
<td>NF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>No further action required</td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td>Ground</td>
<td>Old Bakery</td>
<td>External - Corrugated sheeting to lower walls (throughout)</td>
<td>Corrugated cement sheathing</td>
<td>Wall lining</td>
<td>A21</td>
<td>A, C, CH</td>
<td>120m²</td>
<td>15</td>
<td>NF</td>
<td>2</td>
<td>B</td>
<td>M</td>
<td>Recommend repairs and encapsulation to damaged sheeting. Thereafter, maintain condition and reinspect on annual basis.</td>
<td></td>
</tr>
</tbody>
</table>

CH = Chrysotile Asbestos; A. Asbestos; C. Crocidolite Asbestos; SMF: Synthetics Mineral Fibre; NAD: No Asbestos; L: Low; M: Medium; H: High.
<table>
<thead>
<tr>
<th>Sample Type</th>
<th>Level</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Material</th>
<th>Application</th>
<th>Sample Number</th>
<th>Result</th>
<th>Size</th>
<th>Photo Number</th>
<th>Failability (NF, P)</th>
<th>Condition (1-5)</th>
<th>Disturbance Potential (A,E)</th>
<th>Risk Rating (L, M, H)</th>
<th>Consultant Comments</th>
<th>Remediation Comments</th>
<th>Remediation Date</th>
</tr>
</thead>
</table>
### Table 3: Risk Assessment Chart

<table>
<thead>
<tr>
<th>MATERIAL CONDITION</th>
<th>PROBABILITY DISTURBANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PUBLIC</td>
</tr>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>UNKNOWN</td>
<td>1</td>
</tr>
<tr>
<td>POOR</td>
<td>2</td>
</tr>
<tr>
<td>MODERATE</td>
<td>3</td>
</tr>
<tr>
<td>FAIR</td>
<td>4</td>
</tr>
<tr>
<td>GOOD</td>
<td>5</td>
</tr>
</tbody>
</table>

**LEGEND:**
- 1-6: HIGH RISK
- 7-15: MEDIUM RISK
- 16-25: LOW RISK
### Table 1  Definitions

<table>
<thead>
<tr>
<th>CODE</th>
<th>ITEM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>UNKNOWN</td>
<td>NO ACCESS TO ASSESS FRIABILITY OR CONDITION</td>
</tr>
<tr>
<td>N/A</td>
<td>NOT APPLICABLE / PRACTICABLE</td>
<td>NOT APPLICABLE / PRACTICABLE</td>
</tr>
<tr>
<td></td>
<td>FRIABILITY (ASBESTOS AND SMF)</td>
<td>FRIABILITY (ASBESTOS AND SMF)</td>
</tr>
<tr>
<td>F</td>
<td>FRIABLE</td>
<td>MATERIAL THAT: (A) IS IN A POWDER FORM OR THAT CAN BE CRUMBLED, PULVERISED OR REDUCED TO A POWDER BY HAND PRESSURE WHEN DRY, AND (B) CONTAINS ASBESTOS.</td>
</tr>
<tr>
<td>NF</td>
<td>NON-FRIABLE</td>
<td>MATERIAL CONTAINING ASBESTOS THAT IS NOT FRIABLE ASBESTOS, INCLUDING MATERIAL CONTAINING ASBESTOS FIBRES REINFORCED WITH A BONDING COMPOUND.</td>
</tr>
</tbody>
</table>

*Note: Friability only applies to asbestos and SMF*

### Table 2  Condition and Disturbance Assessment

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UNKNOWN NO ACCESS TO ASSESS CONDITION.</td>
</tr>
<tr>
<td>2</td>
<td>POOR OBVIOUS DAMAGED OR DETERIORATION, EXTENSIVE DUST AND CONTAMINATION</td>
</tr>
<tr>
<td>3</td>
<td>MODERATE MAJOR DAMAGE THROUGHOUT, NO DEBRIS OR DUST, NOT BE SEALED / ENCAPSULATED</td>
</tr>
<tr>
<td>4</td>
<td>FAIR MINOR DAMAGE OR DETERIORATION, NOT SEALED OR ENCAPSULATED</td>
</tr>
<tr>
<td>5</td>
<td>GOOD NO OBVIOUS DETERIORATION, SECURED IN PLACE, SEALED AND ENCAPSULATED.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTURBANCE POTENTIAL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PUBLIC PUBLIC ACCESS AREAS, USED BY CHILDREN AND THE ELDERLY</td>
</tr>
<tr>
<td>B</td>
<td>CERTAIN DISTURBANCE VERY LIKELY TO OCCUR DURING TYPICAL OCCUPANCY OF THE BUILDING AND DURING MAINTENANCE WORKS</td>
</tr>
<tr>
<td>C</td>
<td>HIGH DISTURBANCE MAY OCCUR DURING TYPICAL OCCUPANCY OF THE BUILDING AND IS LIKELY DURING MAINTENANCE WORKS</td>
</tr>
<tr>
<td>D</td>
<td>MEDIUM DISTURBANCE UNLIKELY DURING TYPICAL OCCUPANCY OF THE BUILDING HOWEVER MAY OCCUR DURING MAINTENANCE WORKS</td>
</tr>
<tr>
<td>E</td>
<td>LOW DISTURBANCE UNLIKELY DURING TYPICAL OCCUPATION OF THE BUILDING</td>
</tr>
</tbody>
</table>
7 STATEMENT OF LIMITATIONS

7.1 Scope of Services

This Asbestos Materials Survey Report ('the report') has been prepared in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Parsons Brinckerhoff ('scope of services'). In some circumstances the scope of services may have been limited by a range of factors such as time, budget, access and/or site disturbance constraints.

7.2 Reliance on Data

In preparing the report, Parsons Brinckerhoff has relied upon data, surveys, analyses, designs, plans and other information provided by the Client and other individuals and organisations, most of which are referred to in the report ('the date'). Except as otherwise stated in the report, Parsons Brinckerhoff has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ('conclusions') are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. Parsons Brinckerhoff will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to Parsons Brinckerhoff.

7.3 Environmental Conclusions

In accordance with the scope of services, Parsons Brinckerhoff has relied upon the data and has not conducted any environmental field monitoring or testing in the preparation of the report. The conclusions are based upon the data and visual observations and are therefore merely indicative of the environmental condition of the site at the time of preparing the report, including the presence or otherwise of contaminants or emissions.

Within the limitations imposed by the scope of services, the assessment of the site and preparation of this report have been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable environmental consultants under similar circumstances. No other warranty, expressed or implied, is made.

7.4 Report for Benefit of Client

The report has been prepared for the benefit of the Client and no other party. Parsons Brinckerhoff assumes no responsibility and will not be liable to any other person or organisation for or in relation to any matter dealt with or conclusions expressed in the report, or for any loss or damage suffered by any other person or organisation arising from matters dealt with or conclusions expressed in the report (including without limitation matters arising from any negligent act or omission of Parsons Brinckerhoff or for any loss or damage suffered by any other party in relying upon the matters dealt with or conclusions expressed in the report). Other parties should not rely upon the report or the accuracy or completeness of any conclusions and should make their own enquiries and obtain independent advice in relation to such matters.

7.5 Other Limitations

Parsons Brinckerhoff will not be liable to update or revise the report to take into account any events, emergent circumstances or facts occurring or becoming apparent after the date of the report.

The scope of services did not include any assessment of the title to nor ownership of the properties, buildings and structures referred to in the report, nor the application or interpretation of laws in the jurisdiction in which those properties, buildings and structures are located.
When leaving the work area all site personnel must make their way to the nominated dry decontamination area, remove their coveralls and clean their masks and boots using the wet rags. Respirator must remain on during decontamination and must only be removed on completion of decontamination.

All equipment that is to leave the work area must also be decontaminated in the dry decontamination area with the use of wet rags.

Any equipment that cannot be decontaminated completely such as HEPA vacuum cleaners and brushes must be placed and sealed in 200μm polythene bags prior to removal from site.

Once the decontamination process is complete contaminated rags and coveralls must be disposed of in 200μm polythene bags.

At completion of works all asbestos related materials including polythene, coveralls, geo-fabric and rags must be double wrapped and sealed for disposal as asbestos contaminated waste.

6.1.6 Friable asbestos

For friable asbestos removal works a wet 3 stage decontamination unit will be set up adjacent to, and directly connected with, the enclosed asbestos work area.

The three stages are divided into the dirty decontamination area, clean decontamination area and clean changing area.

When leaving the work area all site personnel must enter the dirty decontamination area, vacuum clean or hose down all contaminated coveralls and footwear. Remove footwear and leave boots upside down within dirty decontamination area. Shower while wearing protective clothing and respirator with warm water. Leave respirator on and remove coveralls and place in 200 micron thick polythene bag.

Move to clean decontamination area and commence showering and remove respirator. Thoroughly wash hands, fingernails, face, head and respirator. Store the respirator in a suitable container within the clean decontamination area.

Move to the clean change area, towel dry and change into clean clothes.
A clearance inspection of the work area shall be undertaken at the completion of the works by a licenced asbestos assessor such as Parsons Brinckerhoff in accordance with WorkCover NSW How to Safely Remove Asbestos, Code of Practice 2016.

6.1.2 Waste disposal

→ All asbestos containing materials removed must be either wrapped and sealed within 200 μm thick polythene or placed within 200 μm polythene bag which is no longer than 1200 mm and no wider then 900mm wide.

→ Bins or tip trucks should be utilised during the removal process and placed in the driveway area.

→ The bins/trucks must be lined with 200 μm thick polythene prior to being filled with the wrapped asbestos waste. The bins must be sealed (covered with 200 μm thick polythene) at the end of each shift and prior to removal off site.

→ When bins are ready to be moved from the work area they must be sealed and inspected by the occupational hygiene consultant and/or licenced asbestos assessor to ensure they are sealed correctly prior to movement to the waste disposal facility.

6.1.3 Air monitoring and clearance procedures

→ In all cases an occupational hygiene consultant, who may also be a licenced asbestos assessor for friable removal or a competent person for non-friable removal with NATA accreditation, will be required on site to carry out perimeter, personal and clearance air monitoring and inspections. The hygienist will be required to carry out a full visual inspection of the work area prior to the commencement of any hazardous materials removal works to ensure containment measures are satisfactory.

→ During all asbestos removal works 'work in progress' air monitoring should be undertaken surrounding the work area, decontamination areas, negative pressure units and waste transit route.

→ Following the completion of the hazardous materials removal works the occupational hygiene consultant will be required to undertake a thorough visual inspection of the work area and transit route.

→ If removal works are not to the satisfaction of the occupational hygiene consultant, removal contractors will be required to re-enter the work area and rectify any issues arising from the inspection.

→ Only following satisfactory clearance inspection and air monitoring where required, will removal works be deemed as completed.

→ A final inspection by the occupational hygiene consultant of the work site will be required following removal of enclosure and equipment to ensure no debris or dust remains onsite.

→ The licensed asbestos assessor or competent person who carried out the clearance inspection must issue a clearance certificate, in accordance with this regulation, before the asbestos removal area at the workplace is re-occupied.

6.1.4 Decontamination

→ Personal decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos removal work. Personal decontamination should be done within the asbestos work area where re-contamination cannot occur. Refer to WorkCover NSW How to Safely Remove Asbestos, Code of Practice 2016 and the NSW WHS Regulation 2011 made under NSW WHS Act 2011 for personal decontamination methods

6.1.5 Non-friable (bonded) asbestos

→ For non-friable (bonded) asbestos removal works a dry decontamination area is to be set up at the entry point of the asbestos work area. This will include a sheet of 200 micron thick polythene weighed down with sandbags being laid on the floor with a bucket of water and a bag of rags.
6 ASBESTOS MATERIALS MANAGEMENT PLAN

To assist in the management of ACM and to ensure compliance with relevant regulations, it is recommended that a separate Asbestos Management Plan be prepared, which should include information regarding:

- Roles and responsibilities
- Prohibitions
- Management plan and register reviews
- Labelling
- Demolition and refurbishment works
- Asbestos removal works
- Incidents and emergencies
- Record keepings

6.1 Asbestos Removal Control Plan (ARCP)

6.1.1 General

WSP | Parsons Brinckerhoff has provided the following recommendations as a general guide for the safe removal of asbestos containing materials in accordance with the requirements of WorkCover NSW How to Safely Remove Asbestos, Code of Practice 2016.

