

develop a cost effective programmed maintenance system over the course of the Contract.

A3-29.2 Due diligence period: The Contractor shall within three (3) months of the commencement of the contract inspect all assets listed in Annexure 9 and in consultation with the Superintendent prepare a programmed maintenance program that reflects the requirements of the specifications. The program shall list the priority of works and provide an estimated cost of implementation of the program. Year 1 of the program shall be aligned with the 2018/2019 financial year and accurately cost the works with all subsequent years being estimated. The Contractor shall consult with the Superintendent to determine the indicative allocations of funds for these works for each of the financial years. The program shall be reviewed and amended on an annual basis and lodged prior to the end of each financial year to facilitate budget considerations.

A3-29.3 The Superintendent from time to time may require the Contractor to prepare detailed reports on Cleansing and Drainage assets to assist with a decision making process.

A3-30. Protection of Persons, Property, Pedestrian Accessways and Provision for Traffic

A3-30.1 The Contractor must avoid obstruction or damage to building or facility accesses, roadways and footpaths, drains and water-courses and public utilities and other services on or adjacent to the Worksite which are visible or the location of which can be ascertained by the Contractor from the appropriate authority or from the Contract and must have any obstruction removed immediately and at the Contractor's cost shall have made good all damage caused by the Contractor, the Contractor's employees, agents or sub-contractors or the employees of any such agents or sub-contractors. In the event of the Contractor's failure to do so, the Shire may have the remedial work carried out and the cost incurred must be a debt due from the Contractor to the Shire which may be deducted or recovered by the Shire pursuant to clause 70 of the Agreement.

A3-30.2 Proper advanced warning signage and barricades must be provided to ensure the public, patrons and staff are not subject to crossing slippery floors, holes or uneven surfaces, or passing adjacent to, over, or under a worksite.

A3-30.3 The Contractor must prevent nuisance to the owners, tenants or occupiers of properties adjacent to the Worksite and to the public generally, in accordance with the Services Specifications (Annexure 3) and the requirements of the Shire and Statutory Authorities.

A3-31. Audit

A3-31.1 Audits

The Shires Auditing Officers will conduct quality, safety, environmental, energy and risk audits on a programmed basis of the Integrated Management System & Plan.

These audits may include work methods and plant and equipment safety.

A3-31.2 Shire Auditor random audits

The Shires Auditing Officer will conduct quality, safety, environmental, energy and risk audits on a random basis of the Integrated Management Plan and of the safety of the Contractor's Plant and Operations.

A3-31.3 Contractor's obligation to co-operate

The Contractor must participate in all audits and produce all safety, environmental and other documentation required for audit and assist the auditor in the conduct of the audit.

The Contractor must produce all documentation required for an audit initiated by the Shire or the auditor within the timeframes specified by the auditor and must assist the auditor in the conduct of the audit.

The Contractor must respond to audit reports and requests for further information in the timeframe specified by the auditor.

A3-31.4 Subcontractor audits

The Shire's Auditing Officer may initiate an audit and surveillance of the work of subcontractors as it sees fit. The Contractor must ensure that its subcontractors co-operate with the conduct of the audit or surveillance and provide all relevant information and documentation.

A3-31.5 External audit

The Shire may from time to time engage an independent external auditor for the purpose of examining whether the Performance Standards are being met and the Contract Objectives are being achieved. The audit may also extend to the adequacy of the Shire's management of the Contract, the operation of the Service Management Team, Operations Team and any probity issues.

A3-31.6 Inspection of accounts

The Shire may, at any time during normal business office hours and after giving at least 5 Business Days notice, attend the

premises of the Contractor and inspect the Contractor's financial and accounting records associated with the Services.

A3-31.7 Shire audits

Nothing in this clause prevents the Shire from conducting any audits it considers necessary from time to time to satisfy itself that all requirements of the Contract are being complied with.

A3-31.8 Contractor self-audits

Nothing in this clause limits the obligations of the Contractor to audit and manage its own performance of the Contract in accordance with clauses A3-9 (Integrated Management Plan) and A3-10 (Management of the Contract).

A3-32. Rail Crossings

A3-32.1 Rail Safety National Law (RSNL) requires all rail transport operators and road managers to enter into Safety Interface Agreements to manage the risks to safety at interfaces. The Contractor must comply with all requirements of any active Shire Safety Interface Agreements, as set out in Annexure 9.

A3-33. Plant Requirements

A3-33.1 All of the Contractor's plant shall comply with any relevant laws of the State of Victoria and the requirements of clause A3-33.2, A3-33.3 and A3-33.4. These provisions shall also apply to all sub-contractors working under this contract.

A3-33.2 All of the Contractor's plant shall be "badged" in a manner approved by the Superintendent to ensure that a seamless service is provided to the residents of the Shire. This will require the Contractor to be "invisible" by way of plant being badged as Shire only except for minimum legal requirements for registration. Plant shall be "debadged" when working for others or outside of the Shire. Corporate or other advertising is not permitted on plant whilst engaged in providing the services under this contract.

A3-33.3 No plant shall have an age of greater than five (5) years unless agreed to by the Superintendent following an audit of its condition and presentation by the Superintendent. The Superintendent reserves the right to audit any item of Plant on any frequency which he may determine. The Contractor shall make Plant available for audit at no additional cost when requested.

A3-33.4 The Contractor shall detail fully in its technical procedures, proposals for the parking of plant during after-hours and periods of non-operation. Plant will not be permitted to park overnight on road reserves or public open space without the prior approval of the Superintendent.

SCHEDULES

Schedule A3-2 – Work Order process

Schedule A3-3 – Format of monthly certification

Schedule A3-2
Work Order Process

Schedule A3-2 – Work Order Process

Non-MSC Services shall comply with the Shire's Procurement Policy and will generally be ordered in accordance with the following process, adapted as appropriate to suit the particular circumstances. Adaptations to suit the circumstances may include (1) no written request for offer or (2) no written offer, provided that in all cases the final agreement of the parties in respect of any Ordered Work is recorded in writing in a Work Order. In each case, documentation concerning a Work Order may be issued by letter or email.

1. Request for Quote

The Shire issues a request for quote to the Contractor, which may include (any or all) of the following details to enable the required work to be quoted:

- Shire brief / scope of work and specification
- Pricing basis schedule (lump sum, schedule of rates, dayworks etc.)
- Timing (draft program)
- Additional terms and conditions
- Any special or significant site issues or requirements
- Any services, facilities or products to be provided by the Shire
- Any other document that needs to be included
- Shire's nominated representative for the Work Order

2. Contractor's Offer

The Contractor responds to the Request for Work in the time frame required, and supplies the following:

- Price for the Ordered Work in accordance with the Schedule of Rates or Daywork Rates or other basis (as applicable)
- Other pertinent information
- Proposed subcontractors for the Ordered Work
- Any revisions to the documents supplied
- The Contractor's nominated representative for the Ordered Work

A pro-forma Offer to carry out Ordered Works is included at Schedule A3-5.2 (Form of Offer to Carry Out Ordered Works)

Schedule A3-2
Work Order Process**3. Issue Work Order**

If it wishes to do so, the Shire issues a Work Order plus an official Purchase Order, accepting the Offer from the Contractor to carry out the Ordered Work in accordance with the Work Order Documents confirming:

- Purchase Order number and date
- Acceptance of the Offer
- Pricing basis and price
- Shire's and the Contractor's representatives and contact details
- Commencement time
- Date for Completion (single site works); Dates for Completion (if there is a program of work and interim target dates are required)
- Defects liability period
- Any program controls
- Quality, environmental and traffic control requirements
- Acceptance of nominated subcontractors
- Any other requirements
- Documentation for signing.

A Work Order may be issued for a single project or on a whole of program basis (for example, to carry out the whole of any program developed for Non-MSC Services in accordance with Annexure 4 (Activity Specifications)).

Schedule A3-2
Work Order Process

Schedule A3-2.1 – Form of Offer to Carry Out Ordered Work

Form of Offer

[Contractor letterhead]

[Date]

Mornington Peninsula Shire Council
[address]

Attention: []

OFFER FOR [WORK DESCRIPTION]

I refer to your request dated [xxx] requesting us to submit an offer to carry out Ordered Work under the Cleansing Contract.

Please now find attached:

1. Our price for the Ordered Work.
2. [other pertinent information]
3. [any revisions to documents provided by Shire with its Request]

Our nominated representative for the Work is [xxxxxxxxxxxxxxxxxxxx]. Contact details are as follows:

We confirm that we will carry out the Ordered Work on the terms set out in the Work Order Documents attached or referenced in your request [amended as set out in the attached documents (if applicable)].

Yours sincerely,

Schedule A3-3
Data formats and reporting

Schedule A3-3 – Format of monthly certification

To be on company letterhead and attached to the monthly report covering the following key topics:

- Inspections Completed.
- Condition Assessments Completed.
- Programs Completed.
- Ordered Works Completed/ In Progress.
- Asset Data Transferred.
- Customer Service Status-Referred, completed, In progress, Out of Time, Merit average.
- Community Consultation.
- Training – Compliance with program.
- IMP Compliance/NCR's, Corrective Actions.
- Special matters referred.
- OHS incidents, near misses and actions.
- Audit response.
- Any other topic reasonable required by the Shire.

MONTHLY CERTIFICATION

This is to certify that the monthly report, is to the best of our ability and knowledge, is a true and accurate record of the Services provided by (insert company name) for the period (insert date) to (insert date).

Capital new expenditure	\$
Capital renewal expenditure	\$
Capital upgrade expenditure	\$
Maintenance expenditure	\$
Operating expenditure	\$
Planned Maintenance	\$
Reactive maintenance	\$
TOTAL MONTHLY CLAIM invoice)	\$----- (Same as Tax

Signed.....

Name:.....

Position:.....

Date:.....

Annexure 4

Activities & Routine Maintenance Services

Cleansing and Drainage Cleaning Services
Contract No. 2328



**MORNINGTON
PENINSULA**
Shire

Annexure 4 – Activities & Routine Maintenance Services

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Annexure 4 – Activities & Routine Maintenance Services

A4-1. Introduction

A4-1.1 Overview

This document specifies:

- .1 requirements for Routine Maintenance Services on specific Asset classes (clause A4-3 (Routine Maintenance Services)), and
- .2 the nature, timing, standards and other requirements for Activities to be undertaken by the Contractor (see the Activity Specifications clauses A4-5 to A4-18).

A4-1.2 Application

This specification defines the scope of the Routine Maintenance Services and applies, as relevant, to the Non-MSD Services.

A4-1.3 Pricing

All Activities specified in this document as being included in the MSD are Routine Maintenance Services.

Activities specified in this document as “SOR” or “Daywork Rates” may be priced on a lump sum or other basis where it is agreed by the parties that the Schedule of Rates or Daywork Rates, as the case may be, are not applicable.

A4-2. Operation of Activity Specifications

This clause explains the operation of the Activity Specifications.

A4-2.1 Intervention Levels and Response Times

Where an Activity Specification sets an Intervention Level and a Response Time:

- .1 the Intervention Level defines when a Defect arises
- .2 the Response Time defines the time within which the Contractor must Rectify the Defect
- .3 the Activity Definition, the Performance Standards and the Work Method Requirements define what the Contractor is required to do to Rectify the Defect and satisfy the other requirements of the Activity Specification.

The Response Time for any Defect commences when the Contractor becomes aware of the Defect, either as a result of inspection or notification.

A4-2.2 Programmed works

Where an Activity Specification does not set an Intervention Level and Response Time, the Contractor must develop and deliver an approved program of works as required by the Activity Specification so as to minimise the occurrence across the Assets of the Conditions identified in that Activity Specification as Performance Distress or Defects.

A4-2.3 Combinations

Where an Activity Specification sets an Intervention Level and a Response Time and also specifies that the Contractor is required to develop an annual approved program of works:

- .1 the Contractor must develop and deliver an approved program of works as required by the Activity Specification so as to minimise the occurrence across the Network of the Conditions identified in that Activity Specification as Performance Distress or Defects and to limit the likelihood of Defects arising; and
- .2 the Contractor has no obligation to Rectify Defects within the Response Time unless the Compulsory Intervention Level has been reached or a Work Order is issued.

