



Temporary Relocation Assistance Grant for Residents of Inconvenienced Properties Guidelines

LOOSE FILL ASBESTOS INSULATION ERADICATION SCHEME

July 2022

OVERVIEW

These Guidelines provide information about how the Temporary Relocation Assistance Grant for residents of 'Inconvenienced Properties' will be administered.

The ACT Government's Loose Fill Asbestos Insulation Eradication Scheme (the Scheme) is designed to eradicate the ongoing exposure risks from the continuing presence of loose fill asbestos insulation in Canberra houses and a number of units/townhouses. This will be achieved through demolition of affected properties and site remediation

PURPOSE OF THE TEMPORARY RELOCATION ASSISTANCE GRANT FOR RESIDENTS OF 'INCONVENIENCED PROPERTIES'

Before and during the demolition of an Affected Property and any associated Eligible Impacted Property, some nearby residents may experience significant disruption because their home shares a block, common property, structural elements or utilities with the Affected Property. These properties are referred to as 'Inconvenienced Properties'.

The Loose Fill Asbestos Coordination Team (Coordination Team) may request that residents of an Inconvenienced Property temporarily vacate their home to facilitate the safe and efficient demolition of a nearby Affected Property or Eligible Impacted Property. In these circumstances, the Coordination Team is able to provide financial assistance to the residents to help with their temporary relocation. Only residents who are requested by the Coordination Team to temporarily relocate are eligible to apply for the Grant.

WHO CAN APPLY FOR A GRANT?

To be eligible for the Grant, you must be advised in writing by the Coordination Team that the residence is an Inconvenienced Property; and be either:

- an Owner Occupier of the Inconvenienced Property at the time that temporary relocation is required; or

- a Tenant of the Inconvenienced Property at the time that temporary relocation is required.

HOW MUCH IS THE GRANT?

The Grant is a single lump sum payment of \$5,000 per household, regardless of the number of people residing in the Inconvenienced Property.

The Coordination Team will not split payments. Any division of funds must occur between the relevant parties.

Payments will be made by electronic bank transfer to a single recipient, who must be nominated on the application form. Where possible applications will be processed within 15 working days of receipt of an application and all supporting documentation.

GRANT CRITERIA

To be eligible to receive the Grant, applicants must satisfy the following criteria:

1. have been advised in writing by the Coordination Team that the property is an Inconvenienced Property.
2. are the Owner Occupier or Tenant of the Inconvenienced Property at the time that the Coordination Team requests temporary relocation from the Inconvenienced Property.
3. have signed an agreement which states that they will not reside in the Inconvenienced Property during the agreed period of temporary relocation.
4. have signed an agreement which states that they will not knowingly allow anyone else to reside at the Inconvenienced Property during the agreed period of temporary relocation.

HOW DO YOU APPLY FOR THE GRANT?

When the demolition plan for the Affected Property is finalised, the Coordination Team will notify the residents of the Inconvenienced Property that they may need to temporarily relocate. Owner Occupiers and Tenants should not expect to be advised of their eligibility for the Grant significantly in advance of when demolition will occur.

After receiving advice in writing from the Coordination Team that the property is an Inconvenienced Property, eligible Owner Occupiers/Tenants may lodge a Grant application with the Coordination Team. The application form will be provided by the Coordination Team at this time.

Tenants of an Inconvenienced Property will need to provide a copy of their residential tenancy agreement and evidence of lodgement of their bond with Access Canberra with their application.

Applications can only be made by those tenants named on the residential tenancy agreement. All Owner Occupiers or Tenants must sign the application form.

A Tenant who vacates an Inconvenienced Property as part of the formal course of their lease (e.g. their tenancy term expired) will not be entitled to assistance unless they can establish they vacated as a result of the notification of upcoming demolition of the neighbouring Affected Property. The Coordination Team may request additional information to verify this.

ADDITIONAL INFORMATION

Additional information may be requested upon receipt of an application. Applicants will need to provide the requested information to enable the application to be assessed.

WHEN IS THE GRANT PAYABLE?

Payment of the Grant will be made following the approval of the application and once the demolition works have commenced and the Inconvenienced Property vacated.

REVIEW PROCESS

An Eligible Applicant may submit a decision review using the Loose Fill Asbestos [Complaint and Review Form](#) in regard to the decision of their Temporary Relocation Assistance Grant application. The decision review will be referred initially to the relevant Director for investigation and response.

If the applicant is not satisfied with the response to their complaint, they can seek further review.

A first level review will be undertaken by the Executive Group Manager responsible for the Coordination Team (or another person at the equivalent level).

Should the applicant remain dissatisfied with the outcome they can seek a second level review. This will be undertaken by the Deputy Director-General, Planning and Sustainable Development, EPSDD (or another person at the equivalent level).

Written notice of each review will be provided to the complainant.

Any request for a review should be made using the Loose Fill Asbestos Complaint and Review Form and set out the basis of their dissatisfaction with regards to the response received.

Each review process will be conducted within 20 business days of a request being received subject to all information relevant to the review having been provided by the complainant.

Following a second level review, applicants can contact the ACT Ombudsman Office. The ACT Ombudsman is available to assist people who have complaints against the administrative actions of Government departments and agencies. Visit www.ombudsman.act.gov.au, email ombudsman@ombudsman.gov.au or phone 1300 362 072.

TERMS USED IN THIS GUIDE

Affected Property - a property listed on the Affected Residential Premises Register (the Register) established under the *Dangerous Substances Act 2004*.

Eligible Impacted Property - a property that the Taskforce has determined needs to be demolished to facilitate the safe and efficient demolition of an associated Affected Property.

Inconvenienced Property - a property that:

- has an association with an Affected Property that the Territory has acquired, with this association being the sharing of a block, common property, structural elements, utilities, and other amenities; and
- will be significantly inconvenienced by the Taskforce's demolition of that Affected Property; and
- is determined by the Taskforce to be an Inconvenienced Property.

Owner Occupier - a person who resides in the Inconvenienced Property and who is the Crown lessee/unit title holder of the Inconvenienced Property.

Tenant - a person who has a right to occupy the Inconvenienced Property under a residential tenancy agreement in accordance with the *Residential Tenancies Act 1997*

ENQUIRIES

Call Access Canberra on 13 22 81 and ask to speak with the Loose Fill Asbestos Coordination Team, or email loosefillasbestos@act.gov.au

ACCESSIBILITY

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