- Prior to the commencement of any specific asbestos removal works, a site and material specific asbestos removal control plan must be developed by a competent person such as a licenced asbestos assessor or licensed asbestos removal contractor.
- Asbestos removal work should wear appropriate PPE including respiratory protective equipment (RPE) conforming with the requirements of AS/NZS1716-2003 Respiratory Protective Devices and AS/NZS 1715:2009 Selection, Use and Maintenance of Respiratory Protective Devices. Protective disposable coveralls must be chosen that provide particle-tight protection (Type 5) and limited splash-tight protection (Type 6). Disposable coveralls should not have external pockets or Velcro fastenings.
- All work should be carried out in accordance with WorkCover NSW How to Safely Remove Asbestos, Code of Practice 2016 and the NSW WHS Regulation 2011 made under NSW WHS Act 2011. Handling and disposal of asbestos waste material should be carried out in accordance with the relevant guidelines.
- All fibre air monitoring shall be carried out by an licenced asbestos assessor with NATA accreditation in accordance with National Occupational Health and Safety Commission (NOHSC), Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC:3003(2005)], NOHSC, Australia.
- Personal decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos removal work. Personal decontamination should be undertaken within the nominated decontamination area. The extent of decontamination required is dependent upon the type of asbestos being removed. If friable asbestos is being removed then a three stage wet decontamination unit shall be required. If it is noted that non-friable ACM is being removed this may be undertaken in a nominated dry decontamination area. Refer to WorkCover NSW How to Safely Remove Asbestos, Code of Practice 2016 and the NSW WHS Regulation 2011 made under NSW WHS Act 2011 for personal decontamination methods.
It is recommended as a minimum that low risk ACM should be maintained in a good and stable condition and labelled, where practical, with asbestos warning labels that comply with the requirements of SafeWork Australia, How to Manage and Control Asbestos in the Workplace: Code of Practice 2016.

Good and stable condition means that the ACM should be suitably sealed and any evident damage repaired. If the ACM is to be removed this should be undertaken in accordance with SafeWork Australia How to Safely Remove Asbestos, Code of Practice 2016.
5.1.3 Low Risk ACM

At the time of the initial inspection low risk non-friable ACM were identified in the following locations:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hospital</td>
<td>Ages Care Dining Room – Ceiling linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Veranda from Ward 2 – Ceiling linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Aged Care Unit – Eaves linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main hospital</td>
<td>Corridor outside Doctor 3 Office – Ceiling linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Entrance Lobby outside Reception – Ceiling linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Entrance Lobby outside Reception – Wall linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Drug Cupboard – Wall linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Awning outside Ward 3 Toilet – Ceiling linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Awning outside Ward 1 – Ceiling lining</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Awning outside Pathology Office – Ceiling lining</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Old Bakery</td>
<td>External – Electrical Backing Board</td>
<td>Resinous Board</td>
</tr>
<tr>
<td>Old Bakery</td>
<td>External – Gable linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Counsellor Building</td>
<td>External – Gable linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Staff Quarters</td>
<td>External – Electrical Backing Board</td>
<td>Resinous board</td>
</tr>
<tr>
<td>Staff Quarters</td>
<td>External Veranda – Ceiling linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Archive Store</td>
<td>External – Electrical Backing Board</td>
<td>Resinous board</td>
</tr>
<tr>
<td>Mawson House Units</td>
<td>Laundry Building – Eaves linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Mawson House Units</td>
<td>Unit 1, 2, 3, 4, 5 &amp; 6 Bathrooms – Wall linings</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Mawson House Units</td>
<td>Unit 1, 2, 3, 4, 5 &amp; 6 Bathrooms – Wall linings</td>
<td>Fibre cement sheeting</td>
</tr>
</tbody>
</table>
5 FINDINGS AND RECOMMENDATIONS

5.1 Asbestos Containing Materials

5.1.1 High Risk ACM

At the time of the initial inspection high risk non-friable ACM were identified in the following locations:

**Table 5.1 High Risk ACM**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hospital</td>
<td>Exterior – Grounds surrounding building and underfloor void</td>
<td>Fibre cement sheeting debris</td>
</tr>
<tr>
<td>Old Bakery</td>
<td>Exterior – Grounds surrounding building</td>
<td>Fibre cement sheeting debris</td>
</tr>
<tr>
<td>Staff Quarters</td>
<td>Exterior – Ground on West side of building</td>
<td>Fibre cement sheeting debris</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>IT Room – Ceiling Lining</td>
<td>Fibre cement sheeting</td>
</tr>
<tr>
<td>Main Hospital</td>
<td>Ceiling Void above IT Room – Ceiling Lining debris</td>
<td>Fibre cement sheeting debris</td>
</tr>
</tbody>
</table>

This item poses a high risk of exposure under current condition, location and use. It is recommended that the item be removed in accordance with How to Safely Remove Asbestos, Code of Practice 2016. All work to be conducted by licensed asbestos removal contractors.

5.1.2 Medium Risk ACM

At the time of the initial inspection medium risk non-friable ACM were identified in the following locations:

**Table 5.2 Medium Risk ACM**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hospital</td>
<td>Ceiling Void – Wall lining and associated debris</td>
<td>Fibre cement sheeting debris</td>
</tr>
<tr>
<td>Old Bakery</td>
<td>Exterior – Wall lining</td>
<td>Corrugated cement sheeting</td>
</tr>
<tr>
<td>Archive Store</td>
<td>Underfloor Void – Debris under building</td>
<td>Fibre cement sheeting debris</td>
</tr>
</tbody>
</table>

This item poses a medium risk of exposure under current condition, location and use. It is recommended to isolate the item and its use, and remove in accordance with How to Safely Remove Asbestos, Code of Practice 2016. All work to be conducted by licensed asbestos removal contractors.
4  ASBESTOS MATERIALS RISK ASSESSMENT AND PRIORITY RATINGS

To assess the health risk posed by the presence of asbestos containing materials, the following factors must be considered:

4.1  ACM risk assessment factors

These factors include:

- Condition of the material. This is described as being either good (not been damaged or have not deteriorated), medium (minor deterioration or damage) or poor (materials which have been extensively damaged or their condition has deteriorated over time);
- Proximity of air plenums and direct air stream;
- Friability of the material (ease with which the material can be crumbled) listed as either friable or non-friable;
- Requirement for access for building or maintenance operations and accessibility (low, medium or high);
- Likelihood of disturbance of the material;
- Exposed surface areas and;
- Environmental conditions.

These aspects are in turn judged upon; (i) potential for fibre generation; and, (ii) the potential for exposure. When these factors have indicated that there is a possibility of exposure to airborne fibres, appropriate recommendations for repair, maintenance or abatement of the asbestos containing materials are made.
3 SITE DESCRIPTION

3.1 Site location

Site is located at Norfolk Island Hospital, Grassy Road, Norfolk Island 2899.

3.2 Site description

The survey was restricted to Fourteen (14) buildings owned and managed by Norfolk Island Hospital. The re-survey was targeted, in that areas marked out by the plan provided to WSP Parsons Brinckerhoff by the client were assessed. The buildings inspected are listed below:

Table 3.1 List of buildings inspected

<table>
<thead>
<tr>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Hospital Building</td>
</tr>
<tr>
<td>Laundry Building</td>
</tr>
<tr>
<td>Archives Store Building</td>
</tr>
<tr>
<td>Mortuary Building</td>
</tr>
<tr>
<td>Red Cross Building</td>
</tr>
<tr>
<td>Workshop Building</td>
</tr>
<tr>
<td>Old Shed Building</td>
</tr>
<tr>
<td>Counsellor/Health Building</td>
</tr>
<tr>
<td>Physiotherapy Building</td>
</tr>
<tr>
<td>Mawson Units Building</td>
</tr>
<tr>
<td>Staff Quarters Building</td>
</tr>
<tr>
<td>Ambulance Station Building</td>
</tr>
<tr>
<td>Old Bakery Building</td>
</tr>
<tr>
<td>Dental Clinic Building</td>
</tr>
</tbody>
</table>

3.3 Survey Restrictions

The inspection was limited to the buildings listed above, and specifically, to areas marked by the plan provided by the client (See Appendix E). The survey was not fully intrusive and therefore, confined spaces were not accessible. No access was possible to electrical equipment due to electrical hazard. The ceiling space and roof of each building could not be fully accessed at time of inspection due to height restrictions within some voids.
2 SURVEY METHODOLOGY

2.1 Site Inspection

The identification of asbestos containing materials involves a combination of visual inspection of the accessible areas of the building/structure and the collection of representative samples of the suspect materials for the purpose of analytical confirmation. Where identical suspect materials are detected at different locations, visual confirmation only may have been made rather than additional sample collection.

Access was made only where safe access by solid floors, decking, walkways, protected catwalks or ladders was available. Minimal to no disturbance of any equipment was undertaken as part of the survey as all plant, electrical installations, pipe-work and associated equipment were considered live at the time of the survey.

Access through the buildings and structures on the site was made by systematic walkthrough, with the order of the items listed in the Asbestos Register reflective of the order of the inspection.

2.2 Sample Analysis

Representative samples of materials suspected to contain asbestos were collected and analysed at WSP | Parsons Brinckerhoff’s in-house laboratory NATA Accredited. The identification of asbestos fibres is based on using Polarised Light Microscopy supplemented with Dispersion Staining techniques. This is detailed in Australian Standard 4964-2004 ‘Method for the qualitative identification of asbestos in bulk samples’. Asbestos samples were only collected for analysis where the safety of personnel would not be compromised. Sampling was conducted in accordance with the WSP | Parsons Brinckerhoff’s in house survey guide, Safework Australia’s Code of Practice, ‘How to Manage and Control Asbestos in the Workplace’ and the United Kingdom Health & Safety Executive publication, ‘HSG 264: Asbestos: The survey guide’.

2.3 Collection of Data

Following the asbestos re-inspection survey and any subsequent sample analysis, all data collected was tabulated to form an asbestos materials register which includes risk ratings, location, and representative photos.
1.1 Legislative Requirements

The re-inspection works and production of this report have been undertaken in accordance with the requirements of the following documents:

- Work Health and Safety Act 2011 (Commonwealth)
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- AS 1319, Standards Association of Australia, Rules for the Design and Use of Safety Signs for the Occupational Environment
- AS 1715, Standards Association of Australia, Selection, Use and Maintenance of Respiratory Protective Devices
- AS 1716, Standards Association of Australia, Respiratory Protective Devices
- AS 2601 Demolition of Structures

1.2 Scope of Services

The objectives of the asbestos material inspection were to:

- Conduct an re-inspection at Norfolk Island Hospital located at Grassy Road, Norfolk Island 2899 to identify asbestos containing materials based on a hand-marked plan of areas of concern provided by the client;
- Confirm the type, location, friability, disturbance potential and labelling status of asbestos containing materials identified;
- Sampling of representative materials suspected of containing asbestos;
- Suspected ACM and dust collected during the re-inspection were sent to NATA accredited laboratories for analysis.
- Prepare an Asbestos Materials Register;
- Provide a semi-quantitative risk assessment of the asbestos containing materials identified and;
- Provide recommendations on the control measure strategies in the event of any refurbishment or demolition works.
INTRODUCTION

WSP | Parsons Brinckerhoff was commissioned by Manteena to undertake a targeted Asbestos Materials re-survey and risk assessment at Norfolk Island Hospital located at Grassy Road, Norfolk Island 2899. This was based on site plans provided by Manteena (see Appendix E).

This report presents the findings of inspection conducted on 30th January – 5th February 2017.

A complete list of the in-situ and suspected asbestos containing materials identified during the targeted re-inspection, including details about the condition and the risk posed by each situation and a risk matrix, has been provided in the hazardous materials register including photographs and certificates of analysis that form the deliverable component of the project. These are attached as Appendices A to D.

No one section or part of a section of this report should be taken as giving an overall idea of this report. Each section must be read in conjunction with the whole of this report, including the asbestos materials register and sample results. This report must also be utilised in conjunction with the GHD survey report.
The inspection identified low risk non-friable asbestos containing material (ACM) in numerous areas of the Hospital; refer to Section 5 for further details. It is recommended as a minimum that low risk ACM should be maintained in a good and stable condition. The materials should also be monitored by an occupational hygiene consultant within a year of this survey being completed. If the material deteriorates further it is recommended that it be encapsulated or removed, based on the consultant’s risk evaluation of the material.

Details of all asbestos containing materials identified are presented within the register in Appendix B and the previous register in Appendix E.

To assist in the management of possible asbestos materials being identified on site and to ensure compliance with relevant regulations, it is recommended that a separate Hazardous Materials Management Plan be prepared, which should include information regarding:

- Roles and responsibilities
- Prohibitions
- Management plan and register reviews
- Labelling
- Demolition and refurbishment works
- Asbestos removal works
- Incidents and emergencies
- Record keepings
EXECUTIVE SUMMARY

On 30th January – 5th February 2017, WSP | Parsons Brinckerhoff Pty Ltd conducted an Asbestos Materials re-survey at Norfolk Island Hospital located at Grassy Road, Norfolk Island NSW 2899. The re-survey was undertaken on behalf of Manteena.

The scope of services for this investigation comprised a detailed visual inspection of specifically marked areas within buildings that were accessible on the days. These areas are detailed in Appendix E (INCLUDING THE GHD REPORT FINDINGS JANUARY 2016). Please note that this re-survey was conducted in conjunction with the GHD report, and that both will need to be on hand and accessible to provide a complete picture of ACM on site.