A4-3. Routine Maintenance Services**A4-3.1 Context**

The following provisions set out obligations of the Contractor in the performance of the Routine Maintenance Services as they affect certain classes of Asset.

A4-3.2 **Drainage Catchments Risk Classifications**

The Shire has adopted a hierarchy for the classification of Drainage Catchments based on a Risk rating detailed as follows:

Risk Rating – Very High
Risk Rating – High
Risk Rating – Medium
Risk Rating – Low
Risk Rating – Very Low

Details of the areas of these classifications, and the drainage assets within each, are set out in Annexure 9.

The Contractor must comply with the levels of service for each Catchment as detailed in this Contract when delivering the Services

A4-3.3 **Classifications of Seasons**

For the purposes of these Activity Specifications the following season descriptions apply:

Peak Tourist Season:	20 December to 31 January
Tourist Season:	1 November to 30 April.
Off Season:	1 May to 31 October.

A4-4. **Miscellaneous**

A4-4.1 **Contractor responsibility**

Where the scope of an Activity falling within the MSC is defined by the size or severity of a Defect, the Contractor must still carry out and complete the Activity within the MSC if the Contractor's failure to comply with a Response Time (or to carry out programmed work) in accordance with the Contract has caused the Defect to reach such a size and severity that, but for this clause, the Contractor would only be required to Rectify it as Ordered Work or as a Variation. The question of whether the Contractor is responsible for a Defect reaching a size and severity outside the scope of the MSC is a question for the Superintendent in the first instance.

ACTIVITY SPECIFICATIONS

- Barbecue Facility Cleaning and Maintenance
- Beach Cleaning
- Street Sweeping
- Sanitary Cleaning
- Street & Drain Litter Collection
- High-Visibility Street Presence
- Customer Service
- After Hours Call Out
- Footpath Sweeping and Cleaning
- Foreshore Camping Sanitary Cleaning
- Dead Animal Collection
- Maintenance of Gross Pollutant Traps
- Clear Culverts, Pipes and Pits

Activity Specifications

A4-5. Barbecue Facility Cleaning and Maintenance (BBC)**ACTIVITY DEFINITION** *(What work is included?)*

This activity covers the cleaning and maintenance of outdoor barbecue facilities located in Shire parks, recreation areas and foreshore areas, as listed in Annexure 9.

The Shire has adopted a hierarchy for High-Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

It also includes cleaning of the surrounding concrete hard-standing apron but not the maintenance of adjoining shelters, which are undertaken by the Building Contractor.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Top plates, drip trays, barbecue surrounds and the concrete hard-standing apron covered in food residues, fat or other harmful or offensive materials, creating a potentially unhygienic facility.

Damage to top plates, barbeque or surrounds.

Leaking taps.

Damage to doors, locks or hinges.

Illegible instructions on the barbecue doors.

Faulty electrical mechanisms.

PERFORMANCE CRITERIA *(Why do we do it?)*

To maintain a safe, presentable, clean and hygienic facility that is fit to cook food for human consumption, to the extent that is practicable.

PERFORMANCE STANDARDS *(What is required?)*

Sanitise top plates, barbeque surrounds and structure.

Clean drip trays and hard-standing apron.

Inspect and maintain operating mechanism, electrical connection and timer.

Replace damaged top plates.

Report any damage to the barbeque structure or leaking taps to the appropriate service provider.

CONTRACT FORMAT

(Is it a Lump Sum or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Number of Barbecues

Activity Specifications

ACTIVITY SPECIFICATION	BARBECUE FACILITY CLEANING AND MAINTENANCE	BBC
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WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>	
1. Top plates, barbecue structure and hard-standing apron to be scraped to remove food residues and accumulated grease and fat. 2. Top plates, barbecue surrounds and structure to be sanitised with a method approved by the Superintendent, in accordance with manufacturer's instructions. Care shall be taken to limit the amount of splatter onto surrounding surfaces during cleaning operations. Frequencies are detailed in Annexure 9 3. Clean interior of barbeque, including drip trays, drain pipes, surrounding mechanisms and any overspill. 4. Eradicate any pests that restrict safe access to the barbeque interior. 5. Operating instructions to be checked for legibility and replaced immediately if illegible. 6. Damaged top plates to be replaced by the Contractor. This work shall be undertaken as Ordered Works. 7. Doors, locks and hinges to be maintained by the Contractor. Replacement parts to be ordered as Ordered Works. 8. When the barbeque structure is damaged beyond repair it shall be replaced by the Contractor. This work shall be undertaken as Ordered Works. 9. Inspect water taps and report any maintenance issues or damage to the appropriate service provider. 10. Defect inspections to be conducted in accordance with A3-10 Table A3-2 – Inspection Requirements. Frequencies are detailed in A3-10 Table A3-1. 11. Condition inspections, including the Inspection and testing of operating mechanisms and electrical connections, to be conducted in accordance with A3-10 Table A3-2 – Inspection Requirements and A6-8 Asset Condition Assessment Guidelines. Frequencies are detailed in A3-11 Table A3-1. 12. Inspect and test heating timer switches to ensure that top plate heating levels meet manufacturer's specification. 13. Safety requirements for electrical connections to be in accordance with AS/NZS 3000 Electrical Installation. 14. Collect litter and leave barbecue area in neat and tidy condition for a distance of at least 3.0m beyond the hard-standing apron or shelter. 15. Remove all collected waste matter including food residues and spent cleaning agent and dispose of responsibly at a legal tipping facility. Disposal costs, including fees, are included in the Lump Sum amount.	

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All	Inspection reveals not working or repair required.	5 days Off Season
All	Inspection reveals not working or repair required.	1 day Peak Tourist Season and Tourist Season
All	Barbecue a potential health hazard. Make Safe.	4 hours All Seasons

Activity Specifications

A4-6. Beach Cleaning (CBE)

ACTIVITY DEFINITION *(What work is included?)*

This activity includes the cleaning of beaches by mechanical raking and sieving and by manual cleaning. Manual cleaning is to be used in nominated areas as set out in Annexure 9, when instructed by the Superintendent, in areas that are not accessible by mechanical cleaning equipment or to protect and preserve natural vegetation and cultural heritage.

This activity also includes the disposal of the collected debris either by recycling or legal tipping.

Submitting the Beach Cleaning Subsidy Program claim form annually.

The reporting of matters that require urgent attention e.g. damaged bathing boxes, dead sea life, dead fauna, blocked drains or outfall areas that have become dangerous due to erosion.

For litter collection in foreshore areas, refer to A4-9 Street and Drain Litter Collection (RLC).

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Debris and litter deposited along the beach by the receding tide and waste material left by beach users.

PERFORMANCE CRITERIA *(Why do we do it?)*

To keep beaches clear of all unsightly and potentially unhealthy material and to protect the natural vegetation and cultural heritage. To provide a safe, healthy and visually attractive amenity for all beach users.

PERFORMANCE STANDARDS *(What is required?)*

Beaches are to be mechanically cleaned between the hours of sunrise and 10.00am, on a 14 day rotational, programmed basis.

The Superintendent may direct the schedule to be varied due to prevailing weather conditions or special beach usage.

At the completion of cleaning, the beach shall be clear of all litter, refuse and debris.

CONTRACT FORMAT

(Is it a Lump Sum or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Lineal Metre

Activity Specifications

ACTIVITY SPECIFICATION	BEACH CLEANING	CBE
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WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>
1. A schedule shall be prepared by the Contractor setting out a 14 day, rotational program for beach cleaning in accordance with the details set out in Annexure 9. This schedule (program) shall be prepared within 1 month of the contract commencing, be approved by the Superintendent and be reviewed at least annually. 2. The Lump Sum amount is to include an allowance for an additional 2,000 lineal metres of cleaning at the direction of the Superintendent. 3. Rake and Sieve the beach to a depth of approximately 75mm using a tractor-drawn or self-propelled implement fitted with a sieve of 25mm gauge size. 4. Raking and sieving to be carried out above the water line and cover the full extent of the beach, subject to the sand being dry enough for effective operation. 5. Mechanical cleaning to maintain a 1m distance from native vegetation. 6. Areas that are not accessible by mechanical equipment and foreshore vegetation areas are to be cleaned manually. Refer to Annexure 9. 7. All beach cleaning plant must be fitted with an approved GIS tracking device. 8. The Contractor is to record the expenditure details required by the Beach Cleaning Subsidy Program and submit the claim form annually, see A5-4 Beach Cleaning Subsidy 2017–2018 Terms and Conditions and A5-5 Beach Cleaning Subsidy 2017–2018 Claim Form. 9. All beach cleaning personnel to be dressed in clothing suitable for the purpose. 10. Particular care and attention shall be paid to pickup and disposal of used syringes. Personnel are to be trained in pickup and disposal methods. 11. Debris collected from the beach is to be removed and disposed of at a legal tipping facility. Disposal costs, including fees, are included in the Lump Sum amount. 12. Debris must not be deposited back into the ocean, bay or creek, whichever is applicable. 13. The Contractor shall minimise impact on beach users at all times during cleaning operations. 14. All equipment used in beach cleaning operations shall be operated at a speed or in such a manner that it will not be a hazard to beach users. When members of the public are required to move to allow beach cleaning to progress, the Contractor shall approach the public in such a manner as to cause as little inconvenience as possible. At no time shall equipment be operated in close proximity to members of the public. 15. Blocked drains and outfalls are to be reported to the Safer Local Roads Contractor. Clearing of Bay outfalls are carried out by the Roads Maintenance Contractor under Activity Specification DOD. 16. Offensive or polluted discharges from drains and outfalls are to be reported immediately upon being found to the Shire's Environmental Health Officer. 17. Safety issues that present a risk to public safety shall be immediately reported and if possible, made safe immediately. 18. Sand build-up against sea walls, sand fences and sand spilt over into car parks to be relocated as directed by the Superintendent as ordered works. Under Lump Sum the Contractor must make every effort using beach cleaning equipment to manage sand build up where reasonably practicable.

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All beaches as listed in Annexure 9	Litter, debris, syringes or dead animals constituting a safety or health hazard to beach users.	24 hours

Activity Specifications

A4-7. Street Sweeping (NSS)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers all roads, road pavements, streets, car parks, on-road bike lanes/hard shoulders and other hard specified standing areas.

It includes the mechanical sweeping of kerbs, behind kerb stops, kerb and channel, car parks, asphalt kerbs, traffic islands, roundabouts and nominated on-road bike lanes/hard shoulders, as detailed in Annexure 9. Covers both mechanical and hand sweeping and throats/entries to pits and kerb outlets.

The Contractor is required to sweep clean all kerb and channel trays and the adjoining road pavement where it is sealed for a minimum distance of 1.6 metres from the face of the kerb and a 1.6 metre strip of road pavement adjacent to the channel, around roundabouts, intersections, speed humps, splitter islands and other traffic-control devices within the Shire. Litter and debris on the balance of any unsealed street must also be picked on any programmed sweeping run.

This activity includes keeping clean all streets, nominated footpaths, VicRoads roads, car parks, on-road bike lanes/hard shoulders, public areas and industrial areas as specified and at the frequencies that meet the defined service and intervention levels.

The Shire has adopted a hierarchy for High-Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

This Activity includes the programmed removal by suction of leaves and debris from grates and structure associated with raised traffic platforms, as detailed in Annexure 9.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Debris, litter, silt and sediment left in kerb and channel trays.

Loose stones and debris on road pavements, bike paths/hard shoulders and footpaths.

Litter, leaves and debris within car park areas and other hard standing areas.

PERFORMANCE CRITERIA *(Why do we do it?)*

To ensure litter and debris from the road surface does not enter drainage structures.

To ensure that there is no visible litter, leaves and debris within kerb and channel trays, pavements adjacent to kerbs or build-up at side entry pits.

To provide a visually pleasing, healthy and safe road network for all users.

PERFORMANCE STANDARDS *(What is required?)*

Street sweeping shall be carried out on a programmed basis as detailed in Annexure 9 and shall also be carried out following report or inspection that there is a risk to the community or a detraction from high-level amenity.