Representative samples were collected from materials suspected of containing asbestos, with all data generated from the survey used to create an asbestos materials register (Appendix B). A summary of the asbestos materials inspection findings is shown in Table E.1 and a summary of inaccessible areas is shown in Table E.2.

Table E.1  Summary of hazardous materials identified at the time of initial inspection

<table>
<thead>
<tr>
<th>Hazardous material</th>
<th>Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friable asbestos containing material (ACM)</td>
<td>No</td>
</tr>
<tr>
<td>Non-friable ACM</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Table E.2  Summary of inaccessible areas at time of initial inspection

<table>
<thead>
<tr>
<th>Inaccessible areas</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within confined spaces</td>
<td>Not fully accessed in line with company OHS policies</td>
</tr>
<tr>
<td>Electrical equipment</td>
<td>All electrical equipment, internal and external, was unable to be accessed due to electrical hazards.</td>
</tr>
<tr>
<td>Ceiling spaces</td>
<td>Limited access due to height restrictions within some voids.</td>
</tr>
</tbody>
</table>

At the time of the inspection high risk fibre cement debris was identified in the underfloor void/Surroundings of the main hospital building, the Old Bakery and the West side of the Staff Quarters. It is recommended to remove the debris as a matter of urgency in accordance with How to Safely Remove Asbestos, Code of Practice 2016. All work to be conducted by licensed asbestos removal contractors.

The inspection also identified high risk damaged fibre cement ceiling in the IT Room. This must be addressed promptly as AC debris is present in the ceiling void above.

Medium risk damaged fibre cement walls/associated debris were found in the ceiling void of the main hospital building and fibre cement debris in the underfloor void of the Archive Store Building. It is also recommended that the damaged walls of the Old Bakery are repaired/encapsulated, and if that’s not possible, to be removed.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Amosite asbestos (brown asbestos)</td>
</tr>
<tr>
<td>AC</td>
<td>Asbestos cement (asbestos-containing fibrous cement material)</td>
</tr>
<tr>
<td>ACM</td>
<td>Asbestos-containing material</td>
</tr>
<tr>
<td>AS 1216</td>
<td>Standards Association of Australia, Classification and Class Labels for Dangerous Goods</td>
</tr>
<tr>
<td>AS 1319</td>
<td>Standards Association of Australia, Rules for the Design and Use of Safety Signs for the Occupational Environment</td>
</tr>
<tr>
<td>AS 1715</td>
<td>Standards Association of Australia, Selection, Use and Maintenance of Respiratory Protective Devices</td>
</tr>
<tr>
<td>AS 1716</td>
<td>Standards Association of Australia, Respiratory Protective Devices</td>
</tr>
<tr>
<td>ASCC</td>
<td>Australian Safety &amp; Compensation Council</td>
</tr>
<tr>
<td>C</td>
<td>Crocidolite asbestos (blue asbestos)</td>
</tr>
<tr>
<td>CH</td>
<td>Chrysotile asbestos (white asbestos)</td>
</tr>
<tr>
<td>DECC</td>
<td>Department of Environment and Climate Change (now NSW EPA)</td>
</tr>
<tr>
<td>EPA</td>
<td>Environment Protection Authority</td>
</tr>
<tr>
<td>Fibres/mL</td>
<td>Countable fibres per millilitre of air sampled</td>
</tr>
<tr>
<td>FC</td>
<td>Fibre cement (usually sheeting)</td>
</tr>
<tr>
<td>L/min</td>
<td>Litres per minute of air</td>
</tr>
<tr>
<td>NAD</td>
<td>No asbestos detected</td>
</tr>
<tr>
<td>NATA</td>
<td>National Association of Testing Authorities, Australia</td>
</tr>
<tr>
<td>NOHSC</td>
<td>National Occupational Health and Safety Commission</td>
</tr>
<tr>
<td>PAM</td>
<td>Presumed asbestos material</td>
</tr>
<tr>
<td>PCB</td>
<td>Polychlorinated biphenyls</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal protective equipment</td>
</tr>
<tr>
<td>RPE</td>
<td>Respiratory protective equipment</td>
</tr>
<tr>
<td>SMF</td>
<td>Synthetic mineral fibre</td>
</tr>
<tr>
<td>WH&amp;S</td>
<td>Workplace health and safety</td>
</tr>
</tbody>
</table>
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Norfolk Island Hospital
ASBESTOS MATERIALS REPORT
MANTEENA

Project no: 2259070B
Date: January 2017

<table>
<thead>
<tr>
<th>REV</th>
<th>DATE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10/02/17</td>
<td>1st Issue</td>
</tr>
</tbody>
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AUTHOR, REVIEWER AND APPROVER DETAILS

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>Date: 10/02/17</th>
<th>Signature:</th>
</tr>
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<tbody>
<tr>
<td>Reviewed by:</td>
<td>Date: 10/02/2017</td>
<td>Signature:</td>
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<tr>
<td>Approved by:</td>
<td>Date: 16/02/2017</td>
<td>Signature:</td>
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</tbody>
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MANTEENA

Norfolk Island Hospital

ASBESTOS MATERIALS REPORT

JANUARY 2017
AN602 Qualitative identification of chrysotile, amosite and crocidolite in bulk samples by polarised light microscopy (PLM) in conjunction with dispersion staining (DS). AS4964 provides the basis for this document. Unequivocal identification of the asbestos minerals present is made by obtaining sufficient diagnostic 'clues', which provide a reasonable degree of certainty. Dispersion staining is a mandatory 'clue' for positive identification. If sufficient 'clues' are absent, then positive identification of asbestos is not possible. This procedure requires removal of suspect fibres/bundles from the sample which cannot be returned.

AN602 Fibres/material that cannot be unequivocally identified as one of the three asbestos forms, will be reported as unknown mineral fibres (umf).

FOOTNOTES

Amosite - Brown Asbestos NA - Not Analysed
Chrysotile - White Asbestos LNR - Listed, Not Required
Crocidolite - Blue Asbestos ** - NATA accreditation does not cover the performance of this service.
Amphiboles - Amosite and/or Crocidolite ** - Indicative data, theoretical holding time exceeded.

(in reference to soil samples only) This report does not comply with the analytical reporting recommendations in the Western Australian Department of Health Guidelines for the Assessment and Remediation of Asbestos Contaminated sites in Western Australia - May 2009.

Sampled by the client.

Where reported: 'Asbestos Detected': Asbestos detected by polarised light microscopy, including dispersion staining.
Where reported: 'No Asbestos Found': No Asbestos Found by polarised light microscopy, including dispersion staining.
Where reported: 'UMF Detected': Mineral fibres of unknown type detected by polarised light microscopy, including dispersion staining. Confirmation by another independent analytical technique may be necessary.

Even after disintegration it can be very difficult, or impossible, to detect the presence of asbestos in some asbestos-containing bulk materials using polarised light microscopy. This is due to the low grade or small length or diameter of asbestos fibres present in the material, or to the fact that very fine fibres have been distributed intimately throughout the materials.

The QC criteria are subject to internal review according to the SGS QAQC plan and may be provided on request or alternatively can be found here: http://www.sgs.com.au/~media/Local/Australia/Documents/Technical%20Documents/MP-AU-ENV-QU-022%20OA%20QC%20Plan.pdf

This document is issued, on the Client’s behalf, by the Company under its General Conditions of Service available on request and accessible at http://www.sgs.com/en/Terms-and-Conditions/General-Conditions-of-Services-English.aspx. The Client’s attention is drawn to the limitation of liability, indemnification and jurisdiction issues defined therein.

Any other holder of this document is advised that information contained herein reflects the Company’s findings at the time of its intervention only and within the limits of Client’s instructions, if any. The Company’s sole responsibility is to its Client and this document does not exonerate parties to a transaction from exercising all their rights and obligations under the transaction documents.

This test report shall not be reproduced, except in full.
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Method: AN602
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## Comments

Accredited for compliance with ISO/IEC 17025. NATA accredited laboratory 2562(4354).

Samples #2, 6, 10-12, 18, 23, 25-27, 29, 32, 37-39, 41, 43-45, 50-51 were ashed after initial stereo microscope examination, re-examined and trace analysis performed on samples where asbestos has not been detected. No trace asbestos fibres detected using trace analysis technique.

Asbestos analysed by Approved Identifiers Ravee Silasubramaniam and Yusuf Kuthpudin.

## Signatures

Asbestos Analyst/Hygiene Team Leader:
Appendix C  Laboratory report
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<th>Secondary Location</th>
<th>Application</th>
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<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
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<td>Defer, Monitor and maintain current condition</td>
<td>Labels required</td>
<td>70</td>
<td>m²</td>
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</table>

No Access and Limited Access Areas:
- Ceiling cavity - Time constraints
Report Name: Asbestos building materials assessment
Asset Name: St John Ambulance
Inspection Name: 
Inspection Date: 8/12/2015
Main Photo ID: 42C05A4E-7E25-4C05-B684-AB55025EB3_BK_MainPhoto_2015-12-08_14-52-11.jpg
Building Description: Single level shed metal clip lock panel clad shed on concrete slab. Masonite internal wall linings, no ceilings linings and uncovered concrete floors. Modern construction.

<table>
<thead>
<tr>
<th>Photo</th>
<th>PRIMARY LOCATION</th>
<th>SECONDARY LOCATION</th>
<th>APPLICATION</th>
<th>MATERIAL DESCRIPTION</th>
<th>SAMPLE REFERENCE</th>
<th>LABORATORY RESULTS</th>
<th>ASBESTOS PRESENT</th>
<th>Fertility</th>
<th>SURFACE TREATMENT</th>
<th>Material condition</th>
<th>Likelihood of disturbance</th>
<th>Risk</th>
<th>CONTROL METHOD</th>
<th>LABELLING</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>Comments</th>
<th>Photo ID</th>
</tr>
</thead>
</table>

No samples, no suspected asbestos materials.
Asbestos building materials assessment

Shed

9/13/2015

No samples, no hazardous materials identified.
<table>
<thead>
<tr>
<th>Photo</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Application</th>
<th>Material Description</th>
<th>Sample Reference</th>
<th>Laboratory Results</th>
<th>Asbestos Present</th>
<th>Finitivity</th>
<th>Surface Treatment</th>
<th>Material condition</th>
<th>Likelihood of Encountering Risk</th>
<th>Control Method</th>
<th>Labeling</th>
<th>Quantity</th>
<th>Unit</th>
<th>Comments</th>
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<tr>
<td>Exterior</td>
<td>Throughout</td>
<td>Leaves Using</td>
<td>Flat cement sheet</td>
<td>NH-12</td>
<td>No Asbestos Detected</td>
<td>No</td>
<td>No</td>
<td></td>
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<td>Roof</td>
<td>Gable Using</td>
<td>Flat cement sheet</td>
<td>Refer NH-12</td>
<td>No Asbestos Detected</td>
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<td>No</td>
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<tr>
<td>Exterior</td>
<td>North</td>
<td>Debris</td>
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<td>Refer NH-11</td>
<td>No Asbestos Detected</td>
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<td>No</td>
<td></td>
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<td>Interior</td>
<td>Toilet and washroom</td>
<td>Wall Using</td>
<td>Flat cement sheet</td>
<td>NH-10</td>
<td>No Asbestos Detected</td>
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<td>No</td>
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<td>Moulded cement product</td>
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</table>

The Access and Limited Access Areas

Ceiling access - Access hatch height restricted
Under floor areas - No access
**Asbestos building material register**

**Norfolk Island Hospital**

Report Name: Asbestos building material assessment  
Inspector Name: [Name]  
Main Photo ID: [Photo ID]  
Building Description: Former shed. Concrete foundations only remain.

<table>
<thead>
<tr>
<th>Photo</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Application</th>
<th>Material Description</th>
<th>Sample Reference</th>
<th>Laboratory Results</th>
<th>Asbestos Present</th>
<th>Frability</th>
<th>Surface Treatment</th>
<th>Material Condition</th>
<th>Likelihood of Asbestos</th>
<th>Risk</th>
<th>Control Method</th>
<th>Labeling</th>
<th>Quantity</th>
<th>Unit</th>
<th>Comments</th>
</tr>
</thead>
</table>

No samples. No hazardous materials identified.
<table>
<thead>
<tr>
<th>Photo ID</th>
<th>Photo</th>
<th>No Access and Limited Access Areas</th>
<th>Ceiling cavity - 60 ceilings</th>
</tr>
</thead>
<tbody>
<tr>
<td>No samples. No hazardous materials and no access to ceiling cavity.</td>
<td>No samples. No hazardous materials and no access to ceiling cavity.</td>
<td>No samples. No hazardous materials and no access to ceiling cavity.</td>
<td>No samples. No hazardous materials and no access to ceiling cavity.</td>
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<tr>
<td>Location</td>
<td>Area</td>
<td>Material</td>
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</tr>
<tr>
<td>----------</td>
<td>------</td>
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<td>------------</td>
</tr>
<tr>
<td>Interior</td>
<td>Share Laundry</td>
<td>Wall Linen</td>
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<td>Wall Linen</td>
<td>Flat cement sheet</td>
</tr>
<tr>
<td>Interior</td>
<td>Bathroom</td>
<td>Wall Linen</td>
<td>Flat cement sheet</td>
</tr>
</tbody>
</table>

No Access and Limited Access Areas
- Interior of units - No access other than the two accessible (non-occupied) units
- Ceiling cavities - Units used for equipment storage, no access to site ladder
<table>
<thead>
<tr>
<th>Phase</th>
<th>Prior Location</th>
<th>Secondary Location</th>
<th>Application</th>
<th>Material Information</th>
<th>Uncovered</th>
<th>Covered</th>
<th>Opaque</th>
<th>Adhesive</th>
<th>Pollutant</th>
<th>Pollutant</th>
<th>Attachment</th>
<th>Cleanability</th>
<th>Absorbency</th>
<th>Fire Resistance</th>
<th>Durability</th>
<th>Wear Resistance</th>
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<tbody>
<tr>
<td>Basement</td>
<td>North</td>
<td>Bedroom</td>
<td>Wall</td>
<td>Wood Laminate</td>
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<td>Yes</td>
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<td>Low</td>
<td>Medium</td>
<td>Medium</td>
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<td></td>
<td>South</td>
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<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
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<td>Medium</td>
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<td>2/15/2015</td>
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<td>Office</td>
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<td>Sample Reference</td>
<td>Laboratory Results</td>
<td>Asbestos Present</td>
<td>Friability</td>
<td>Surface Treatment</td>
<td>Non-flammable condition</td>
<td>Likelihood of disturbance</td>
<td>Risk</td>
<td>Control Method</td>
<td>Labelling</td>
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<td>Exterior</td>
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<td>Bonded</td>
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<td>Poor (Damaged or Debris)</td>
<td>Medium</td>
<td>High</td>
<td>Raisable</td>
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<td>Wall lining</td>
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<td>Yes</td>
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<td>Good (Unsealed and undamaged)</td>
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<td>Medium</td>
<td>Encapsulate (sail)</td>
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<td>16</td>
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<td>Stamped and fibre of unsealed internal skin</td>
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<td>Laundry and Store</td>
<td>Wall lining</td>
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<td>NH-14</td>
<td>Chrysotile Asbestos Detected</td>
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<td>Bonded</td>
<td>Sealed</td>
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<td>Medium</td>
<td>Low</td>
<td>Date, Monitor and maintain current condition</td>
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<td>40</td>
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<td>Generally good. One area unsealed where lining boards were clad. Temporary asbestos scheme applied 1/12/16</td>
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<td>Sealed</td>
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<td>Medium</td>
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*NHATA Building Materials Register*
<table>
<thead>
<tr>
<th>Photo</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Application</th>
<th>Material Description</th>
<th>Sample Reference</th>
<th>Laboratory Results</th>
<th>Asbestos Present</th>
<th>Friability</th>
<th>Surfaces Treatment</th>
<th>Material condition</th>
<th>Likelihood of disturbance</th>
<th>Risk</th>
<th>Control Method</th>
<th>Lab Result</th>
<th>Quantity</th>
<th>Unit</th>
<th>Comments</th>
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<tbody>
<tr>
<td></td>
<td>Bathroom</td>
<td>North and West</td>
<td>Debris</td>
<td>Masked cement product</td>
<td>INH-01</td>
<td>Crystalline Asbestos Detected</td>
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<td>Bonded</td>
<td>Unsealed</td>
<td>Poor (Damaged or Debris)</td>
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<td>Treatment</td>
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<td>Control Method</td>
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<td>Awning Lining</td>
<td>Flat concrete sheet</td>
<td>NP-20</td>
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<td>40</td>
<td>m²</td>
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<td>m²</td>
<td>North and west faces</td>
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<td>Store room</td>
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<td>Floor covering</td>
<td>NP-22</td>
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</tr>
</tbody>
</table>

Note: Ceiling soffit - Time constraints. Floor lying beneath linoleum cover - Well sealed.
<table>
<thead>
<tr>
<th>Photo</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Application</th>
<th>Material Description</th>
<th>Sample Reference</th>
<th>Laboratory Results</th>
<th>Asbestos Present</th>
<th>Probability</th>
<th>Surface Treatment</th>
<th>Material condition</th>
<th>Likelihood of Asbestos</th>
<th>Risk</th>
<th>Control Method</th>
<th>Labeling</th>
<th>Quantity</th>
<th>Unit</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator</td>
<td>Passageway</td>
<td>Entrace Living</td>
<td>Flat cement sheath</td>
<td>N13-3</td>
<td>Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Sealed</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
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<td>Defac, Monitor and maintain current condition</td>
<td>Labels required</td>
<td>6</td>
<td>m²</td>
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No Access and Limited Access Areas

Ceiling cavity - Set ceilings
<table>
<thead>
<tr>
<th>Photo</th>
<th>Primary Location</th>
<th>Secondary Location</th>
<th>Application</th>
<th>Material Description</th>
<th>Sample Reference</th>
<th>Laboratory Results</th>
<th>Asbestos Present</th>
<th>Frailty</th>
<th>Surface Treatment</th>
<th>Material Condition</th>
<th>Likelihood of disturbance</th>
<th>Risk</th>
<th>Central Method</th>
<th>Labelling</th>
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No Access and Limited Access Areas
- Ceiling tiles - Timx celotape
- Insulators roof and archives store rooms - Key not available
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### Notes

- **No Access and Limited Access Areas**
- Intensive care unit, Ward 3 and Ward 10 (protected at time of inspection) - Limited access
- Ceiling cavities (other than above operating theatre and main comfort) - Height restricted or set ceilings
- Upper floor areas - Access limited to visual inspection from perimeter of building
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| Exterior | North | Wall Parapet | Flat cement sheet | N84-30 | Chrysella Asbestos Detected | Yes | Bonded | Sealed | Very Good (sealed) | Medium | Low | Defor, Monitor and maintain current condition | Labels required | 2 m² | Adjacent ramp to main entry.

| Exterior | North | Wall Lighting | Flat cement sheet | N84-01 | Chrysella Asbestos Detected | Yes | Bonded | Sealed | Very Good (sealed) | Medium | Low | Defor, Monitor and maintain current condition | Labels required | 36 m² | Administration office / reception.

| Exterior | North | Wall Lighting | Flat cement sheet | N84-26 | Chrysella Asbestos Detected | Yes | Bonded | Sealed | Very Good (sealed) | Medium | Low | Defor, Monitor and maintain current condition | Labels required | 40 m² | Kitchen.

| Exterior | South | Ensuite Living | Flat cement sheet | Refer N84-22 | Chrysella & Crocidolite Asbestos Detected | Yes | Bonded | Sealed | Very Good (sealed) | Medium | Low | Defor, Monitor and maintain current condition | Labels required | 1 m² | Adjacent fire exit/ main stairwell.

| Exterior | South | Ensuite Living | Flat cement sheet | Refer N84-24 | Asbestos & Chrysella Asbestos Detected | Yes | Bonded | Sealed | Very Good (sealed) | Low | Low | Defor, Monitor and maintain current condition | Labels required | 12 m² | Tapa wanda.

| Exterior | South | Stair/landing | Compressed fibre board | N84-35 | Chrysella Asbestos Detected | Yes | Bonded | Unsealed | Flat (Cracked or separated) | Medium | Medium | Removed and encapsulated (completed) | Labels required | 1 m² | Remove unsealed joints, stair and encapsulate.

| Exterior | South | Wall/landing | Flat cement sheet | N84-24 | Asbestos & Chrysella Asbestos Detected | Yes | Bonded | Sealed | Flat (Cracked or separated) | Medium | Medium | Encapsulated (completed) | Labels required | 16 m² | Extension adjacent wall.

| Exterior | South | Wall/Living | Flat cement sheet | N84-22 | Chrysella & Crocidolite Asbestos Detected | Yes | Bonded | Unsealed | Poor (Damage or Delamination) | Medium | Low | Defor, Monitor and maintain current condition | Labels required | 20 m² | Unknown qty. extends underneath and to the perimeter of building.

| Exterior | Throughout | Exterior | Flat cement sheet | N84-01 | Chrysella & Crocidolite Asbestos Detected | Yes | Bonded | Unsealed | Poor (Damage or Delamination) | Medium | High | Removal | N/A | Unknown.

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<th>Likelihood of disturbance</th>
<th>Risk</th>
<th>Control Method</th>
<th>Labelling</th>
<th>Quantity</th>
<th>Unit</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior</td>
<td>East</td>
<td>Awaiting Linings</td>
<td>Flat cement sheet</td>
<td>Refer NH-24</td>
<td>Asbestos &amp; Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Breached</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
<td>Low</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>12</td>
<td>m2</td>
<td>Adjacent waste</td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td>East</td>
<td>Eaves Linings</td>
<td>Flat cement sheet</td>
<td>Refer NH-24</td>
<td>Asbestos &amp; Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
<td>Low</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>5</td>
<td>m2</td>
<td>Adjacent wall</td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td>East</td>
<td>Floor lining</td>
<td>Compressed fibres &amp; board</td>
<td>Refer NH-35</td>
<td>Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
<td>Medium</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>14</td>
<td>m2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td>North</td>
<td>Awaiting Linings</td>
<td>Flat cement sheet</td>
<td>Refer NH-21</td>
<td>Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Low</td>
<td>Low</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>10</td>
<td>m2</td>
<td>Adjacent main entry</td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td>North</td>
<td>Awaiting Linings</td>
<td>Flat cement sheet</td>
<td>Refer NH-24</td>
<td>Asbestos &amp; Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
<td>Low</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>4</td>
<td>m2</td>
<td>Adjacent waste</td>
<td>rooms</td>
</tr>
<tr>
<td>Interior</td>
<td>North</td>
<td>Awaiting Linings</td>
<td>Flat cement sheet</td>
<td>Refer NH-24</td>
<td>Asbestos &amp; Chrysotile Asbestos Detected</td>
<td>Yes</td>
<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
<td>Low</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>6</td>
<td>m2</td>
<td>Adjacent fire exit midway along corridor</td>
<td></td>
</tr>
<tr>
<td>Interior</td>
<td>North</td>
<td>Eaves Linings</td>
<td>Flat cement sheet</td>
<td>Refer NH-22</td>
<td>Chrysotile &amp; Crocidolite Asbestos Detected</td>
<td>Yes</td>
<td>Bonded</td>
<td>Sealed</td>
<td>Very Good (sealed)</td>
<td>Medium</td>
<td>Low</td>
<td>Defibr. Monitor and maintain current condition</td>
<td>Labels required</td>
<td>1</td>
<td>m2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B  Asbestos registers
Appendix A  Site plan
Appendices
6.6 Maintenance of the asbestos building materials register

Maintenance of the Asbestos Register is required so that it remains current and The Administration of Norfolk Island and its tenants/workers/contractors can rely upon it as an accurate representation of ACMs present at the relevant assets. In order to continually improve the completeness and accuracy of the asbestos register, it is recommended that The Administration of Norfolk Island:

- Action and document the management recommendations made within the registers, particularly where an elevated risk is present with a corresponding recommended timeframe of 12 months or less.
- Add entries related to precautionary testing, if conducted (discussed in Section 6.5).
- Undertake assessments to determine the presence of ACM in spaces or assets that were not accessible or may not be listed on the asbestos register.
- Record the removal or demolition of assets containing ACM.
- Undertake a re-assessment once every year (or as otherwise required) to maintain the register and review the level of risk assigned to the particular instance of ACM.
- Record removal and maintenance of ACM.
- Distribute or otherwise make available all asbestos assessments, registers or other relevant information to all employees, visitors, contractors and maintenance people or companies with potential to disturb or work with known or presumed ACM.
Subsequent recognition that the scope and limitations of prior asbestos assessment(s) may result in additional unidentified asbestos materials being present. This may require works to:

- Address known information gaps, such as surveying any previously inaccessible rooms and assuming that asbestos building material may be present in other areas not generally accessed by previous assessment(s), such as wall and ceiling cavities.
- Project team undertaking an asbestos building material risk analysis and incorporating suitable provisions into contract/specifications.
- Consider directing the works Contractor to undertake their own independent asbestos building material assessment of the work area (may use existing information) that then adds an additional layer of assurance as well as minimising potential Contractor time and cost variations as works progress.