CONTRACT FORMAT

(Is it a Lump Sum, or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Lineal Metre/Square Metre

Activity Specifications

ACTIVITY SPECIFICATION	STREET SWEEPING	NSS
WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i> 1. The sweeping frequencies specified in Annexure 9 shall be complied with. 2. The Contractor is to review the street sweeping schedule on an annual basis and submit any recommended program adjustments for the subsequent year to the Superintendent for approval. The recommended program shall provide for service enhancement and take account of seasonal factors. The program shall be based on calendar days and shall continue through all public holidays. 3. The Contractor is required to sweep clean all kerb and channel trays and the adjoining road pavement where it is sealed for a minimum distance of 1.6 metres from the face of the kerb and a 1.6 metre strip of road pavement adjacent to the channel, around roundabouts, intersections, speed humps, splitter islands and other traffic-control devices within the Shire. Litter and debris on the balance of any sealed street must also be picked on any programmed sweeping run. 4. All vehicles shall be fitted with geodetic positioning systems (GPS) to track the operations of each vehicle. Tracking information shall be supplied to the Superintendent upon request. 5. The Contractor must ensure that litter or debris is not swept into pits during the course of street sweeping. If this does occur, the Contractor must immediately remove the litter or debris from the pit. 6. The Contractor shall exercise care in the performance of the works and shall not cause a disturbance to residents or pedestrians or interfere with, delay or impede motorists, cyclists and other road users, to the extent that is reasonably practicable. 7. Vehicles or plant used to undertake this activity shall always be operated in a safe manner and shall meet all requirements for Occupational Health and Safety. 8. The operations of all vehicles over 4.5 tonnes GVW shall comply with the Heavy Vehicle National Law Act 2012. 9. Litter from sweeping operations shall be disposed of at the nearest registered landfill or other approved site. The fees and charges associated with waste disposal shall be in accordance with Annexure 2 – Schedule A2 – 1. 10. Establish a reporting system to ensure that at the end of each days operations, or immediately if the issue is of a hazardous or dangerous nature, any areas that the Contractor was prevented from completing programmed works are recorded. 11. Care shall be taken to preserve the trees within the streetscape from damage from sweeping operations. The Shire may from time to time trim such trees, however it should not be assumed that this will always be the case. The Contractor shall provide alternative equipment where standard equipment cannot access an area. 12. Care shall be taken to minimise disruption within residential areas, with hours of operation to be approved by the Superintendent. Sweeping of car parks within High-Profile precincts shall be carried out outside of commercial business trading hours. Restrictions to these hours maybe directed by the contract superintendent in response to noise sensitive areas at any period throughout the contract term. Impact on sweeping methodology should be determined by the Contractor and implemented in agreement with the Superintendent. 13. Damage caused by the cleaning contractor, including but not limited to, roadside signs, poles, street furniture, trees, shrubs and other Shire and Service Authority assets shall be the sole responsibility of the Contractor who shall report such damage immediately to the Superintendent. Repair work shall be performed at the sole discretion of the Superintendent, the cost of such repair being deducted from any sums due to the Contractor. 14. Where cleansing is made difficult due to parked cars or other obstacles, the Contractor shall keep such areas cleansed to the specified standard by hand sweeping or other approved method. No additional payment will be made for any additional resources that may be required to undertake this work. This requirement also applies to car parks, traffic islands, kerb stops, courts or pits that are inaccessible by a mechanical sweeper. 15. The Contractor shall ensure the community is advised of the street sweeping and footpath sweeping/cleaning programs through the Shires website. 16. The Contractor must report any damaged Shire Assets to the Superintendent. 17. The Lump Sum amount is to include an allowance for an additional 5,000 lineal metres of sweeping at the		

Activity Specifications

direction of the Superintendent.

Activity Specifications

ACTIVITY SPECIFICATION		STREET SWEEPING	NSS
PERFORMANCE REQUIREMENTS			
Asset	Intervention Level		Response Time
All	Litter or debris is causing a health or traffic hazard.		24 hours
High-Profile Precincts	Report or inspection identifies a build-up of litter or debris that detracts from the high level of amenity.		12 hours

Activity Specifications

A4-8. Sanitary Cleaning (CSA)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers all procedures necessary for the routine cleaning of sanitary facilities designated for public use, as detailed in Annexure 9.

The Shire has adopted a hierarchy for High-Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

This activity covers all required activities such as the cleaning of toilets, showers, hand basins and sanitary disposal units in addition to all related surface cleaning required for the upkeep of such premises and immediate surrounds. Provision has been made within this specification for the routine replenishment of consumable supplies required to meet the requirements of this activity such as hand towels, soap, toilet paper, deoderising bars and Exeloo consumables.

This Activity includes the provision and servicing of sanitary bins in all female cubicles.

This Activity includes the provision and servicing of sharps disposal units located in toilets.

This Activity includes the provision and servicing of outdoor showers associated with sanitary facilities.

This Activity includes the provision and servicing of fish cleaning facilities. Condition inspections of fish cleaning facilities to be conducted in accordance with A3-10 Table A3-2 – Inspection Requirements and A6-8 Asset Condition Assessment Guidelines. Frequencies are detailed in A3-10 Table A3-1.

This activity includes the supply, siting and servicing of portable hydration stations during the tourist season or as required, at the direction of the superintendent.

This Activity may require the supply, siting and servicing of portable toilets as required, at the direction of the Superintendent.

PERFORMANCE DEFECTS *(What do we look for?)*

Dirty or unhygienic facilities.

Consumables not available for the public.

Offensive odours.

PERFORMANCE CRITERIA *(Why do we do it?)*

To maintain a safe, pleasant and healthy environment in public conveniences.

PERFORMANCE STANDARDS *(What is required?)*

Cleaning and sanitising of facilities to minimise the spread of infection and to ensure that the facility possesses a clean appearance, including the monitoring and replenishment of consumables.

Any malfunctioning equipment or building damage shall be reported to the Building Contractor for repair or replacement.

Graffiti, or minor graffiti unable to be removed by approved methods, to be reported to the Building Contractor for rectification.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Facility/worker/hour

Activity Specifications

ACTIVITY SPECIFICATION	SANITARY CLEANING	CSA
WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>		
General 1. These work method requirements apply to all facilities nominated in Annexure 9. 2. Facilities to be sanitised to reduce the risk of possible transmittal of disease or infection. 3. Particular care and attention shall be paid to pick up and disposal of used syringes. Personnel are to be instructed and trained in pick up and disposal methods. A safe disposal method e.g. sharps containers, and location for disposal shall be maintained and if required, replaced by the Contractor. 4. All light bulbs and/or fluorescent tubes requiring replacement to be reported to the Building Contractor on the first visit that the malfunction is noted. 5. Appropriate warning signage or other safety measures must be utilised in areas where a pedestrian slip hazard exists. 6. When working at heights, safety equipment must be used and included in the Lump Sum amount. 7. The operation of sanitary facilities and outdoor showers are to be checked and any faults reported to the Building Contractor. 8. Malfunctioning sanitary facilities will be maintained to reduce risk and the spread of infection, until the facility is repaired. Malfunctioning facilities may be closed and approved public notification installed e.g. signage, upon notification of the Superintendent. 9. Attempts shall be made to remove any minor graffiti, less than 1m2 in area, using an approved cleanser or product designed specifically for the purpose. Prior to using a new product, the contractor shall test a small inconspicuous area to ensure that the product does not damage the surface.		
Cycle A (Refer to Annexure 9 for locations and frequencies) Toilets a) All toilets are to be cleaned and sanitised both inside and out with approved disinfectant cleaner and left free of stains to the seat, bowl and cistern. b) Clean fixtures in all disabled toilets. Urinals a) All surfaces of urinals and plumbing fixtures are to be cleaned and sanitised. b) Any waste in the tray is to be removed. c) Deodorising bars used in the tray must be replaced on a regular basis to provide continuous function. Deodorising bars must be approved by the Superintendent. Floors a) All floors, including base/skirting boards, are to be cleaned. The areas behind the toilets and underneath any removable object with a mass less than 30 kilograms shall be included. b) Cubicle floors that are concrete, vinyl, tile or other washable surface are to be cleaned with approved disinfectant cleaner. c) Care shall be taken to ensure that adjacent partitions, walls and doors are not splashed during the operation. d) Excessive use of water and cleansers is to be avoided. e) Cleaned surfaces are to be dry within 30 minutes of the completion of cleansing. Showers, Change rooms and Baby Change Rooms a) All shower recesses are to be cleaned and sanitised with approved disinfectant cleaner and left free of stains and streaks. b) All seats, hanging rails, benches and the like are to be cleaned and sanitised. c) All mould and soap stains to be removed.		

Activity Specifications

ACTIVITY SPECIFICATION	SANITARY CLEANING	CSA
WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>		
Walls, Cubicle Partitions and Doors		
a) All walls, ceilings, cubicle partitions and doors are to be spot cleaned to remove any visible or unhygienic finger marks, stains or streaks.		
Fixtures		
a) Toilet roll holders, sanitary bins, hand rails, hand towel dispensers and / or electric dryers are to be cleaned and sanitised with approved disinfectant cleaner and left free of stains and streaks.		
b) Mirrors, windows and stainless steel surfaces are to be cleaned and left dry and free of streaks.		
c) Waste receptacles to be emptied and all collected waste matter disposed of responsibly at a legal tipping facility, waste should not be placed in foreshore bins. Disposal costs, including fees, are included in the Lump Sum amount.		
d) Sharps containers are to be kept secure, cleaned and emptied as required or at least monthly.		
Laundries		
a) All counter tops, hand basins and washing machines are to be cleaned and sanitised with approved disinfectant cleaner.		
Counter Tops and Associated Fixtures		
a) All counter tops and hand basins are to be cleaned and sanitised with approved disinfectant cleaner.		
b) All plumbing fixtures adjacent to counter tops shall be cleaned and polished.		
Consumables		
a) Hand towel, liquid soap, toilet roll dispensers and Exeloo floor cleaner are to be filled with the appropriate replacement stock by the Contractor.		
Cycle B		
All facilities nominated in Annexure 9 are to receive a Cycle B clean on a monthly basis.		
Walls, Cubicle Partitions and Doors		
a) All walls, ceilings, cubicle partitions and doors are to be cleaned and sanitised with approved disinfectant cleaner and left free of stains and streaks. CAUTION: The Contractor is to ensure that paint is not damaged as a result of cleaning operations.		
b) All horizontal surfaces comprising the cubicle partitions are to be cleaned and sanitised.		
c) Remove build-up of dirt, cobwebs and the like on external surfaces of the building.		
Fixtures		
a) Ventilation and lighting fixtures are to be cleaned as required to prevent accumulation of dust, dead insects or soiled areas.		
b) All horizontal surfaces to be cleaned and sanitised.		

Activity Specifications

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All facilities	Toilet depleted of consumables.	Max 4 hours Reported by 2pm same day Reported after 2pm next day
All Facilities	Toilet is badly soiled.	Max 4 hours
All Facilities	Any component of a facility is inoperable and is a danger to public health.	Max 4 hours

Activity Specifications

A4-9. Street and Drain Litter Collection (RLC)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers litter collection in all road and roadsides, table drains, foreshores, barbeque surrounds, parks and recreation areas. It includes the proper disposal of the litter clear of the road reserve. Areas requiring litter collection will be those areas between the road reserve boundaries on roads, parks and recreation areas, and at other areas as scheduled in Annexure 9.

The Shire has adopted a hierarchy for High-Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

This activity includes the supply, siting and servicing of 3 portable outdoor surveillance systems, included in the Lump Sum amount. Additional portable outdoor surveillance systems to be provided as required, in consultation with the Contractor and at the direction of the Superintendent.

This activity also includes the waste collected under the Clean Up Australia Day in the month of March each year, included in the Lump Sum amount.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Litter on road reserve including bus stops, shared paths, footpath streetscape areas, shoulders and table drains.

Litter and debris in park, recreation areas and foreshores.

Debris, including tree branches, left on shoulder.

Litter and debris within a High-Profile precinct.

PERFORMANCE CRITERIA *(Why do we do it?)*

To maintain an attractive appearance and avoid the build-up or dispersal of litter at any location within the road reserve and to provide a litter free facility that is visually pleasing, healthy and safe for users of all park, recreation and foreshore areas.