*Prior to demolition, refurbishment or similar activity, all asbestos building materials likely to be disturbed by those works must be removed.*

### 6.5 Additional precautionary testing

If suspected asbestos building materials are encountered during, maintenance, refurbishment or demolition of the nominated assets (but are not listed in the asset register) it is recommended that additional precautionary testing. In particular, the following testing should be included:

- Any fibrous or otherwise suspect cement building materials observed on the Site, and not identified in the Asbestos Register, should be treated as asbestos-cement material or sampled and analysed for asbestos fibres.
- Any bituminous water proofing membranes not identified in the asbestos register should be treated as asbestos containing materials or sampled and analysed for asbestos fibres.
- Any building containing old vinyl floor tiles or sheeting that is to be demolished or if the vinyl flooring in these assets is to be removed and upgraded, it is recommended that a sample of the vinyl flooring be collected and analysed for asbestos, particularly the vinyl flooring that is not identified in the asbestos register. This is required to assess disposal options for the vinyl.
- Any other material suspected of being a hazard to health, or not specifically listed within the Asbestos Registers, should be sampled and analysed prior to any refurbishment, demolition, or other activity with potential to disturb the material.
- If in doubt or unsure of any issue involving known, presumed or suspect asbestos building materials then works should cease and advice sought.
6. Recommendations

6.1 Asbestos containing materials

All ACM must be managed in accordance with the legislative requirements and relevant Codes of Practice or Compliance including those listed in Section 1.2.

The preference will always be to eliminate the asbestos hazards from the building and if it is practicable for the occupier to do so then asbestos removal should always be considered. Asbestos-containing materials observed on site, which were found to be in a bonded and stable condition, may be managed in situ and periodically inspected if removal is not practicable.

If managed in situ, all identified or presumed ACM should be appropriately labelled, where possible, and regularly inspected to assess their condition and potential changes to health risk.

6.2 High risk asbestos instances

Asbestos containing debris (fragments of bonded cement sheeting) was located on site adjacent to the Administration and Wards building, Dental Clinic, Laundry and Mawson House Units.

It is recommended that short term controls such as restricted mowing in the affected areas be implemented as soon as practicable and that asbestos removal be undertaken within 6 months of this survey.

Remediation goals for bonded asbestos cement debris in soil are to ensure the surface soil is free of visual asbestos. This may be achieved by multidirectional raking or tilling and hand-picking of exposed fragments of bonded ACM. Final visual inspection of the assessment and remediated areas should not detect any visible asbestos.

6.3 Inaccessible areas, materials and unexpected finds

Areas that were inaccessible during the survey should, as a precautionary measure, be managed as if they contain ACM, until confirmed otherwise.

It is recommended that any material that is suspected of containing asbestos that is not identified by this asbestos survey should be:

- Treated as ACM, made safe and advice sought from a competent person.
- Sampled and analysed for the presence of asbestos.

6.4 Planning of maintenance, refurbishment or demolition works

With respect to any known or potential asbestos building material, the planning of maintenance, refurbishment or demolition works associated with any asset needs to be undertaken carefully. It should include consideration of the following:

- Requirements of the overarching Asbestos Management Plan or similar.
- Recognition that any identified asbestos building material is the minimum amount of material present.
A register for each individual site containing details of all identified ACM sampled and analysed and materials or locations deemed to contain asbestos is presented in Appendix B.

### 5.3 Inaccessible areas or materials

During the assessments a number of areas or materials within the buildings were inaccessible/partially accessible which included locked structures or the presence of hazards such as height or live electricity. These inaccessible areas or materials have been documented in the asbestos register for each site as presented in Appendix B.

Inaccessible areas and materials are detailed in Table 5-2.

**Table 5-2 Control methods**

<table>
<thead>
<tr>
<th>Inaccessible area</th>
<th>Reason</th>
<th>Likelihood of asbestos building materials being present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majority of structures – complete access to ceiling</td>
<td>Height restrictions (feet above 1.8 m to gain full access) and/or no access hatch</td>
<td>Unlikely to contain ACM unless the ceiling lining to the room contains asbestos. These instances are assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical switchboards throughout – black backing</td>
<td>Not sampled to due to live electricity.</td>
<td>Presumed positive until confirmed otherwise.</td>
</tr>
<tr>
<td>boards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archives Store – rooms where no access was gained</td>
<td>No access to correct keys.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Mawson House Units – Interiors of occupied units and</td>
<td>Occupied and no access to correct keys.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>locked unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Majority of raised structures – subfloor</td>
<td>Not accessible.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
</tbody>
</table>
5. **Results**

The results of the asbestos assessment are presented in a register format which is designed to provide readily available information about the presence of ACM.

The Asbestos Registers (including photographs) and Laboratory Reports have been provided in Appendix B and Appendix C respectively.

5.1 **Asbestos sample results**

During the assessment a total of 51 samples of suspected ACM were collected and submitted under a chain-of-custody (CoC) to SGS, a NATA accredited laboratory for asbestos analysis. Asbestos analysis results and photographs are presented in the Registers in Appendix B. Laboratory analysis certificates along with CoC records are contained Appendix C.

5.2 **Asbestos containing material summary**

There was no ACM identified as Very High Risk or Friable.

Asbestos containing debris (fragments of bonded cement sheeting) was located on site adjacent to the Administration and Wards building, Dental Clinic, Laundry and Mawson House Units. Given the likelihood of these materials being disturbed occasionally (e.g. during grounds maintenance activities or by persons walking in these locations), the material has been classified as a High Risk.

Several items were noted to be slightly damaged and require encapsulation (sealing) to in order to stabilise deterioration. These items have been classified as a Medium Risk.

**Table 5-1 Elevated risk asbestos containing materials**

<table>
<thead>
<tr>
<th>Structure</th>
<th>Location</th>
<th>Description</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and Wards</td>
<td>Exterior, Throughout</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>Exterior, North and east</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Mawson House Units</td>
<td>Exterior, Throughout</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Exterior, East</td>
<td>Floor lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Exterior, South</td>
<td>Stair landing</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Exterior, South</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Interior, Pan room</td>
<td>Floor lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Interior; Ward 7, Shower room and rear entry</td>
<td>Ceiling lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Interior, Corridor</td>
<td>Electrical backing board</td>
<td>Med</td>
</tr>
<tr>
<td>Laundry</td>
<td>Exterior, Pump Room</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Laundry</td>
<td>Interior, Pump Room</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Workshop</td>
<td>Exterior</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
</tbody>
</table>

The remaining ACM observed on site we found to be bonded and in good condition. In their current condition, these materials present a low risk to building occupants.
Table 4-6 Description of risk levels

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Material stable. Reassess condition within 5 years.</td>
</tr>
<tr>
<td>Medium</td>
<td>Material may remain in situ under effective interim administrative controls. Material condition to be improved or likelihood of disturbance to be reduced within 12 months.</td>
</tr>
<tr>
<td>High</td>
<td>Material may remain in situ under effective interim administrative controls. Material condition to be improved or likelihood of disturbance to be reduced within 6 months.</td>
</tr>
<tr>
<td>Very High</td>
<td>Area where the material is present; is not suitable for occupancy, urgent remediation is required. Imminent risk of harm. This category also applies to demolition and/or refurbishment works that will be impacting on asbestos-containing materials.</td>
</tr>
</tbody>
</table>

4.5 Control method

Each instance of ACM was categorised as requiring one of the control methods described in Table 4-7.

Table 4-7 Control methods

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defer (Leave &amp; Maintain)</td>
<td>Stable material - not prone to damage</td>
</tr>
<tr>
<td>Encapsulate (Seal)</td>
<td>Stable material – slightly deteriorated may be prone to damage and requires protection</td>
</tr>
<tr>
<td>Enclosure</td>
<td>Stable or damaged material – where removal is not practicable and more protection than encapsulation is required</td>
</tr>
<tr>
<td>Remove</td>
<td>Deteriorated/damaged material, or material prone to routine disturbance, where encapsulating is not adequate or there is a requirement to remove prior to demolition.</td>
</tr>
<tr>
<td>None Required</td>
<td>No ACM identified</td>
</tr>
</tbody>
</table>
Table 4-4 Likelihood of disturbance assessment

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Where activities within the area where ACMs are located are unlikely to impact the material; or Areas where the probability of being occupied by building users for extended periods on a regular basis are low. E.g. The material is located externally or above a suspended ceiling, in the roof space, or concealed in service ducts or piping.</td>
</tr>
<tr>
<td>Medium</td>
<td>Where activities within the area where ACMs are located may infrequently (once to three times per year) impact the material; or Areas where the probability of being occupied by building users for short periods on a regular basis is high. E.g. Plant rooms and workshops containing operational plant or equipment and are occasionally visited. Corridors, lunch rooms, toilets and internal elevated surfaces where a ladder is required for access.</td>
</tr>
<tr>
<td>High</td>
<td>Where activities within the area where ACMs are located may frequently (greater than once a month) impact the material; or Areas where the probability of being occupied by building users for extended periods on a regular basis is high. E.g. Offices and workshops which are always occupied. As part of job occupants may come into contact with damaged or deteriorated ACM.</td>
</tr>
</tbody>
</table>

4.4 Level of risk

A risk assessment that classifies the risk level to allow informed decisions about control measures during the ongoing occupancy of the assets was undertaken. The risk assessment then identifies the risk treatment options on how to manage in situ ACM.

Risk values were calculated by combining the condition and likelihood of disturbance rankings, as determined during the site inspection and are presented in Table 4-5. A description of the risk levels is presented in Table 4-6.

Table 4-5 Risk matrix

<table>
<thead>
<tr>
<th>Condition</th>
<th>High accessibility</th>
<th>Medium accessibility</th>
<th>Low accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor</td>
<td>Very High</td>
<td>High</td>
<td>Moderate</td>
</tr>
<tr>
<td>Fair</td>
<td>High</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>Good</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Low</td>
</tr>
<tr>
<td>Very Good</td>
<td>Moderate</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

Please note that the above decision rules are a guide only and some instances of ACM may have additional risk assessment effort and outcomes, as appropriate.
Table 4-3 Detailed condition assessment descriptors

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Guideline</th>
</tr>
</thead>
</table>
| Very Good  | • Material is intact and shows no signs of deterioration;  
             • No water staining or evidence of material being impacted by water; and/or  
             • Any stable (sealed), bonded asbestos material with no exposed edges.  
             The material must also be well sealed along the surface and edges (i.e. well painted and ceiling/wall sheets must be butt jointed into moulded plastic and the corners or edges must be similarly covered with moulding such a timber quadrant or timber strap). |
| Good       | • Stable materials but where paint may have delaminated marginally; and/or  
             • Commonly weathered materials used externally (i.e. unbroken roofing materials). |
|            | This is recorded only if the damage/deterioration is less than one per cent (1%) of the total area of the material. |
| Fair       | • Material is breaking up, delaminating or coming loose from the substrate and/or  
             • Slight water staining or buckling is evident; and/or  
             • Unsealed and not damaged asbestos cement material used internally. |
|            | This is recorded only if the damage/deterioration is less than ten per cent (10%) of the total area of the material. |
| Poor       | • Material is non-cohesive. Parts of an installation may be dislodged or large amounts of dust or pieces of material debris are located on ground near/below the installation and/or  
             • Water has dislodged some of the material or has caused it to break away from the substrate, or the material is saturated with the potential to fall.  
             • Signs of accumulated dust or small pieces of material debris on ground near or below the installation and accidental or deliberate damage.  
             This is to be recorded if the damage/deterioration is more than ten per cent (10%) of the total area of the material.  
             Also applies to debris and friable asbestos material with ANY degree of compromised encapsulation and/or enclosure. |

4.3 Likelihood of disturbance

The accessibility to each instance of confirmed ACM was classified one of the three categories outlined in Table 4-4.
4. Risk assessment

The presence of asbestos containing materials can represent a real or potential health risk to humans. Where, due to material condition and location, a pathway to human exposure does not exist, then the risks to human health are significantly reduced.

This section details the categorising of each instance of ACM with regards to friability, condition, accessibility, risk and control methods, as applicable. Note that the samples which were found not to contain ACM were not categorised for friability, condition, accessibility or risk. GHD included in the ACM register, the estimated volume of the material from which the sample originated, for identification purposes.

In order to determine the level of risk associated with the identified asbestos-containing materials the following aspects need to be assessed:

- Friability
- Material condition and
- Extent of activity likely to impact on the material.

The following sections identify the descriptors used in the abovementioned categories observed on site.

4.1 Friability only

Each instance of confirmed ACM was categorised by GHD in accordance with the categories outlined in Table 4-1.

**Table 4-1 Friability assessment**

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Decision rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friable</td>
<td>Asbestos containing material which, when dry, is or may become crumbled, pulverized or reduced to powder by hand pressure.</td>
</tr>
<tr>
<td>Bonded</td>
<td>Asbestos containing material which, when dry, cannot be crumbled, pulverized or reduced to powder by hand pressure alone.</td>
</tr>
</tbody>
</table>

4.2 Material condition

The condition of each instance of confirmed or presumed ACM was classified as one of the four categories outlined in Table 4-2. Further details on the condition descriptors to be used are presented in Table 4-3.

**Table 4-2 Condition assessment**

<table>
<thead>
<tr>
<th>Ranking / Descriptor</th>
<th>Bonded ACM</th>
<th>Friable ACM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Good</td>
<td>Sealed / Encapsulated</td>
<td>-</td>
</tr>
<tr>
<td>Good</td>
<td>Unsealed and Undamaged</td>
<td>-</td>
</tr>
<tr>
<td>Fair</td>
<td>Cracked or weathered</td>
<td>Encapsulated</td>
</tr>
<tr>
<td>Poor</td>
<td>Damaged or Debris</td>
<td>Unsealed</td>
</tr>
</tbody>
</table>
As the assessment was a visual inspection and sampling process, only those ACMs that were physically accessible and visible could be located and identified. The possibility that unsighted ACMs remain in inaccessible or concealed areas cannot be ruled out. Such areas generally include but are not limited to:

- Inside set ceilings or wall cavities
- Service shafts and ducts
- Height restricted areas
- Those areas accessible only by dismantling equipment
- Beneath concrete floors or where only restricted access is available to sub floor spaces
- Building voids
- Inaccessible areas concealed within the building structure and only accessible during demolition works and
- Sub-surface soil investigations to identify infrastructure such as pipework and storage tanks or container.

Areas not accessed are deemed to contain ACM until such a time that access can be gained and the presence, or otherwise, of ACM can be confirmed.

This report may be considered to provide indication on the type of ACM likely to be encountered in the asset or during demolition works, and on the general locations for such materials.

3.3 Sample collection

Where appropriate, representative samples of suspected ACM were collected and analysed to confirm the presence (or absence) of asbestos in order to form the basis for individual records in the ACM register.

3.4 Sample analysis

3.4.1 Asbestos containing materials

Samples taken of suspected ACM collected during the inspection were analysed by a NATA accredited laboratory using polarised light microscopy in conjunction with dispersion staining techniques. The results of all sample analysis were interpreted by competent personnel.

Where required and appropriate, X ray diffraction may be utilised to adequately confirm the presence of asbestos in materials such as vinyl tiles.
3. **Methodology**

GHD acts in accordance with its NATA accreditation (Accreditation Number 17107) which is held nationally, and operates in compliance with AS/NZS ISO/IEC 17020 (2000) – *General Criteria for the Operation of Various Types of Bodies Performing Inspections*.

### 3.1 Field assessments

During December 2015, a GHD Asbestos Assessor undertook inspections of the nominated buildings including all structures and surrounds. A plan of assets assessed is presented in Appendix A.

The following methodology was carried out during the asbestos assessment:

- Inspection of buildings and above ground structures using non-destructive inspection methods, where practicable, noting the condition and accessibility of potential ACM.
- Collection of representative samples from building materials suspected of containing asbestos.
- Practicable restoration (where applicable) of sample locations to pre-sample conditions to prevent any potential contamination of the workplace.
- Use of definitive and unique sample location identifiers.
- Cross-referencing of similar suspect building materials at different locations within the structures of a similar age and construction type.
- Noting inaccessible areas during the inspection and provide a reason for the restricted access e.g. unsafe due to confined spaces, live electricity, height restrictions.
- Submission of samples of suspect asbestos building materials to a National Association of Testing Authorities (NATA) accredited laboratory in Australia to determine the presence of asbestos.
- Compilation of an asbestos building materials register for each property detailing the confirmed and suspect occurrences of asbestos building materials within the nominated buildings.

### 3.2 Assessment limitations

The assessment was undertaken only in those areas where access was available. Where detailed inspection would necessitate demolition or damage to wall cladding, coatings, plant, etc., this was not undertaken to allow a visual assessment of accessible areas.

Equipment found in use was not generally disturbed, and stored equipment was not internally accessed for the purpose of inspection. Similarly, moveable chattels such as desks were not reviewed. Moveable chattels are not considered part of this assessment.

**It should be noted that no assessment can be regarded as absolute, and that partial or total demolition of structures may reveal instances of asbestos and other asbestos containing materials *in-situ* that were not identified during this assessment.**

Other materials that are also not generally accessed, for reasons of safety or because of difficulty of access, include electrical backing boards and materials on or above roofs.
The advice tendered in this report is based on information obtained from the inspection and sampling locations and is not warranted in respect to the conditions that may be encountered across the building structure or site at other than these locations, including those actually encountered during any future maintenance, refurbishment or demolition. Stated quantities of observed materials or items should not be inferred as being a definitive quantity assessment of such materials or items.

The recorded condition of asbestos building materials may change over time. This may be due, but not limited to, deterioration, damage or other disturbance. As such, the report records conditions at the time of assessment only.

As the assessment is a visual inspection and a sampling process, only those asbestos building materials that are physically accessible and visible can be located and identified. The possibility that unassessed asbestos building materials remain in inaccessible or concealed areas cannot be ruled out. Such areas include but are not limited to, inside set ceilings or wall cavities, service shafts and ducts, height restricted areas, areas accessible only by dismantling equipment, voids or internal areas of plant or totally inaccessible areas concealed within the building structure and only accessible during demolition.

The report is not intended for the general programming of asbestos removal works unless used in conjunction with a specification detailing the extent of works and appropriate control measures.
2. Limitations

This Asbestos Building Materials Assessment report ("Report"):

- Has been prepared GHD Pty Ltd ("GHD") for The Administration of Norfolk Island
- May only be used and relied on by The Administration of Norfolk Island
- Must not be copied to, used by, or relied on by any person other than The Administration of Norfolk Island (excluding tenants, Contractors or others where The Administration of Norfolk Island has a responsibility to provide information under the How to Manage and Control Asbestos in the Workplace Code of Practice December 2011), or altered, amended or abbreviated, issued in part with the exception of the Asbestos Management Plan for each property or issued incomplete without the prior written consent of GHD.
- May only be used for the purpose of managing the asbestos building materials identified within the nominated assets assessed and must not be used for any other purpose.

GHD and its servants, employees and officers otherwise expressly disclaim responsibility to any person other than The Administration of Norfolk Island arising from or in connection with this Report. To the maximum extent permitted by law, all implied warranties and conditions in relation to the services provided by GHD and the Report are excluded unless they are expressly stated to apply in this Report.

The services undertaken by GHD in connection with preparing this Report were limited to those specifically detailed in Section 1 of this Report. The opinions, conclusions and any recommendations in this Report are based on observations made by GHD of the assets nominated in Section 1 and in light of the limitations specifically detailed in Section 3.2 of this Report.

Subject to the paragraphs in this section of the Report, the opinions, conclusions and any recommendations in this Report are based on conditions encountered and information reviewed at the time of preparation and may be relied on until:

- The next asbestos building materials assessment as nominated in Section 0.
- The condition, access to or the activities potentially impacting the identified or inaccessible asbestos containing building materials, change from those identified.
- After which time, GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from or in connection with those opinions, conclusions and any recommendations. Please note that subsequent to the date of this report, works may have resulted in changes to the status of any identified materials, which should have been documented and provided by building management as a supplement to this report.

The data and advice provided herein relate only to the project and structures described in the report and must be reviewed by a competent professional before being used for any other purpose. GHD accepts no responsibility for other use of the data.

Where a third party conducted assessment work, reports or verbal information that has been relied upon, the data are included and used in the form provided by others. The responsibility for the accuracy of such data remains with the original entity and not with GHD.
1.1 Objectives and scope of works

The objectives and scope of the works were to:

- Identify the presence of ACM within accessible areas of the existing assets.
- Collect samples of suspect ACM for analysis by a National Association of Testing Authorities (NATA) accredited laboratory.
- Assess the risk associated with identified ACM.
- Recommend risk management strategies to mitigate the risks associated with ACM.
- Prepare an assessment report including an asbestos building materials register for the nominated assets in alignment with the requirements of Chapter 8, Part 8.3, Clause 425 of the Work Health and Safety Regulation 2011.

1.2 Legislative requirements

The assessment works and preparation of this report have been undertaken in accordance with the requirements of:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

State/territory agencies with responsibility for work health and safety should be consulted for specific guidance on what is required in that state or territory.

No one section or part of a section of this report is to be taken as giving an overall idea of this report. Each section is to be read in conjunction with the whole of this report, including the asbestos registers for the nominated assets.
1. Introduction

GHD Pty Ltd (GHD) was commissioned by The Administration of Norfolk Island to complete an asbestos building material assessment and compile asbestos registers for nominated assets within the Norfolk Island Hospital. The assets assessed comprised:

- Administration and Wards Building
- Archives Store
- Australia Red Cross Store
- Counsellor Rooms
- Dental Clinic
- Laundry
- Mawson House Units
- Morgue
- Old Shed
- Physiotherapy Rooms
- Shed
- St John Ambulance Building
- Staff Quarters
- Workshop.

A site plan showing the assets surveyed is provided as Appendix A.

From 1 July 2016, the Australian mainland tax and social security systems will be extended to Norfolk Island. The purpose of the project was to assess and document the risks associated with asbestos containing materials (ACM) as part of a facilities audit for The Administration of Norfolk Island, prior to the Australian Government assuming responsibility for the site. The project will also serve to assist the Australian Government with compliance with relevant regulations including the Work Health and Safety (WHS) Regulation 2011, specifically the requirements of Part 8.3.

For the purposes of this assessment, the assessment included inspection of accessible areas of properties constructed before 31 December 2003 for ACM only. The assessment is considered a non-destructive asbestos assessment. In the event of demolition, the requirement for a destructive asbestos assessment should be considered.

The findings of the assessments are presented in the asbestos registers in Appendix B.
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<table>
<thead>
<tr>
<th>Structure</th>
<th>Location</th>
<th>Description</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry</td>
<td>Exterior, Pump Room</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Laundry</td>
<td>Interior, Pump Room</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Workshop</td>
<td>Exterior</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
</tbody>
</table>

The risk assessment undertaken was prepared for the ongoing access to and work on/within the buildings. Maintenance, demolition, refurbishment or commercial activities have the potential to damage ACM, thereby increasing the risk of exposure to asbestos fibres. If any activity is planned that may damage ACM, the risk assessment is to be reviewed by a Competent Person and, if required, appropriate risk reduction measures implemented. Any works that involve or may damage ACM are to be undertaken strictly in accordance with the legislation and guidance listed in Section 1.2.

Inaccessible areas present throughout the site are listed in Table E-2.

**Table E-2 Inaccessible or restricted access areas**

<table>
<thead>
<tr>
<th>Inaccessible area</th>
<th>Reason</th>
<th>Likelihood of asbestos building materials being present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majority of structures – complete access to ceiling spaces</td>
<td>Height restrictions (feet above 1.8 m to gain full access) and/or no access hatch</td>
<td>Unlikely to contain ACM unless the ceiling lining to the room contains asbestos. These instances are assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Electrical switchboards throughout – black backing boards</td>
<td>Not sampled to due to live electricity.</td>
<td>Presumed positive until confirmed otherwise.</td>
</tr>
<tr>
<td>Archives Store – rooms where no access was gained</td>
<td>No access to correct keys.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Mawson House Units – Interiors of occupied units and locked unit</td>
<td>Occupied and no access to correct keys.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
<tr>
<td>Majority of raised structures – subfloor</td>
<td>Not accessible.</td>
<td>May contain ACM. Assumed to contain ACM until complete inspection.</td>
</tr>
</tbody>
</table>

Additional details of properties that have inaccessible or restricted access are highlighted in registers contained as Appendix B.

This report is subject to, and must be read in conjunction with, the limitations set out in Section 2 and the assumptions and qualifications contained throughout this Report.
Executive summary

GHD Pty Ltd (GHD) was commissioned by The Administration of Norfolk Island to complete an asbestos building material assessment and compile asbestos registers for nominated assets within the Norfolk Island Hospital. The assets assessed comprised the Administration and Wards Building, Archives Store, Australia Red Cross Store, Counsellor Rooms, Dental Clinic, Laundry, Mawson House Units, Morgue, Old Shed, Physiotherapy Rooms, Shed, St John Ambulance Building, Staff Quarters and Workshop.

From 1 July 2016, the Australian mainland tax and social security systems will be extended to Norfolk Island. The purpose of the project was to assess and document the risks associated with asbestos containing materials (ACM) as part of a facilities audit for The Administration of Norfolk Island, prior to the Australian Government assuming responsibility for the site. The project will also serve to assist the Australian Government comply with relevant regulations including the Work Health and Safety (WHS) Regulation 2011, specifically the requirements of Part 8.3.

The assessment included an inspection of accessible areas of properties constructed before 31 December 2003 for ACM only. The assessment is considered a non-destructive asbestos assessment. In the event of demolition, the requirement for a destructive asbestos assessment should be considered.

Building assessments were undertaken by GHD during December 2015. A site plan showing the assets assessed is provided as Appendix A. The findings of the assessments are presented in the asbestos registers in Appendix B and summarised in Table E-1. There were no ACM identified as Very High Risk or Friable. Works are required to stabilise medium risk instances. For low risk items the material should be monitored to ensure that the condition does not deteriorate.