PERFORMANCE STANDARDS *(What is required?)*

Loose litter to be removed from A and B roads on a monthly programmed basis.

Litter to be collected from C roads, D roads and Shire maintained facilities, reserves and beaches on a reactive basis.

Bagged litter may be left on the road shoulder/verge provided this is collected on the same day.

Vehicles and equipment abandoned in the road reserve or in rest areas shall be reported to the Shire Rangers.

Any litter constituting a safety or health hazard or any offensive material will be removed within 24 hours.

Litter shall be collected by mechanical/suction equipment or by foot patrol using hand-held pick-up devices and bags, trolleys etc.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

WORK UNIT

Square metres for Parks
Kilometres for Roads & Road Reserves

Activity Specifications

ACTIVITY SPECIFICATION	STREET AND DRAIN LITTER COLLECTION	RLC
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WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A schedule shall be prepared by the Contractor setting out a monthly program for loose litter collection in A and B roads, in accordance with the details set out in Annexure 9. This schedule (program) will be prepared within 3 months of the contract commencing, be approved by the Superintendent and be reviewed at least annually.
2. Loose litter collection shall be carried out in A and B roads on a monthly basis and in C roads, D roads and Shire maintained facilities, reserves and beaches on a reactive basis.
3. The frequencies of litter collection shall be reviewed by the Contractor at least annually and proposed adjustments submitted to the Superintendent for consideration and approval.
4. Dumped rubbish on Shire owned/controlled land must be picked up and disposed of by the Contractor. The Contractor must record a photograph before and after collection, plot the location on a map and specify the type of material collected using DumpIn data, or an alternative program approved by the Superintendent. Any single occurrence of dumped rubbish up to 4 cubic metres in size is included in the Lump Sum. Larger single occurrences must be referred to the Superintendent for approval as Ordered Works. The Contractor is responsible for the cost of collection and disposal of the first 4 cubic metres associated with a single dumping occurrence.
5. Any evidence that identifies the source of the dumped rubbish, for example, a photograph of documentation that includes a name and/or address, shall immediately be reported to the Shire Rangers. The Contractor is to stake and tape the perimeter of the dumped rubbish and erect a dumped rubbish sign approved by the Superintendent.
6. Where hazardous materials are found dumped or spilt the Contractor shall immediately notify the Superintendent and make arrangements for its removal, undertaken as Ordered Works.
7. Appropriate equipment and clothing is required to ensure the occupational health and safety of workers is provided for. Safety foot wear must be worn at all times.
8. Particular care and attention shall be paid to pick up and disposal of used syringes. Personnel are to be trained in pick up and disposal methods. A safe disposal method and location for disposal shall be provided by the Contractor.
9. The Contractor shall be responsible for disposing of all litter collected from these operations at an approved location consistent with current legal requirements and shall be responsible for the payment of all fees and charges.
10. The Contractor shall remove and dispose of any private or commercial signage, placards or posters, including any residual adhesives, which advertise events, such as festivals and garage sales, that are out-of-date or considered an eyesore or potential hazard to the public.
11. The Contractor must collect any waste generated from the Clean Up Australia Day from various sites around the Shire. This waste includes recycling and general waste.
12. The methodology of Rapid Response for Street and Drain Litter collection shall be provided by the Contractor and the sharing of this methodology across other service contracts will be approved by the Superintendent.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Any report of unidentifiable litter or debris.	3 days
All	Any report of identifiable litter or debris.	7 days
All	Litter or dumped rubbish is causing a health hazard or traffic hazard.	24 hours

Activity Specifications

A4-10. High-Visibility Street Presence (HVP)

ACTIVITY DEFINITION *(What work is included?)*

This activity is conducted within High-Profile precincts. The Shire has adopted a hierarchy for High-Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

Cleaning spills, stains and other contaminants from the footpath, bin surrounds and street furniture.

Collecting any loose litter or debris.

Compacting bins.

Inspecting bins and bin surrounds and reporting any maintenance issues to the relevant contractor.

Maintaining clean, tidy toilet facilities and replenishing toilet facility consumables.

Liaising with traders and the general public.

Responding to reports as directed by the Superintendent.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Litter and debris within nominated precincts.

Spills, stains or marks on the footpath, bin surrounds and street furniture.

Graffiti, stickers, posters or the like on bins or bin surrounds.

Damage to bins, bin stands, surrounds or locks.

Toilet facility consumables not available for the public.

Dirty or unhygienic toilet facilities.

PERFORMANCE CRITERIA *(Why do we do it?)*

To provide an approachable, high-visibility street presence and to maintain a safe, pleasant and healthy environment within nominated precincts.

PERFORMANCE STANDARDS *(What is required?)*

Approachable, courteous and efficient staff.

A high-visibility street presence within nominated precincts to clean the footpath, bin surrounds and street furniture, collect loose litter and debris, compact bins and maintain clean, tidy and stocked toilet facilities.

Liaison with traders and the general public to respond to issues of concern.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Number of bins/consumables/cubic metres of waste

Activity Specifications

ACTIVITY SPECIFICATION	HIGH-VISIBILITY STREET PRESENCE	HVP
WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>		
1. To provide a dedicated high-visibility street presence in all Category 1, 2 and 3 precincts. 2. Walk the extent of the defined precinct continually cleaning food, spills and any other contaminants from the footpath, bin surrounds and street furniture and collecting loose litter and debris from footpaths, foreshores, parks, recreation areas, car parks, BBQ facilities, garden beds, bus stops, roads, roadsides, street drainage pit throats, table drains, shoulders and any other Shire asset within the precinct. 3. Engage with traders and the public in a friendly, courteous and efficient manner and report any concerns or service requests through the Shire's Service Request System. 4. After removing bins, use a push-down stick to compact rubbish and remove any litter from the base of the bin enclosure. 5. Clean bin surrounds with cleaning agent, ensuring they are free of marks, spillage, stains and cigarette butts. 6. Hand sweep and clean the footpath to remove any broken glass, dog poo, spilt food and drinks and any other contaminants. 7. Check and replenish consumables within toilet facilities. 8. Collect any loose litter within toilet facilities and ensure toilet facilities appear clean and tidy. Report any soiled toilet facilities, malfunctioning equipment or maintenance issues to the appropriate service provider. 9. Installation of storage facilities, e.g. storage pods containing consumables and cleaning equipment, to be approved by the Superintendent and permits obtained, as required. 10. Remove all collected waste matter and dispose of responsibly at a legal tipping facility, waste should not be placed in street and foreshore bins. Disposal costs, including fees, are included in the Lump Sum amount. Alternative arrangements with the Shire's Waste Service providers must be approved by the Superintendent. 11. Particular care and attention shall be paid to pick up and disposal of used syringes. Personnel are to be trained in pick up and disposal methods. A safe disposal method and location for disposal shall be provided by the Contractor 12. The Contractor must allow for an additional 720 hours of high visibility street presence through peak season per annum and include this amount in the lump sum price. The frequency and distribution of hours must be approved by the Superintendent.		

A4-11. Drainage Asset Validation and Condition Assessment (DCA)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the data validation and condition assessment of all constructed drainage structures, whether located in the road network, in public car parking areas, drainage reserves and easements, foreshores or parks. These include all types of drainage structures, such as extended kerb inlets with or without grate, side entry pits and junction pits, soak pits, connections from inlets to the main drain, culverts, pipes (data validation only), energy dissipators and Gross Pollutant Traps (GPTs).

The Contractor is required to clear all drainage structures of silt, vegetation, rubbish and debris before conducting the condition assessment.

This activity shall use an online real-time geospatial tool to capture asset data and the data transferred to MPSC in accordance with Annexure 6-6.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Signs of physical deterioration of stormwater drainage structures, chambers, baskets and all types of lids.

Damaged stormwater drainage structures, chambers, baskets and all types of lids.

Verify the drainage structure data attributes in accordance with the details set out in Annexure 6.

PERFORMANCE CRITERIA *(Why do we do it?)*

To ensure that an adequate level of service is being provided.

To increase asset data confidence.

To assist with future risk assessments and associated risk mitigation planning.

To assist with the development of renewal and replacement programs.

ACTIVITY STANDARDS *(What is required?)*

All drainage structures shall have a condition assessment completed, as specified in Annexure 6-8.5

Asset data will be captured using an online real-time geospatial tool.

The physical condition of the drainage structure shall be transferred to the Shire in accordance with Annexure 6-6.

Defect, damage and public safety reports are to be made upon discovery to the Roads Maintenance Contractor.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

WORK UNIT

Number or lineal metre.

Activity Specifications

ACTIVITY SPECIFICATION	DRAINAGE ASSET VALIDATION AND CONDITION ASSESSMENT	DCA
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WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>
1. A schedule shall be prepared by the Contractor for Gross Pollutant Trap (GPT), and pits condition assessments, in accordance with A3-10 Table A3-2 – Inspection Requirements. Frequencies are detailed in A3-10 table A3-1. 2. Pits and gross pollutant traps shall be cleaned before the condition assessment is completed to ensure the accuracy and the integrity of the condition data. 3. Collect asset data using an online real-time geospatial tool. 4. Validate the drainage structure data attributes in accordance with Annexure 6. 5. Complete a condition assessment of the structure on reactive basis in conjunction with inspection program and in accordance with the guidelines set out in Annexure 6-8.5. 6. Condition data shall be transferred to the Shire in accordance with the methodology set out in Annexure 6-6. 7. Defect, damage and public safety reports are to be made upon discovery to the Roads Maintenance Contractor. 8. The contractor shall comply with all requirements of OH&S, including Falls Prevention and Entry to Confined Spaces. 9. The Contractor shall be responsible for disposing of all litter collected from these operations at an approved location consistent with current legal requirements. The fees and charges associated with waste disposal shall be in accordance with Annexure 2 – Schedule A2 – 1.

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Inspection Frequency
Drains, pipes, pits and traps	Activity to be performed at the start of the contract	5 Years (min. 5 years max. 1 year)

Activity Specifications

A4-12. Customer Service (NCS)

ACTIVITY DEFINITION *(What work is included?)*

This activity incorporates the provision of customer service and includes all those functions necessary to process a customer request through to completion and sign-off. Customer requests may be received in a number of forms, including written correspondence, electronic communication and personal representations. This activity shall include the entry, follow-through and closure of all such matters through the Shire's Service Request System.

This activity also includes proactively promoting the services through the Shire web site, Shire publications and through direct interaction with customers.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Excellence in customer service provided by trained and knowledgeable customer service staff.

A service that is integrated and seamless, where the customer does not realise that they are dealing with a contractor.

Proactive promotion of the Services.

PERFORMANCE CRITERIA *(Why do we do it?)*

To provide a responsive customer service system that responds to the needs and expectations of the community.

PERFORMANCE STANDARDS *(What is required?)*

Trained and skilled customer service staff.

Knowledge of Maintenance Service Contracts.

Staff exhibiting knowledge and good communication skills.

Staff with the ability to prioritise and allocate service requests.

Response to customer complaints in accordance with the performance requirements.

Excellent level of service as determined by the Customer Satisfaction Survey, which forms part of the Annual Review.

A service that is integrated and seamless, where the customer does not realise that they are dealing with a contractor

All customer requests managed through the Shire's Service Request System within ten (10) Business Days.