Table E-1 Summary of asbestos containing materials

<table>
<thead>
<tr>
<th>Structure</th>
<th>Location</th>
<th>Description</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and Wards</td>
<td>Exterior, Throughout</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>Exterior, North and east</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Laundry</td>
<td>Exterior</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Mawson House Units</td>
<td>Exterior, Throughout</td>
<td>Debris (fragments) on ground surface</td>
<td>High</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Exterior, East</td>
<td>Floor lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Exterior, South</td>
<td>Stair landing</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Exterior, South</td>
<td>Wall lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Interior; Pan room</td>
<td>Floor lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Interior; Ward 7, Shower room and rear entry</td>
<td>Ceiling lining</td>
<td>Med</td>
</tr>
<tr>
<td>Administration and Wards</td>
<td>Interior, Corridor</td>
<td>Electrical backing board</td>
<td>Med</td>
</tr>
</tbody>
</table>
The Administration of Norfolk Island
Asbestos Building Materials Assessment
Norfolk Island Hospital
Final 0
January 2016
on behalf of Manteena. This document provides recommendations for the safe removal of asbestos and enabled Manteena to identify and classify the presence of asbestos at the hospital facility.

**Contaminated Waste Removal**

14. Through discussion and review of the documentation, it was identified that the island had no capacity to dispose of ACM in situ. Current procedures for the removal of contaminated waste are by utilisation of the island waste facility as an ACM controlled storage site. Asbestos is removed to this facility (Inside purpose built heavy duty boxes lined with plastic) and stored until such time as removal from the island is identified. Contaminated waste disposal receipts are not available.

15. Department of Infrastructure and Regional Development (DIRD) and Manteena Security only have oversight of the disposal process to the holding facility (Norfolk Island). The current disposal process is for the ACM contained within its storage vessels to be transferred to the waste centre as part of a user pay service, to which they pay Norfolk Island Waste Facility per m³ to take receipt and responsibility of the waste. Removal to mainland and then on to an EPA approved contaminated waste facility is a council operation.

16. Noting that details of the storage of ACM is restricted by the current process, I requested the further information in respect to the storage of ACM waste, that described the/or;
   a. current storage controls,
   b. any memorandum or agreements for storage,
   c. details for long term storage of ACM between the Waste facility/Manteena/NIRC,
   d. details of the storage conditions, and likely capacity of waste storage area,
   e. outline any proposed management means for the removal of contaminated waste from Norfolk.

17. In response to this request I was provided the Norfolk Island Safe Disposal of Asbestos Policy and Procedures – 2015 for review. This document provides appropriate guidance on asbestos management and control processes, although it should be noted where practical, reference documentation should be taken from both WHS Regulations 2011 and Safe-Work Australia’s - Code of Practice - How to Manage and Control Asbestos in the Workplace 2016.

18. I was also provided details that DIRD, Manteena Security and NIRC (Norfolk Island Regional Council) are currently working through the logistics to identify a dependable and compliant means to freight the ACM for appropriate mainland management and disposal.

**Discussion**

19. An asbestos register for this workplace was provided as part of the Norfolk Island Hospital Asbestos Materials Report although the PBCU was unable to provide an Asbestos Management Plan to document the reactive management of ACM in the workplace. The requirement to develop this plan as described in regulation 429 WHS Regs provides workers an understanding of how to manage incidents and control asbestos interaction in the workplace.

20. An off island disposal site or method was not identified in any of the documentation other than that "contaminated waste would be stored at the waste facility until transfer and disposal to the mainland".

21. Noting that DIRD are undertaking extensive infrastructure works that are likely to accrue large volumes of asbestos waste and that the island waste facility is only identified as a holding site, it is imperative that the storage capacity limits at this site are identified and planning is documented to accommodate removal to mainland contaminated waste disposal site to ensure this capacity is not exceeded.

21. On review of the information, it appears that the processes undertaken for this removal project are compliant with the legislation, although, long term storage on the island presents additional risks, with storage, exceeding capacity and transportation.

**POWER EXERCISED (if any)**
<table>
<thead>
<tr>
<th>Section of Act</th>
<th>Nature of Inspector action/decision</th>
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<tbody>
<tr>
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<td>NA</td>
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</table>

**COMPLIANCE STATUS OF PREVIOUSLY ISSUED NOTICES (if any)**

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**REPORT ISSUED BY**

<table>
<thead>
<tr>
<th>Inspector:</th>
<th>Phone:</th>
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<tr>
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<table>
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<td></td>
<td>NSW</td>
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**INSPECTOR’S SIGNATURE**

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td></td>
<td>1/06/2017</td>
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</tbody>
</table>
DISCLAIMER
This report contains information that may assist you take steps in regards to your obligations under the WHS Act. You must refer to the Work Health and Safety Act 2011 (Cth) (WHS Act) and Work Health and Safety Regulations 2011 (Cth) (WHS Regulations) to understand your duties and obligations. Comcare’s external website contains hyperlinks to WHS Act legislation.
Comcare does not accept liability for any errors or omissions or for any loss or damage suffered by you or any person which arises from your reliance on this report or for any breach by you of your obligations under the WHS Act. Where a Comcare Inspector has inspected a particular workplace is not a representation by Comcare that the particular workplace is in any way free of hazards.

NEED HELP?
Contact the Inspector to discuss any aspect of this Inspector Report. The Inspector should be contacted if you wish to view photographs, documents or other evidence taken by the Inspector if they attended your workplace.
Comcare has a range of publications and fact sheets to help explain your responsibilities and provide guidance to make your workplace safer. The Compliance and Enforcement Policy provides guidance as to how Comcare approaches regulation. To access these, visit our website.

REVIEW OF DECISIONS
Where a Decision Maker Review is unsatisfactory, the recipient of the report should seek independent legal advice on review rights.

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Your privacy is important to us. We will only collect, use or disclose personal information in accordance with the Privacy Act 1988 (Cth) and if it is reasonably necessary for, or directly related to, one or more of our functions, powers and/or activities. These include functions and activities under the Safety, Rehabilitation and Compensation Act 1988 (Cth), the WHS Act, the Seafarer’s Rehabilitation and Compensation Act 1992 (Cth), and the Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005 (Cth). If Comcare does not collect personal information from you, for the purposes of its legislated functions or related functions, we may not be able to respond appropriately.

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- the Safety, Rehabilitation and Compensation Commission
- a court or tribunal
- state or territory work health and safety regulatory agencies
- personnel engaged by Comcare to conduct research related activities
- enforcement agencies or bodies
- state and territory Coroners
- Commonwealth, state or territory industry regulators
- any other person assisting Comcare in the performance of its functions or exercise of its powers, including contractors and consultants
- any other person where there is an obligation under law to do so (for example but not limited to, responding to the direction of a court to produce documentation).

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www.comcare.gov.au | 1300 366 979
FYI – Mayor Adam’s media release for 26 May.

Kind Regards

Working in partnership with South Eastern Sydney Local Health District (SESLHD), part of NSW Health

Copy of the final media attached for your information. It includes a reference and access to the Draft Health Action Plan – if you go to www.norfolkisland.gov.nf and wait for the slide show to roll over you will see a ‘health picture’ where you can also access the Plan.
Also for your information the Commonwealth is putting out a media statement in the local press this weekend about the Hospital Records. I was sent the attached in advance last night by the Department. I trust this will allay the community’s concerns.

Robin Adams | Mayor
Norfolk Island Regional Council
KEEPING THE COMMUNITY INFORMED

‘WETLS (MEALS) ON WHEELS’

"On Wednesday I attended a very informative meeting organised by the men and women who volunteer their time to deliver Meals on Wheels to members of our community. The meeting was convened to discuss how best the service might operate going forward into the future; and it was valuable to have the Hospital Director Ms Kath Bowman and former Hospital Director Mr. David McCowan there," Mayor Adams said. "This community service which commenced in 1995 under the Directorship of David McCowan was designed, and remains the case today, to provide the island’s elderly with regular nutritious meals at a nominal cost; provide social contact with the volunteers; and allow our senior citizens to remain in their homes. The service was subsidized both by the Hospital and the Norfolk Island Government. Following positive discussion today across the range of issues needing to be addressed, I believe we all left the meeting confident that when the meeting reconvenes on Friday 2 June a detailed Plan on how ‘Wetls on Wheels’ will operate and be funded in the future will be on the table for agreement. All present were committed to ensuring that this valuable service will continue"

REMOVAL OF MEDICAL RECORDS

"In response to community concerns re the recent removal off island of medical records, I have contacted Ms Karen Heldon, Director Norfolk Island Capital Works with the Department of Infrastructure and Regional Development, who advises that as soon as appropriate file storage is identified on Norfolk Island the archived hospital records will be returned”, Mayor Adams said. “The records were removed from the Old Bakery Building to allow for extensive demolition due to the removal of Asbestos. The Department will be issuing a public statement on the matter”.

DRAFT HEALTH PROMOTION ACTION PLAN ENHANCING HEALTH LITERACY AND COMMUNITY CAPACITY ON NORFOLK ISLAND

Central and Eastern Sydney PHN (CESPHN) have released for community consideration and comment a draft Health Promotion Action Plan designed to enhance health literacy and community capacity on Norfolk Island. The draft Plan is based on the findings of the South Eastern Sydney Local Health District (SESLHD); Central and Eastern Sydney PHN (CESPHN); the Norfolk Island ‘Needs Assessment’ (Carramar Consulting, 2016), and local consultation. These studies have provided guidance to CESPHN on the needs of the community and opportunities available to promote and implement the Health Promotion Action Plan for the people of Norfolk Island and their visitors. To assist the community with accessing the draft Action Plan Council has placed a copy on its website at http://www.norfolkisland.gov.nf/draft-health-promotion-action-plan-enhancing-health-literacy-and-community-capacity-norfolk-island.

Community comment is to be emailed to o.khalaf@cesphn.com.au no later than 9 June 2017. A copy is also available at the Library. More information about CESPHN is available at www.cesphn.org.au.

ROBIN ADAMS
Mayor
26 May 2017
Transfer of inactive health records from Norfolk Island

On 20 May 2017 the Department temporarily relocated old, inactive health records from Norfolk Island.

This was because asbestos removal was due to begin this week at the Old Bakery building, where the records were stored.

The records cannot be returned to the building after this work is done given the building is unsafe and will also not meet the appropriate standards for storing private records securely.

We did not have an alternative storage facility ready which met the appropriate standards on Island. Given there was an empty cargo plane on Island about to return to the mainland, we took the opportunity to move the records without cost.

We will return the records once we have arranged appropriate storage on Norfolk Island. We anticipate this will happen within a couple of months.

No current records were moved. Only inactive medical records, financial records of the former Norfolk Island Hospital Enterprise and records of the former Hospital Board were moved.

We should have let the community know before we moved the records and we understand this has caused concern. We apologise for failing to properly communicate the move to the community before going ahead.

Please be assured the records are in secure storage in Brisbane and will be returned to the Island.

Department of Infrastructure and Regional Development

25 May 2017
Dear Mayor,

My apologies for the delayed response, forwarded your queries to me yesterday regarding the archived record removal. The Department will issuing a public statement this afternoon advising the community that as soon as appropriate file storage is identified on Norfolk Island the archived hospital records will be returned. The records were removed from the Old Bakery Building to allow for extensive demolition due to the removal of Asbestos.

Again apologies for the delay.

Kind regards

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601
Further to our conversation earlier today, the Department of Infrastructure and Regional Development needs to relocate Archived records from Norfolk Island to the mainland. The removal of the records is part of a capital works program being managed on behalf of the Department by Manteena Security.

The records are currently located in a dilapidated building, and I won't lie to you – it's not pretty (see attached photos). I'm guessing there is approximately 50-80 Lm of material, the material is in loose files and archive boxes (some damaged). Manteena has ordered 70 crates/scates and security ties to effect the relocation.

Manteena has recently undertaken extensive Asbestos testing in and around the building, and although there was some ACM detected in external cladding the inside of the building is safe.

The plan is as follows:
- the packing material will arrive on a chartered Toll freighter on Sunday 21 May time TBA,
- the packing material will be delivered to the building for packing immediately.
- the packed crates will leave the island on a chartered freighter the next day.

In terms of resourcing, I envisage requiring 2-3 persons to undertake the pack, in addition to the packers the Manteena site supervisors will be on hand.

There is a passenger flight arriving on the Sunday 21 May and leaving Monday 22 May.

For the purpose of budgeting, could you please provide a total cost inclusive of:
- Airfares
- Accommodation
- Allowances/Meals
- Two X 12 hour days for 3 resources (this includes travel time).

Please provide details of any additional material you think you might need.

I have copied in [Name] from Manteena who will manage your engagement if successful.

Thanking you in advance, and please call either myself or [Name] if you have any questions.

I would appreciate, if you didn’t share this information with anyone.

Kind regards
From: 
Sent: Wednesday, 19 April 2017 8:40 AM 
To: 
Cc: 
Subject: RE: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED] 

Yes, thanks — I couldn’t find Richards email with the approximate LM of material, so it was a best guess.

Cheers

From: 
Sent: Wednesday, 19 April 2017 6:20 AM 
To: 
Cc: 
Subject: RE: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED] 

Dear,

Further to the below, should we get a contingency allowance for the below?

The cost is likely minimal but the risk if there is not enough is high.