High level of face-to-face contact with customers.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

WORK UNIT

N/A

Activity Specifications

ACTIVITY SPECIFICATION	CUSTOMER SERVICE	NCS
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WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. During the transition period, the Contractor shall develop detailed Customer Service procedures that satisfy the requirements of this Activity Specification, including the appointment of a dedicated Customer Liaison Officer.
2. Written, electronic and walk-in requests will be recorded and managed using the Shire's Service Request System using a reporting method developed during the transition period and approved by the Superintendent.
3. Failure to enter a request will constitute a breach of contract.
4. Service requests may be extended with approval by the Superintendent, with the reason and approval for the extension recorded on the service request.
5. All customer service staff with direct contact with customers, shall wear approved clothing, carry approved Shire identification and record all customer service matters.
6. At all times the Contractor shall ensure that the Shire's position is not compromised in any way. The Contractor shall ensure that all employees and subcontractors fully understand this requirement and not to commit Shire liability to any occurrence that may have occurred.
7. All matters that the Contractor becomes aware of that constitute a liability issue must be reported to the insurance officer immediately using the Customer Service Request System.
8. The Contractor shall ensure that all personnel, including subcontractors, used for work at any childcare or aged care premises will be subject to a National Police check and Working with Children Check.
9. The Contractor may use their own system but it must be fully integrated with the operation of the Shire's Service Request System or any subsequent replacement system.
10. Where a call or request is received by the Contractor, the Contractor shall make the necessary entries and follow-through the action until it is completed and signed off.
11. Customer Service standards adopted by the Shire must be strictly adhered to.
12. The Contractor must respond to all written, electronic and verbal enquires relating to the Contract and as referred by the Superintendent.
13. When providing a written response, the Contractor must use the standard template, Shire letterhead, envelopes and other stationery supplied by the Shire.
14. The Contractor shall ensure that all employees, subcontractors and agents of the Contractor are courteous and efficient when giving instructions or responding to customers.
15. The Contractor may produce reports from the Customer Service Request System that are necessary for the Contractor to effectively and efficiently carry out the works. The Shire will produce reports from time to time to monitor the Contractors performance.
16. All staff shall undertake initial customer service training with regular refresher courses approved by the Superintendent.
17. The Contractor shall provide communication on planned or programmed activities through Shire media as required.
18. The Contractor must liaise and attend any meetings with representatives of the Chamber of Commerce as directed by the Superintendent.

Activity Specifications

ACTIVITY SPECIFICATION	CUSTOMER SERVICE	NCS
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PERFORMANCE REQUIREMENTS	
Activity	Performance Standards
Correspondence	Directly manage all customer service requests (CSR) referred in an accurate and timely manner. The CSR must be accurate, provide a clear description of the matter, the action taken and all outcomes. Advise customer within 10 Business days.
After Hours	Directly manage all after-hours customer service requests referred in an accurate and timely manner. The CSR must be accurate, provide a clear description of the matter, the action taken and all outcomes. Advise customer within 10 Business days. Carry out the response within the timelines specified.
On-site meetings	Where necessary or upon specific request from a customer, the Contractor will take reasonable steps to meet with the customer on-site within five (5) days of lodgement with the Shire.
Dress/ Appearance	All staff with direct contact with customers shall present as clean and tidy at all times. Field staff shall be neatly dressed in appropriate clothing at all times. All staff shall wear the Shire logo and carry approved identification.
Customer Service Training	Submit a Customer Service training program annually within one month of the contract anniversary. All new staff to attend Shire's corporate induction.
Customer Management System	Notes of action and advice to be attached to relevant Corporate Information System Service Request within 2 days of actioning to allow for accurate recording and tracking of enquires and requests.
Programs	The Contractor must submit communications to be uploaded to the Shire Website on all mandatory programs required by the Contract. Communications on approved programs must be updated within one month of an approved variation.

Activity Specifications

A4-13. After Hours Call Out (MEC)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the provision of an effective service that is readily contactable 24 hours a day, year round and which the public or others may call for assistance. The Contractor is required to make a record or diary of calls and details and to liaise and direct urgent action, by way of inspection and appraisal.

The Contractor shall provide a report of action/incidents when required.

This activity may result from an emergency management call-out from the Municipal Emergency Resource Officer (MERO).

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Situations where public health or safety is in jeopardy and to minimise disruption to nominated area users.

PERFORMANCE CRITERIA *(Why do we do it?)*

The Contractor shall provide for the immediate public safety of all nominated area users to minimise costs associated with accidents or damage to the asset and minimise disruption to nominated area users.

PERFORMANCE STANDARDS *(What is required?)*

The Contractor shall provide designated staff to act as duty officer/controller and others nominated as 'on-call' on a 24-hour basis.

'On-call' staff shall respond to emergencies within one hour of notification.

Key plant and equipment shall be nominated and available.

All call-out staff shall complete specific training in customer service procedures.

The duty officer/controller shall provide specific reporting/documentation as required. Information will be supplied to the Superintendent upon request.

CONTRACT FORMAT

(Is it a Lump Sum or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Number

Activity Specifications

ACTIVITY SPECIFICATION	AFTER HOURS CALL OUT	MEC
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WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A Duty Controller shall record all emergency calls in a log.
2. Provide communication equipment appropriate to the service.
3. Provide trained 'on-call' staff with suitable identification.
4. Provide an appropriately equipped vehicle with the Shire logo.
5. 'Call-Out' response staff shall take immediate action to make the site safe for all area users.
6. 'Call-Out' response staff shall coordinate notification and advice to ensure appropriate repair activities.
7. Provide prompt assistance, as required, to service providers including the State Emergency Service (SES), Victoria Police, Country Fire Authority (CFA) and the Municipal Emergency Resource Officer(MERO).

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Report of public health or safety in jeopardy or of a significant disruption to service.	Immediate response required

A4-14. Footpath Sweeping and Cleaning (NFS)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the programmed sweeping, and deep-cleaning of nominated areas in High-Profile precincts. The Shire has adopted a hierarchy for High-Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Staining of the footpath surface.

Debris, litter, silt, sediment and bird droppings.

Loose stones and debris on footpaths.

PERFORMANCE CRITERIA *(Why do we do it?)*

To provide a visually pleasing, healthy and safe footpath network for all users.

PERFORMANCE STANDARDS *(What is required?)*

Footpath sweeping shall be carried out on a programmed basis as detailed in the schedules in Annexure 9.

Footpath deep-cleaning must be carried out to keep the surface clear in accordance with an approved program, which includes a program of cleaning in the first Contract Year that achieves the "Performance Criteria" specified in this Activity Specification for all footpaths within High-Profile Precincts. In the following Contract Years the approved program must specify that the footpaths are cleaned at least every 24 months.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Square metre

Activity Specifications

ACTIVITY SPECIFICATION

FOOTPATH SWEEPING AND CLEANING

NFS

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. The sweeping frequencies specified in Annexure 9 shall be complied with.
2. The Contractor must develop within one (1) month of the commencement to perform the deep cleaning of footpaths activity within high profile precincts, to be completed in the first 12 months of the contract. Thereafter, the Contractor must develop a program such that these footpaths are cleaned within a 24-month program.
3. Sweeping of shopping precincts shall be carried out outside commercial trading hours in order to avoid vehicular and pedestrian traffic. Sweeping of footpaths shall be carried out between the hours of 10:00pm and 08:30am. Deep cleaning must be undertaken between the hours of 10:00pm and 05:00am. Any variation to these hours shall be determined by agreement with the Superintendent.
4. The Contractor must use plant and equipment that is appropriate for the task and site and not cause any damage to the footpath or infrastructure, including private infrastructure. Suction sweeping is not allowed for cleaning footpaths constructed with pavers.
5. The Contractor must provide high pressure cleaning on a reactive basis as directed by the Superintendent, undertaken as Ordered Works.
6. The Contractor shall ensure that litter is not swept into pits during the course of footpath sweeping. If this does occur, the Contractor must immediately remove the litter from the pit.
7. All water discharged from the deep cleaning must be collected. Only water that has been through a water-filtration system approved by the Superintendent can be discharged to the stormwater system.
8. The Contractor shall exercise care in the performance of the works and shall not cause a disturbance to traders, pedestrians or interfere with, delay or impede motorists and other road users to the extent that is reasonably practicable.
9. Vehicles or plant used to undertake this activity shall always be operated in a safe manner and shall meet all requirements for Occupational Health and Safety
10. Litter from sweeping operations shall be collected and disposed of at the nearest registered landfill or other approved site. The fees and charges associated with waste disposal shall be in accordance with Annexure 2 – Schedule A2 – 1.
11. Establish a reporting system to record at the end of each days operations, or immediately if the issue is of a hazardous or dangerous nature, any areas that the Contractor was prevented from completing programmed works or any incidents that occurred.
12. Care shall be taken to preserve the trees and other infrastructure within the streetscape from damage from sweeping operations. The Contractor shall provide alternative equipment where standard equipment cannot access an area.
13. Damage caused by the cleaning contractor to roadside signs, poles, street furniture, trees and shrubs, and other Shire and Service Authority assets shall be the sole responsibility of the Contractor who shall report such damage immediately to the appropriate Module Contractor. Repair work shall be performed at the sole discretion of the Superintendent, the cost of such repair being deducted from any sums due to the Cleansing & Drainage Services Contractor.
14. The Contractor must ensure the local traders are advised of the deep cleaning programs prior to the works commencing and any other service that may impact on their ability to trade.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All High-Profile precincts	Impact on the visual amenity at a particular site due to litter, debris and other offensive matter.	4 hours
All	Report of a risk to the community at a particular site.	24 hours

Activity Specifications

A4-15. Foreshore Camping Sanitary Cleaning(NFM)

ACTIVITY DEFINITION *(What work is included?)*

This activity includes all foreshore camping facilities for which the Shire is the Committee of Management, as nominated in Annexure 9.

This activity includes the inspection and sanitary cleaning of foreshore camping facilities and liaison with campers.

This activity includes the provision and servicing of sanitary bins in all female and disabled toilets.

This activity includes the provision and services of nappy bins where installed.

The services under this activity are only required for the timeframe specified in Work Method Requirements – General Obligations.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Dirty or unhygienic facilities.

PERFORMANCE CRITERIA *(Why do we do it?)*

To maintain a safe, pleasant and healthy environment in the nominated foreshore areas.

PERFORMANCE STANDARDS *(What is required?)*

Cleaning and sanitising of facilities to minimise the spread of infection and to ensure that the facility possesses a clean appearance, including the monitoring and replenishment of consumables.

Any malfunctioning equipment or building damage shall be reported to the Building Contractor for repair or replacement.

The Contractor shall attend two (2) liaison meetings, one at the start and one at the end of the Foreshore Camping Season.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Worker/Hour/Park

Activity Specifications

ACTIVITY SPECIFICATION

FORESHORE CAMPING SANITARY
CLEANING

NFM

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)***Foreshore Camping Season**

1. The Foreshore Camping Season starts the Friday week before Cup Day and ends on the last Sunday in April. The Foreshore Camping Season includes a Pre-Season, Peak-Season and Post-Season.
2. The Pre-Season operates for 8 weeks.
3. The Peak-Season operates for 7 weeks. The Peak-Season is determined by the Foreshore Camping Team prior to commencement of the season and includes all public holidays. If the season extends beyond the nominated 7 weeks, the additional days will be undertaken as Ordered Works.
4. The Post-Season operates for 13 weeks.

Sanitary Cleaning

5. The Sanitary cleaning frequencies apply to all Foreshore Camping Facilities nominated in Annexure 9.
6. The Contractor must comply with the cleaning requirements as detailed in A4-8 Sanitary Cleaning.
7. Cycle B cleans to be conducted on the Friday week before Cup Day and continue on a monthly basis for the duration of the Foreshore Camping Season.
8. Cycle A cleans to be conducted once per day in Pre-Season.
9. Cycle A cleans to be conducted twice per day in Peak-Season.
10. Cycle A cleans to be conducted once per day Monday to Friday and twice per day Saturday to Sunday in Post Season.
11. An additional Cycle A clean is to be conducted on Good Friday, Easter Sunday and Easter Monday.
12. Sanitary cleaning is to be completed by 2pm each day.
13. If a foreshore camping facility receives more than one sanitary clean in a day, the first sanitary clean must be completed by 2pm and there must be a minimum 5 hour gap between each clean.
14. Suitable signing prohibiting access must be erected at all times while cleaning is being conducted.

General Obligations

15. The Contractor must install and maintain a fixed litter receptacle in all Foreshore Camping Facilities nominated in Annexure 9, including male, female and disabled cubicles plus laundries.
16. The Contractor must remove all collected waste matter and dispose of responsibly at a legal tipping facility, waste should not be placed in foreshore bins. Disposal costs, including fees, are included in the Lump Sum amount.
17. The Contractor must attend any meetings and liaise with campers and any relevant user groups or the like, as directed by the Superintendent or the Foreshore Camping Team.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All facilities	A toilet or urinal is depleted of consumables or badly soiled	Max 4 hours
All Facilities	Any component of a facility is inoperable and is a danger to public health	Immediately

Note: These response times do not vary at weekends or public holidays.

Activity Specifications

A4-16. Dead Animal Collection (NDA)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the emergency response to reports of dead animals located either on the road or within the road reserve or other public areas within the municipality.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Dead animals located either on the road or within the road reserve or other public areas within the municipality.

PERFORMANCE CRITERIA *(Why do we do it?)*

To ensure the safety of motorists and pedestrians and preserve community wellbeing.

PERFORMANCE STANDARDS *(What is required?)*

The Contractor shall provide all required records and reports within the stated timeframe.
Checking animal for electronic tags.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

REPORTING UNIT

Number

Activity Specifications

ACTIVITY SPECIFICATION

DEAD ANIMAL COLLECTION

NDA

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. The services required to be performed include, but are not limited to the following:
 - collection of dead animals located within the road reserve or public open space
 - disposal of dead animals at the appropriate knackery or legal disposal site.
 - disposal by burial for small, non-domestic animals adjacent to the collection site.
2. The service shall be provided in a courteous, well-informed and customer focused manner.
3. Adequate records of all services provided shall be kept by the Contractor for the purposes of possible prosecution or other legal actions or claims.
4. Any information relating to this contract made available to or generated by the Contractor remains under the ownership of Council and must not be disclosed to any third party. The requirements of the Privacy Act must be complied with.
5. All staff employed by the Contractor are to be fully aware of their responsibilities and sufficiently trained in all emergency procedures and in the use of appropriate equipment.
6. The Contractor must ensure that all staff are suitably attired in a uniform provided by the Contractor and approved by the Superintendent including the carrying of photo identification.
7. The Contractor must provide and maintain all necessary vehicles and equipment, including all insurances, ancillary equipment and supplies to enable the Contractor to fulfil the obligations of this contract.
8. Vehicles and equipment must comply with the Road Safety Act 1986 and regulations along with the relevant codes of practice and any guiding policies provided by Council.
9. Large mammals e.g. seals are to be removed by dayworks.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Response to any report of a dead animal	4 hours
All	Response to any report of a dead animal causing a danger to members of the public	1 hour

A4-17. Maintenance of Gross Pollutant Traps (NPT)**ACTIVITY DEFINITION** *(What work is included?)*

Regular inspection, cleaning, maintenance and reporting of defects for all Gross Pollutant Traps (GPTs) within the municipal district as detailed in Annexure 9.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Silt, vegetation, rubbish, organic matter, debris and other contaminants present in GPT's.
Damage to the GPT structure including chamber, baskets and lids.

PERFORMANCE CRITERIA *(Why do we do it?)*

GPTs are cleared to ensure that silt and litter within the stormwater system is intercepted prior to discharge to the outfall, to minimise pollution of the bay.

GPT's are thoroughly cleaned to ensure good functionality in standard and extreme weather events and to reduce the likelihood of overflow.

To maintain aerobic conditions in the chamber and to ensure that discharge is not contaminated.

ACTIVITY STANDARDS *(What is required?)*

No litter or silt to bypass the GPT except during an extreme storm event.
Aerobic conditions to be maintained in all GPTs.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

WORK UNIT

Number

Activity Specifications

ACTIVITY SPECIFICATION	MAINTENANCE OF GROSS POLLUTANT TRAPS	NPT
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WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A schedule shall be prepared within three (3) months of the commencement of the contract, setting out a 3-monthly cleaning cycle by either suction or withdrawal of liner baskets to minimise anaerobic conditions in the trap, unless agreed otherwise by the Superintendent.
2. Before commencement of any clearing operation, appropriate signs and barricading will be erected in compliance with an approved Traffic Management Plan (TMP) for the site.
3. Defect inspections, including mechanical cleaning by either suction or withdrawal of liner baskets, withdrawal and inspection of the liner basket and inspection for any damage to the GPT structure, including the chamber and lid, to be conducted in accordance with A3-10 table A3-2 – Inspection Requirements. Frequencies are detailed in A3-11 Table A3-1.
4. All collected debris and silt will be removed to an appropriate location for responsible and legal disposal at the cost of the Contractor.
5. The contractor shall comply with all requirements of OH&S, including Falls Prevention and Confined Spaces.
6. Defect/and or damage reports are to be made upon discovery. Repairs to drainage structures including the chamber, baskets and lids shall be referred to the appropriate service provider and completed as Ordered Works.
7. A litter analysis shall be undertaken at each GPT in conjunction with cleaning and reported to the Superintendent. The litter analysis shall include, but is not limited to, the percentage of the GPT occupied by litter, classification of the litter as general, vegetation or silt and the volume of each, photographic evidence and any other information as required by the Superintendent.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
GPT	Basket Liner/Pit/Silt Trap 20% to 79% full	14 days
GPT	Basket Liner/Pit/Silt Trap 80% full	48 hours
GPT	Basket Liner/Pit/Silt Trap 100% full	24 hours

A4-18. Clear Culverts, Pipes and Pits (DCP)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection, defect reporting and clearing of all constructed stormwater drainage structures, whether located in the road network, in public car parking areas, drainage reserves and easements, foreshores or parks. These include all types, such as extended kerb inlets with or without grate, side entry pits and junction pits, connections from inlets to the main drain, culverts, pipes and energy dissipators.

This Activity covers the regular inspection and cleaning of all Soak Pits within the Shire as detailed in Annexure 9

The Contractor is required to clear all drainage structures of silt, vegetation, rubbish and debris, which will affect inlet and outlet capacity for drainage, to reduce the risk of flooding.

Any defect that presents a risk to public safety, such as damaged pit lids, will be reported to the Roads Maintenance Contractor immediately.

Refurbishment of Soak Pits is undertaken by other contractors and is not part of this Contract.

All repairs of Road Culverts is undertaken by the Roads Maintenance Contractor.

The cleaning of the downstream outfall from the pipe is undertaken by the Roads Maintenance Contractor.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Silt, vegetation, rubbish and debris present in drainage structures.

Local flooding, local scour and erosion, downstream siltation and pavement failures.

Damage to asset.

PERFORMANCE CRITERIA *(Why do we do it?)*

Stormwater drainage structures are cleared to ensure surface flows are accepted by the piped system to avoid blockages, pit surcharges and damage to pipe joints and to minimise the impact of flooding.

ACTIVITY STANDARDS *(What is required?)*

All pits and culverts shall be cleaned at frequencies as set out in Annexure 9.

All kerb inlets, side entries, grates and pipe inlets shall be cleared to prevent blockage or bypass to downstream inlets and subsequent surcharge and/or flooding.

Zero reduction in waterway area for pits and pipes upon completion of cleaning the asset, in accordance with the routine cleaning program.

CONTRACT FORMAT

(Is it a Lump Sum, SOR or Dayworks Rate Item?)

LUMP SUM

WORK UNIT

Lineal metre

Activity Specifications

ACTIVITY SPECIFICATION

CLEAR CULVERTS, PIPES AND PITS

DCP

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A schedule shall be prepared by the Contractor setting out a program for pit and stormwater pipe inspection and cleaning in accordance with the details set out in Annexure 9. This schedule (program) will be prepared within 3 months of the contract commencing, be approved by the Superintendent and be reviewed at least annually.
2. All necessary attempts shall be made to expose the pits on inspection.
3. Before commencing any clearing operation within the road reserve, appropriate signs shall be erected in compliance with the approved Traffic Management Plan (TMP).
4. Cleaning & Maintenance shall include some or all of the following:
 - Mechanical cleaning and flushing of pipes and pits, including soak pits
 - Removing tree roots and other intrusions into the drain
 - Report any damage to pipes, pits or the drainage structure to the Roads Maintenance Contractor.
 - CCTV inspection of pipes
 - Hand cleaning of pits
 - Inspection for any matters that present a risk to public safety

All of the above methods are included in the Lump Sum amount for this Activity.
5. Defect inspections, of pipes only, are to be conducted in accordance with A3-10 Table A3-2 – Inspection Requirements. Frequencies are detailed in A3-10 table A3-1.
6. Upon completion of cleaning, all collected debris and silt will be immediately removed to an appropriate location for responsible and legal disposal. The fees and charges associated with waste disposal shall be in accordance with Annexure 2 – Schedule A2 – 1.
7. Where high-pressure water is used to clear a structure, due care shall be provided to avoid damage to the structure or transference of debris to downstream drainage.
8. The Contractor shall ensure that all works undertaken within private property are carried out with a minimum of disruption to the occupier.
9. Defect, damage and public safety reports are to be made upon discovery to the Roads Maintenance contractor.
10. The contractor shall comply with all requirements of OH&S, including Falls Prevention and Confined Spaces.
11. The Contractor must undertake internal inspection of 5,000 lineal metres per annum of the underground drainage network, including both on road and through easements, using equipment appropriate for the type and length of asset, such as a pipeline camera, CCTV or equivalent.
12. The Contractor must allow for reactive cleaning of an additional 2,000 drainage pits and 100 Soak Pits per annum. These costs form part of the Lump Sum amount.
13. The recording of internal asset information must comply with the Conduit Inspection Reporting Code of Australia. Photographs are to be taken at all significant defects and all photographs are to be in colour.

Activity Specifications

ACTIVITY SPECIFICATION

CLEAR CULVERTS, PIPES AND PITS

DCP

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
Pits and/or Pipes	Waterway area restricted by more than 30%	14 days
Pits and/or Pipes	Waterway area restricted by more than 50% Low point completely blocked and flooding of private property could result	24 hours
Pits and/or Pipes	Low points blocked by more than 30%	48 hours
Pits and/or Pipes	Defect presents a risk to public safety	24 hours
Soak Pit	Soak Pit is failing to operate with grate covered or silt up to the bottom row of outlet holes.	1 month
Soak Pit	Soak Pit has failed to operate and all water is unable to enter the pit or flooding of private property is occurring.	24 hours

Annexure 5

Reporting Templates and Supporting Information

Cleansing & Drainage Cleaning Services
Contract No. 2328



MORNINGTON
PENINSULA
Shire

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A5-2 Natural Disaster Financial Assistance Council Claim Form**NATURAL DISASTER FINANCIAL ASSISTANCE COUNCIL CLAIM FORM**Date: Municipality: Please SelectMunicipality Contact Name/Phone Number: Region: Please SelectDate of Event: Type of Event: Please Select**Eligibility Criteria****OTHER (Provide details):****Details of event (Including location):**

Please attach additional supporting information including Bureau of Meteorology data, photos, newspaper articles, invoices etc. Event must comply with guidelines.

Substantiation Requirements**Emergency Protection Works:**

To protect community assets and to restore essential public services.

Emergency Protection Works

Details of Emergency Works Undertaken	Claim Amount (\$) excl GST	Comments
Total Emergency Protection Works	0	

Asset Restoration Works- Local Road Assets:

Details of asset and extent of damage sustained, and details of works proposed.

**Asset Restoration Guidelines
for Local Road Assets**

Details of Asset Restoration Works Undertaken- Local Road Assets	Claim Amount (\$) excl GST	Comments
Total Asset Restoration Works - Local Road Assets	0	

Annexure 5
Supporting Information

Asset Restoration Works- Other Council Assets: Details of asset and extent of damage sustained, and details of works proposed.

**Asset Restoration Guidelines for
Other Council Assets**

Details of Asset Restoration Works Undertaken- Other Council Assets	Claim Amount (\$) excl GST	Comments
Total Asset Restoration Works - Other Council Assets	0	

Betterment Works:

These claims will be deleted from the councils claim.

Betterment Works Guidelines

Details of Betterment Works Undertaken	Claim Amount (\$) excl GST	Comments
Please provide a description of the actual betterment work completed		
Total Betterment Works	0	

Claim Totals:

The Victorian Government will meet 100% of emergency protection costs and 75 per cent of Asset Restoration costs between \$10,000 and \$110,000, and 100 per cent of the proportion of costs above \$110,000.

Claim Type	Claim Amount (\$) excl GST	Amount Claimable (\$)
Emergency Protection Works	0	0
Asset Restoration Works - Local Road Assets	0	
Asset Restoration Works - Other Council Assets	0	
Total - Asset Restoration Works	0	
Less- Council Contribution	0	0
Betterment Works	0	
Total	0	0

NATURAL DISASTER FINANCIAL ASSISTANCE FOR LOCAL COUNCILS**Guidelines for Council Claims****What are the arrangements for access to Natural Disaster financial assistance?**

Under the guidelines for Municipal Emergency Management Planning the Victorian Government provides financial assistance to councils for specified types of emergency management expenses, consistent with the Commonwealth-State Natural Disaster Relief arrangements.