Based upon site recommendation is an additional 40% acceptable?

Kind regards

Project Manager

From: 
Sent: Wednesday, 19 April 2017 5:59 AM 
To: 
Cc: 
Subject: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED] 

Dear,

Can you please confirm where the Freighter will depart (Syd/Bris), so that we can confirm delivery location?

Will there be a consolidation area for the Freighter?

Kind regards

Project Manager
From: 
Sent: Tuesday, 18 April 2017 6:42 PM
To: 
Cc: 
Subject: Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Hi,

For the removal of the medical records from the Old Bakery Building and the back shed @ NIHRACS, could you please purchase removal crates, scates (to move the crates around) and security seals. I have attached the website details for A+Plastics (crates) and B-Sealed (security seals). Can you also please arrange for the items to be shipped to Island on the freighter and delivered to NIHRACS. The full crates will be returning to the mainland the following day.

1. A+Plastics
   • 50 X 68L Security Crates with attached lids (don’t care about colour).
   • 10 X Okka Enviro Scates.

2. B-Sealed
   • 120 X Maxi Jaw Lock Seals – Product Code is MX25

Please keep this under wraps!

Cheers

Norfolk Island Branch | Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601

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and delete all copies of this transmission together with any attachments.
From: [Redacted]
Sent: Wednesday, 19 April 2017 8:36 AM
To: [Redacted]
Cc: [Redacted]
Subject: RE: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Hi

My understanding is the Freighter will go from Brisbane, I assume because there is more freight there – I’ll follow up with [Redacted] on the consolidation area.

In addition to supply of the crates, I need to talk to you about resourcing to pack the medical records into crates. My initial thoughts are we engage with a mainland removalist company to supply 3 or 4 packers. Due to sensitivities around the material, it would be inappropriate to use island contractors. Happy to discuss further over the phone.

Yours

From: [Redacted]
Sent: Wednesday, 19 April 2017 5:59 AM
To: [Redacted]
Cc: [Redacted]
Subject: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Dear [Redacted],

Can you please confirm where the Freighter will depart (Syd/Bris), so that we can confirm delivery location?

Will there be a consolidation area for the Freighter?

Kind regards

Project Manager

94 Barrier Street Fyshwick ACT 2609 | PO Box 529 Fyshwick ACT 2609

From: [Redacted]
Sent: Tuesday, 18 April 2017 6:42 PM
To: [Redacted]
Cc: [Redacted]
Subject: Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Hi

For the removal of the medical records from the Old Bakery Building and the back shed @ NIHRACS, could you please purchase removal crates, scates (to move the crates around) and security seals. I have attached the website details for A+Plastics (crates) and B-Sealed (security seals). Can you also please arrange for the items to be shipped
to Island on the freighter and delivered to NIHRACS. The full crates will be returning to the mainland the following day.

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Department of Infrastructure and Regional Development
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===================================
From: [Redacted]
Sent: Wednesday, 19 April 2017 6:20 AM
To: [Redacted]
Cc: [Redacted]
Subject: RE: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Dear [Redacted],

Further to the below, should we get a contingency allowance for the below?

The cost is likely minimal but the risk if there is not enough is high.

Based upon site recommendation is an additional 40% acceptable?

Kind regards

Project Manager

---

From: [Redacted]
Sent: Wednesday, 19 April 2017 5:59 AM
To: [Redacted]
Cc: [Redacted]
Subject: 16052 : Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Dear [Redacted],

Can you please confirm where the Freighter will depart (Syd/Bris), so that we can confirm delivery location?

Will there be a consolidation area for the Freighter?

Kind regards

Project Manager

---

From: [Redacted]
Sent: Tuesday, 18 April 2017 6:42 PM
To: [Redacted]
Cc: [Redacted]
Subject: Purchase of removal crates/scates and security seals [SEC=UNCLASSIFIED]

Hi [Redacted]
For the removal of the medical records from the Old Bakery Building and the back shed @ NIHRACS, could you please purchase removal crates, scales (to move the crates around) and security seals. I have attached the website details for A+Plastics (crates) and B-Sealed (security seals). Can you also please arrange for the items to be shipped to island on the freighter and delivered to NIHRACS. The full crates will be returning to the mainland the following day.

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Cheers

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Good morning,

Thank you for your email and phone calls. I have attached a pdf which contains the Dangerous Goods information for the Asbestos (blue page) plus the relevant Packing Instruction (yellow page).

As discussed, you will need to have a qualified Dangerous Goods Pack person to complete the packing and documentation. The outer packaging will need to be in one of the UN specified packages listed in the Packing Instruction. Also the packaging will require the normal labels and markings for Dangerous Goods shipments.

Once packed correctly, the consignment is already permitted on a passenger aircraft so no special approvals are required.

I hope this information helps but please feel free to call or email me at any time.

Cheers

Dangerous Goods Inspector
Safety Assurance Branch
CASA\Aviation Group

30 Elizabeth St, Sydney NSW 2010
GPO Box 2005, Canberra ACT 2601

www.casa.gov.au

From: 
Sent: Wednesday, 12 April 2017 10:13 AM
To: 
Cc: 
Subject: RE: Transport of Asbestos contaminated documents by Air [SEC=UNCLASSIFIED]
Attachments: UN 2590 Asbestos, chrysotile, Packing Instruction 958.pdf

Good Afternoon,

As discussed, the department is required to transport by air documents, which have been stored in a building contaminated by loose Asbestos from Norfolk Island back to Canberra. Due to processes on Norfolk Island whereby sea freight is loaded via lighters onto cargo ships by unskilled staff, it is not possible to transport by sea.
The documents will be removed from the building under the supervision of a hygienist and packaged as follows:

1. Sealed in double bags of polythene that are a minimum of 200 microns thick and labelled with an identifying number and a warning.
2. Placed into a small, rigid, airtight container displaying pictograms on the outside and the text 'Danger: may contain asbestos - may cause cancer, causes damage to organs through prolonged or repeated exposure'.
3. Placed into a second, unlabelled outer box.

Options available to us via air would include a direct Norfolk Island to Sydney Flight via Air New Zealand or a freighter, which could be used to clear the backlog of freight in Sydney and Brisbane with the documents as return cargo.

We are in contact with both the Asbestos Safety and Eradication Agency and the Department of Environment to ensure that we are aware of any conditions/permits required and they have advised that we also need to seek advice from CASA.

Your advice on any permits or requirements to undertake this activity would be much appreciated.

Thank you

Local Government and Territories Division
Department of Infrastructure and Regional Development
GPO Box 594, Canberra ACT 2601

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PACKING INSTRUCTION 957 (continued)

Single packagings are permitted.

<table>
<thead>
<tr>
<th>UN Number</th>
<th>Net quantity per package Passenger aircraft</th>
<th>Net quantity per package Cargo Aircraft Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN 2211, Polymeric beads, expandable</td>
<td>100.0 kg</td>
<td>200.0 kg</td>
</tr>
<tr>
<td>UN 3314, Plastics moulding compound</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SINGLE PACKAGINGS

<table>
<thead>
<tr>
<th>Type</th>
<th>Drums</th>
<th>Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Desc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steel</td>
<td>Aluminium</td>
</tr>
<tr>
<td>Spec.</td>
<td>1A1 1A2</td>
<td>1B1 1B2</td>
</tr>
</tbody>
</table>

PACKING INSTRUCTION 958

OPERATOR VARIATIONS: AM-09, EY-03, TU-04

This instruction applies to UN 2071 and UN 2590 on passenger aircraft and Cargo Aircraft Only.

The General Packing Requirements of Subsection 5.0.2 must be met.

Compatibility Requirements
- substances must be compatible with their packagings as required by 5.0.2.6.

Closure Requirements
- closures must meet the requirements of 5.0.2.7.

Additional Packing Requirements
- all rigid packagings must be sift-proof;
- for UN 2590 bags must be palletised and unitised by methods such as shrink wrapping in plastic film or wrapping in fibreboard secured by strapping.

Single packagings are permitted.

<table>
<thead>
<tr>
<th>UN Number</th>
<th>Quantity per package Passenger aircraft</th>
<th>Quantity per package Cargo Aircraft Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN 2071, Ammonium nitrate fertilisers</td>
<td>200.0 kg</td>
<td>200.0 kg</td>
</tr>
<tr>
<td>UN 2590, Asbestos, chrysotile</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SINGLE PACKAGINGS

<table>
<thead>
<tr>
<th>Type</th>
<th>Drums</th>
<th>Jerricans</th>
<th>Boxes</th>
<th>Bags</th>
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<tbody>
<tr>
<td></td>
<td>Desc.</td>
<td>Steel</td>
<td>Aluminium</td>
<td>Plywood</td>
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<tr>
<td>Spec.</td>
<td>1A2</td>
<td>1B2</td>
<td>1D</td>
<td>1G</td>
</tr>
</tbody>
</table>

PACKING INSTRUCTION Y958

OPERATOR VARIATIONS: AM-09, DE-01, GA-03, GF-04, KC-11, LH-01, LX-02, MH-14, OS-03, OU-04, PX-10, SW-02, TN-04, UX-02, VO-03, VT-01, WY-04, XG-01, XK-03, XQ-01

This instruction applies to Limited Quantities of UN 2071.

The General Packing Requirements of Subsections 2.7.5, 5.0.2 to 5.0.4 (with the exception of 5.0.2.3, 5.0.2.5, 5.0.2.11 and 5.0.2.14.2) must be met except that the packagings do not have to meet the marking and testing requirements of
| UN/ID no. | Proper Shipping Name/Description | Class or Division (if applicable) | Proper Shipping Name/Description | Division | Provisions | Label(s) | Trship | Lkg | Lkg |
|----------|----------------------------------|----------------------------------|----------------------------------|----------|------------|----------|--------|_____|_____|
| 0938     | Articles, pyrophoric †           | 1.2L                             | Forbidden                        | 6        | Forbidden  |          |        |     |     |
| 0426     | Articles, pyrotechnic † for technical purposes | 1.1G                             | Forbidden                        | 5        | Forbidden  |          |        |     |     |
| 0429     | Articles, pyrotechnic † for technical purposes | 1.2G                             | Forbidden                        | 5        | Forbidden  |          |        |     |     |
| 0430     | Articles, pyrotechnic † for technical purposes | 1.3G                             | Forbidden                        | 5        | Forbidden  |          |        |     |     |
| 0431     | Articles, pyrotechnic † for technical purposes | 1.4G Explosive 1.4               | E0                               |          |            | Forbidden|        |     |     |
| 0432     | Articles, pyrotechnic † for technical purposes | 1.4S Explosive 1.4               | E0                               |          |            | Forbidden|        |     |     |
| 2566     | Arylsulphonic acids, liquid with 5% or less free sulphuric acid | 8 Corrosive III                  | E1 Y841 1 L                      | 852      | 5 L        | 856 60 L |        |     |     |
| 2584     | Arylsulphonic acids, liquid with more than 5% free sulphuric acid | 8 Corrosive III                  | E2 Y840 0.5 L                    | 851      | 1 L        | 855 30 L |        |     |     |
| 2585     | Arylsulphonic acids, solid with 5% or less free sulphuric acid | 8 Corrosive III                  | E1 Y845 5 kg                     | 860      | 25 kg      | 864 100 kg |        |     |     |
| 2583     | Arylsulphonic acids, solid with more than 5% free sulphuric acid | 8 Corrosive III                  | E2 Y844 5 kg                     | 859      | 15 kg      | 863 50 kg |        |     |     |
| 2212     | Asbestos amphibole † (amosite, tremolite, actinolite, anthophyllite, crocidolite) | 9 Corrosive II                   | E1 Y846 30 kg G                  | 956      | 450 L      | 956 450 L A27 9A  |
| 2212     | Asbestos amphibole † (amosite, tremolite, actinolite, anthophyllite, crocidolite) | 9 Corrosive II                   | E1 Y846 30 kg G                  | 956      | 400 kg     | 956 400 kg A27 9A  |
| 3334     | Aviation regulated liquid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3335     | Aviation regulated solid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3334     | Aviation regulated liquid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3335     | Aviation regulated solid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3334     | Aviation regulated liquid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3335     | Aviation regulated solid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3334     | Aviation regulated liquid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3335     | Aviation regulated solid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3334     | Aviation regulated liquid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |
| 3335     | Aviation regulated solid, n.o.s. † | 9 Miscellaneous                  | E1 Y966 30 kg G                  | 956      |             |          |        |     |     |

**Note:** For explanation of the abbreviations and symbols, see Appendix B.
From: [Redacted]
Sent: Tuesday, 11 April 2017 12:13 PM
To: [Redacted]
Subject: moving asbestos contaminated material [SEC=UNCLASSIFIED]

Dear [Redacted],

We spoke on the phone earlier. The information we have relates to the transfer of asbestos waste, but the Department of Environment may be able to provide you with information for the transfer of documents too. The contact we have there is

[Redacted]
Assistant Director,
Department of the Environment

They also have some information on this page.

Kind regards,

[Redacted]

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