Eligible events are: bushfires, cyclones, earthquakes, floods, storms (including hail) and land slippages caused by any of the above defined natural disasters.

What is Natural Disaster financial assistance available for?

- *Emergency protection works* – including works undertaken to protect community assets and to restore essential public services; and/or
- *Restoration of municipal and other public assets* – including repair of roads and bridges, reserves and associated community facilities, and destroyed public buildings.

How much is the financial assistance?

- For emergency protection works the Victorian Government will meet the full cost of approved works; and/or;
- For restoration of municipal and other public assets the Victorian Government will meet 75 per cent of approved restoration costs between 1 Commercial In Confidence and **CIC** per cent of the proportion of costs above **CIC**. Costs are only recognised for the restoration of assets to their prior condition and the first **CIC** is to be contributed by the council.

How do Council's apply?

The claim can be submitted from either the Council's municipal engineer or chief executive officer to:

Department of Treasury and Finance
Director: Mr Tony Bates, Budget and Financial Management
Level 4, 1 Macarthur Street
East Melbourne VIC 3002

A copy of the claim can be simultaneously submitted to the VicRoads central office to enable the assessment of the claim to commence.

What should be included in the claim?

The *NDAF Municipal Claim Form* (available at the Department of Treasury & Finance (DTF) website at <http://www.dtf.vic.gov.au/CA25713E0002EF43/pages/bfm-natural-disasterfinancial-assistance>) outlines all the information required from Councils by DTF and VicRoads to conduct a formal assessment of a claim.

**Annexure 5
Supporting Information**

In exceptional circumstances, and where a Council can demonstrate financial hardship, a request can be made to the Treasurer for an advance payment of asset protection and restoration costs based on an estimate of likely costs. Any request for exceptional circumstance advance funding must be made to the Treasurer in writing as soon as practical after the event.

The decision to lodge a claim based on expected or actual costs for asset protection and restoration costs is up to the Council. Any difference between the advance provided and the final expenditure will either be provided to the council as an additional grant or returned by the council. *Please refer to the NDFA Frequently Asked Questions for further information.*

How long is the claim process?

Upon receipt of the claim, VicRoads carries out the formal assessment of any damage to roads and bridges etc. It is anticipated that this process will take up to six-eight weeks; however may take longer if there have been multiple natural disasters in the municipality.

The *NDFA Frequently Asked Questions (FAQ)* and *NDFA Municipal Claim Form* spreadsheets used to assist Councils with their claims are also available from:
<http://www.dtf.vic.gov.au/CA25713E0002EF43/pages/bfm-natural-disasterfinancial-assistance>

A5-3 Asset Handover Notification Process**Email****CONSTRUCTION STATUS ADVICE**

CONTRACT NO	no
CONTRACT NAME	title
PART	A
PLAN NO	no
ADDRESS	street
TOWNSHIP	township
MELWAY REF	map
STREETS	streets
SCOPE OF WORKS	road construction, including - concrete kerb - signage and line marking - no landscaping exists within the scope of works

Please be advised that

(delete items not required)

Part A, for contracts about to commence

the project is soon to Commence Construction

CONSTRUCTION PERIOD	date
CONTRACTOR	date
ATTACHMENTS	objective reference to plans and quantities
SUPERINTENDENTS REPRESENTATIVE	
MOBILE	

Part B, for contracts nearing completion of works

the project is nearing Practical Completion and your comments are requested to raise with the contractor at inspection.

A period of Defects Liability will commence once works have been inspected with the Contractor and are to the satisfaction of the Superintendent.

If no comments are received within 5 working days it will be assumed you have no comments.

If you wish to arrange a joint inspection, please contact the Superintendents Representative.

DEFECTS LIABILITY PERIOD	12 months
ATTACHMENTS	objective reference to plans and quantities
SUPERINTENDENTS REPRESENTATIVE	CIC
MOBILE	

Personal Information

Annexure 5 Supporting Information

Part C, for contracts which have reached Practical Completion

the project has reached Practical Completion and has now commenced a period of Defects Liability.

The Shire is responsible for undertaking programmed maintenance.

Defects in workmanship which become evident over the duration of the Defects Liability period can be reported to the Contract Superintendent.

DATE OF PRACTICAL COMPLETION	date
DEFECTS LIABILITY PERIOD	12 months
DATE FOR END OF DEFECTS LIABILITY	date
ATTACHMENTS	objective reference to plans and quantities
SUPERINTENDENTS REPRESENTATIVE	CIC
MOBILE	Personal Information

Part D, for contracts nearing the completion of Defects Liability.

the project is nearing Final Completion and your comments are requested to raise with the contractor at inspection.

The period of Defects Liability will cease once works have been inspected with the Contractor and are to the satisfaction of the Superintendent.

If no comments are received within 5 working days it will be assumed you have no comments.

If you wish to arrange a joint inspection, please contact the Superintendents Representative.

DEFECTS LIABILITY PERIOD	12 months
DATE FOR FINAL COMPLETION	date
ATTACHMENTS	objective reference to plans and quantities
SUPERINTENDENTS REPRESENTATIVE	CIC
MOBILE	Personal Information

Part E, for contracts which have reached Final Completion.

the project has reached Final Completion and has completed a period of Defects Liability.

The Shire is now fully responsible for this asset.

DATE FOR FINAL COMPLETION	date
ATTACHMENTS	objective reference to plans and quantities
SUPERINTENDENTS REPRESENTATIVE	CIC
MOBILE	Personal Information

A5-4 Beach Cleaning Subsidy 2017–2018 Terms and Conditions**Beach Cleaning Subsidy 2017/2018****Terms and Conditions**

The Department of Environment, Land, Water and Planning (DELWP) provides an annual subsidy to organisations undertaking beach cleaning activities at Victorian beaches.

- The subsidy is for cleaning of sanded areas of beaches and inland waterways only (sand is defined as any fine granulated natural surface directly abutting the water including fine pebbles). Cleaning activities on non-sanded areas such as paths, BBQ areas and toilet blocks are not eligible for reimbursement.
- The subsidy is available to organisations with management responsibility for coastal and inland waterway beaches. Beach cleaning work may be undertaken directly by Council, by contractors, by voluntary groups or by a Committee of Management (CoM) established under the *Crown Land (Reserves) Act 1978*. The applicant must be the delegated land manager.
- The subsidy is not available for cleaning of Crown Land directly managed by the DELWP or by Parks Victoria (other than as a Committee of Management)
- The program will consider eligible expenditure incurred between 1st October 2016 and 30th April 2018.
- All claims for reimbursement of expenditure incurred must be lodged with the DELWP no later than 29 July 2018. Late claims will not be accepted.
- The subsidy rate will be calculated based on the total of all claims lodged for eligible beach cleaning expenditure.
- Claims for expenditure must be made on the claim form and show the amount expended, clearly separating amounts for wages (exclusive of on-costs), calculated volunteer labour value, contract payments, plant hire and materials.
- For organisations that employ external contractors to undertake beach cleaning on their behalf, a copy of the current contract and all relevant invoices will be required to be submitted with the claim form. Specific contract details provided to DELWP are for the information of relevant DELWP staff only and will be kept confidential (see privacy statement below).
- Where beach cleaning is undertaken by volunteers, details must be recorded on the volunteer form provided and attached to the claim form.
- All requested information and data must be provided for each separate beach area. In a contracting situation a proportional estimate for each separate beach is required.
- A signed statement is required from the designated land manager certifying that the works described in the claim were carried out in accordance with the terms and conditions of the subsidy.
- All claims must include completed forms and all required documentation, including contracts, invoices, receipts and/or volunteer records. Claims that do not provide appropriate proof of expenditure and other required documentation will not be processed.

Eligible Activities

The Department of Environment, Land, Water and Planning will pay committees of management a reimbursement towards expenditure incurred for the following beach cleaning activities:-

- Cleaning of sanded areas of beaches and inland waterways. (Sand is defined as any fine granulated natural surface directly abutting the water and includes fine pebbles).
- Areas around stormwater drains.
- Emptying of rubbish bins that are located on sanded areas on the beach.
- Removal of seaweed from the beach and around drains outpouring onto the sanded area of a beach.
- Wages, salaries and/or labour costs associated with beach cleaning activities. Where salaries are claimed, the percentage of salary claimed must be proportionate to the actual time spent on beach cleaning.
- Volunteer time devoted to cleaning beaches (the calculated value of volunteer labour devoted to beach cleaning and data collection is eligible at a standard rate of \$20 per hour).
- Plant charges for beach cleaning undertaken directly by the Committee of Management (non-contract cleaning only).
- Purchase of consumable materials e.g. bin bags (non-contract cleaning only).

Ineligible Activities

The following activities are ineligible and are not to be included in your beach cleaning claim. Please read through thoroughly to ensure you understand your entitlements:-

- Cleaning of non-sanded areas (including toilet blocks, BBQs, paths and other areas adjacent to sanded areas).
- Costs of maintaining foreshore buildings, toilet blocks and BBQs.
- Costs of emptying bins and sharps containers not located directly on sandy beach areas.
- Costs of cleaning and mowing grassed areas and riverbanks.
- Purchase and maintenance of plant and equipment.
- Costs associated with maintaining or improving access for plant and capital equipment.
- Costs associated with supervision and administrative expenses (salaries, fees, commissions, travelling expenses etc).
- Cost of replenishing and renourishing sand on beaches.
- Costs associated with unscheduled and/or irregular cleaning activities (e.g. flood events).

A5-5 Beach Cleaning Subsidy 2017–2018 Claim Form**Beach Cleaning Subsidy Program****Applicant details**

Name of Organisation:

Address of Organisation:

ABN:

Contact person:

Position:

Phone:

Email:

**Certification Statement by Chairperson / Chief Executive /
Authorised Officer**

On behalf of the (organisation name)..... I certify that:

- the expenditure detailed in this form has been incurred by this organisation
- the expenditure was for eligible beach cleaning activities as defined in the terms and conditions
- this organisation has management responsibility for the beach(es) identified on this form.

Please find full details attached.

Name of CEO/Chairperson/Authorised Officer:.....

Please return this form by Friday 29th July 2018 to:

Jacky Priestley
Department of Environment, Land, Water and Planning
609 Burwood Highway
KNOXFIELD 3180

If you require any further information, please contact Jacky Priestley by phone on (03) 9210 9403 or
e-mail jacky.priestley@delwp.vic.gov.au

Annexure 5
Supporting Information

Expenditure details for CONTRACTED cleaning of sandy areas – 2016/2017

Exclude GST, except where the organisation is not GST registered (some voluntary groups & Committees of Management). Non GST registered claimants' costs should include GST. Documentation such as contracts, invoices, receipts, payment records and volunteer participation records must be provided for all costs claimed in the above table, as per the Terms and Conditions. Claims that do not provide the required documentation will not be processed.

Individual beach name	Contractor name	Cleaning frequency	Cleaning method (e.g. manual, mechanical)	Total litter disposed to landfill / composting (specify volume or weight)	Summer beach cleaning expenditure (1 October – 30 April) <i>Exclude any recoverable GST*</i>	Annual beach cleaning expenditure
e.g. Shipwreck Beach				30 t / 2t		
				Total beach cleaning expenditure:		

Annexure 6

Data Collection & Transfer

Cleansing & Drainage Cleaning Services
Contract No. 2328



**MORNINGTON
PENINSULA**
Shire

Annexure 6 – Data Collection & Transfer

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Data Capture Specification – Cleansing & Drainage Cleaning

A6-1. Introduction

A6-1.1 Background

The purpose of this document is to specify the data capture requirements of the Contractor. The Contractor will provide spatial, attribute and image data for all asset types Included in the Contract.

Examples of the extent of the data to be collected are based on the asset type i.e. Pipes and Pits.

Data shall be collected for the following purposes:

- Reporting Asset Status
- Asset Condition Monitoring

This document consists of the following sections:

- Aims & Objectives
- The Data
- Data Quality
- Data Collection
- Data Exchange
- Asset Notification (for new assets)
- Penalties for Non-Compliance
- Asset Condition Assessment Guidelines
- Continuous Improvement
- References; and
- Data Tables.

A6-2. Aims & Objectives

A6-2.1 Aims

To ensure Mornington Peninsula Shire (MPS) receives quality data from the Contractor and that data integrity is maintained. The data shall be:

- accurate,
- complete,
- consistent,
- timely, and
- compliant

with the MPS standards detailed in this document.

A6-2.2 Objectives of the specifications

To detail the expectations of MPS & the Contractor in terms of:

- data collection,
 - to report asset status, when assets are:
 - disposed (removed from service)
 - modified (altered)
 - relocated (moved), or
 - found (existing asset not previously recognised)
 - for condition monitoring,
 - data quality,
 - data exchange, and
 - asset notification procedures.

A6-3. The Data

Consists of spatial (geographic) and attribute (descriptive) details about the Shire's assets accessed via an online real-time geospatial tool. Where applicable, supporting digital images, in Joint Photographic Experts Group (JPEG) format, shall be included with the online data.

A6-3.1 Purpose

Mornington Peninsula Shire records data describing its assets for a range of organisational and decision-making purposes. The Asset Register contains the attribute data while the spatial data is maintained in a Geographical Information Systems (GIS) database. The two datasets are linked by a unique identifier, (known as an ID_COUNTER).

A6-3.2 Details

The data will be collected by the Contractor using an online real-time geospatial software tool. This software tool will be available for use in-field by the Contractors personnel, and is connected directly to MPS back-end datasets. In cases where some assets cannot be collected using the online geospatial tool, their data shall be transferred to MPS using a mutually agreed format with attribute and spatial data included.

Images

Digital image files will be JPEG type and formatted with a .jpg file extension. Where necessary, image data will be collected by the contractor and associated with other asset attribute and geospatial data using the online geospatial tool.

A6-4. Data Quality

Data quality requirements will be detailed for both spatial and attribute data, specifically:

- Accuracy,
- Completeness,
- Consistency,
- Timeliness, and
- Compliance.

Note data quality requirements may change over time.

A6-4.1 Spatial Data (where applicable)

Accurate

MPS require accuracy to within 1 metre inside and to within 3 metres outside of the urban growth boundaries relative to the assets true but unknown value. Desired accuracy is to within 1 metre. In all cases where an asset is located ± 5 m of a property boundary, accuracy level must be within 1 metre, so that the referenced location reflects the correct side of the property boundary. A property boundary is defined by the layer known as Property within the Shires online geospatial tools.

Complete

All assets associated with a job need to be captured. If the asset geometry type is a polyline or polygon, the entire length or area of the asset shall be captured.

Consistent

Each asset shall be collected as a particular geometry type, i.e. point, polyline or polygon. The geometry types should not change, unless advised by MPS.

Timely

Spatial data reporting the 'location' of an asset must be collected and supplied to MPS using the Shire's online geospatial tool.

In the instance that the geospatial tool is offline and unable to be accessed, their data shall be transferred to MPS using a mutually agreed format within a 14-day default period from the date of inspection.

Compliant

The data must be supplied in the correct projection format, as specified in section A6-3 – The Data.

A6-4.2 Attribute Data Quality*Accurate*

Each asset needs to be accurately described using the prescribed values, - which will vary according to asset type. Any comments provided must be legible and not include acronyms, abbreviations or industry jargon.

Complete

Attribute field requirements vary according to asset type. MPS will define the data required via the collection methods and forms within the online geospatial tool (see section A6.3 – The Data).

Consistent

Assets that are the same are to be described consistently.

Timely

Attribute data describing an asset must be collected and supplied to MPS within the default periods of an asset being disposed, modified, relocated or found.

For condition monitoring, attribute data must be collected and supplied to MPS within the default periods.

Compliant

Attribute data shall be supplied using the online geospatial tool, where attributes are compliant.

A6-4.3 Image Data Quality

Colour images of assets shall provide a complete, in-focus and symmetrical view of the asset without obstructions.

In some circumstances it is appropriate to provide more than one image of an asset, for example, an image of the overall asset as well as an image for each defect. In these cases, the multiple images must be supplied in the .jpg format and attached to the asset using the online geospatial tool, as detailed in section A6-3 – The Data.

A6-5. Data Collection

MPS require the Contractor to collect asset data to report:

- Change in asset status,
- Asset condition, and
- Found assets (existing asset not previously recognised)

A6-5.1 Asset Status

MPS must be notified when any activity (including when an asset is disposed, modified, relocated or found) affects any Shire assets or assets that are of interest to MPS, for example, VicRoads and Melbourne Water assets. All data collection regarding existing assets is to be identified using the MPS ID_COUNTER (a unique 6 digit number identifying each asset). When data is collected for an asset that does not have an ID_COUNTER, for example, a 'found' asset, this field must be left blank. MPS will populate an ID_COUNTER when the data is processed.

Requirements of attribute data will vary depending on the type of asset and activity associated with the asset, driven by the provided workflow form. Attributes are subject to change (the Contractor will be advised of any changes).

A6-5.2 Asset Condition

MPS require the condition of an asset to be reported at a set frequency.

For details refer to section A6.8 – Asset Condition Assessment Guidelines

A6-5.3 Found Assets (Existing assets not previously recognised)

Assets not previously recognised are those assets that were constructed prior to the current financial year, and have not been included in the Shire's Asset Register. Should the Contractor 'find' such assets which they believe are the responsibility of the MPS, these shall be collected and identified as a found asset (existing asset not previously recognised). Often these assets are constructed by authorities such as VicRoads and are not reported to MPS.

A6-5.4 Images

The Contractor shall supply images of assets when the asset does not appear in the MPS Asset Catalogue. Should the suite of standard assets change over time; the Asset Catalogue will be updated to reflect these changes.

A6-6. Data Exchange

A6-6.1 Method

Data (as defined in section A6-3 – The Data) is to be exchanged electronically using the online geospatial tool. In cases where some assets cannot be collected using the online geospatial tool, their data shall be transferred to MPS using a mutually agreed format with attribute and spatial data included.

A6-6.2 Frequency

Condition monitoring data can be supplied as part of the online geospatial tool collection process.

MPS will regularly process the collected data for validity and commit that data to the Asset Register. Updated baseline data will be viewable on the online geospatial tools.

A6-6.3 Summary Overview

File Format	Online geospatial tool format, plus in some cases, a mutually agreed format with attribute and spatial data included.
Files to be exchanged	All asset attribute, spatial and image data will be supplied via the online geospatial tool. In cases where some assets cannot be collected using the geospatial tool, their data shall be transferred to MPS using a mutually agreed format with attribute and spatial data included.
Frequency of data exchange	MPS will regularly supply the Contractor with updated datasets via the online geospatial tool. The Contractor shall supply MPS with their updated data as required by the reporting timelines.
Key MPS Contacts	Asset Management Team, GIS Team, Contract Coordinator.
Support and Equipment for data collection	Contractor to supply adequate data collection hardware and online geospatial tool software licences. Only initial support from MPS will be provided to enable training in the use of the online geospatial tool. All ongoing IT issues should be fully supported by the Contractor's IT department.
Baseline Data (General) supplied by MPS (At the commencement of the Contract)	• Property • Shire Body, including Ward Boundaries • Melways Reference Cells • Roads • Road Blocks • Townships • Aerial Photos of Shire • Other relevant data as requested from the Contractor.
Baseline Data (Assets) supplied by MPS (At the commencement of the Contract)	Online Geospatial Tool: To contain all assets and relevant attribute datasets that are of responsibility and interest to MPS.
Asset Data (the data to be exchanged)	Asset Data represented in the Online Geospatial Tool, categorised by feature geometry Points Polylines Polygons
Unique Asset Identification Number (ID_COUNTER)	MPS require the Contractor to use the unique identifier (known as an ID_COUNTER) to uniquely identify each asset. When reporting a 'found' asset or an asset without an ID_COUNTER, the Contractor shall leave the ID_COUNTER field blank.
Images	Where images are required the Contractor must provide: digital images conforming to the details specified in section – A6-3, The data.

A6-7. Asset Notification (For New Assets)

The Contractor will be advised of any new assets by MPS in accordance with the Shire's Infrastructure Asset Notification Procedure, when they have been created by others e.g. a new subdivision, capital works project.

A6-8. Asset Condition Assessment Guidelines**A6-8.1 Purpose**

To assist Contractors to assess the condition of infrastructure assets in an efficient and consistent manner.

A6-8.2 Background

Asset condition is a measure of an asset's physical integrity.

Information on asset condition underpins effective, proactive Asset Management programs by enabling prediction of maintenance, rehabilitation and renewal requirements.

Asset condition is also critical to the management of asset risk, because it is linked to the likelihood that an asset will physically fail.

The development and continued use of condition assessment data will allow preparation of verifiable predictive degradation curves for particular asset types. Condition degradation curves allow prediction of future condition and remaining asset lives, which are used for renewal forecasting.

Competent staff experienced in managing assets will assign condition ratings (grades) to assets, generally involving visual assessment procedures in the field.

A6-8.3 Condition Assessments

Condition assessments are technical inspections carried out by competent assessors with appropriate expertise to evaluate the physical state of assets. Understanding asset condition is important because condition may affect asset performance. Asset performance is the ability to provide the required level of service to customers.

A6-8.4 Condition Assessment Manuals

Within 3 months of the commencement of the contract, a detailed Condition Assessment Manual is to be developed in conjunction with staff from the Shire's Infrastructure Maintenance and Asset Management Teams.

The Condition Assessment Manual shall be developed to ensure efficiency and consistency of data collection.

The Manual is to include a detailed Condition Rating Guide.

The process requires information to describe the condition of an asset, based on Rating Factors and their relative Severity and Extent.

Tables are to be prepared that describe the Rating Factors that may be present in the asset being inspected.

Examples of Rating Factors could be:

- Decay
- Corrosion
- Cracking
- Movement

A Rating Factor may occur at various levels of Severity, defined as Low, Medium or High. Severity is best described as the level of deterioration for a particular Rating Factor. Photographic examples may assist with defining the Severity level of the Rating Factors.

Extent categorises how much of the asset is affected by the Rating Factor.

A Severity and Extent matrix is then utilised to calculate a Condition Rating.

A6-8.5 Condition Rating

Assets shall be assigned a condition rating ranging from 0 (new asset) through to 10 (unusable asset). The rating scale is derived from the generic asset condition description used by the Moloney Asset Management System, shown below.

Condition Rating	General Description
0	A new asset or an asset recently rehabilitated back to new condition.
1	A near new asset with no visible signs of deterioration often moved to condition 1 based upon time since construction rather than observed condition decline.
2	An asset in excellent overall condition. There would only be very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	An asset in very good overall condition with some early signs of deterioration evident, but the deterioration still minor in nature and no causing serviceability problems.
4	An asset in good overall condition deterioration in condition would be quite obvious. Asset serviceability would be impaired very slightly.
5	An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss.
6	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.
7	An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high.
8	An asset in very poor overall condition with serviceability now being heavily impacted upon the poor condition. Maintenance costs would be very high and the asset would be at a point where it needed to be rehabilitated.
9	An asset in extremely poor condition with severe serviceability problems and needed rehabilitation immediately. Could also be a risk to remain in service.
10	An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

While easy to understand, the condition rating descriptions featured in the table above are too general to be applied to individual asset types.

The generic asset descriptions are to be further developed to provide Condition Ratings relevant to each particular asset type.

A6-8.6 Assessment Process

During an assessment, the inspector is required to look for evidence of deterioration (known as Rating Factors) and their extent in the physical structure of the asset. Combining the severity and extent of the most severe Rating Factor visible on the asset will determine the asset's condition rating (from 0 through to 10).

The steps are as follows:

- Identify the relevant Rating Factors.
- Determine the applicable Levels of Severity for each Rating Factor.
- Determine the extent of the most severe Rating Factor
- Calculate Condition Rating.

A6-8.7 Frequency of Condition Assessments

MPS requires the condition of an asset to be reported at a set frequency, dependent on asset type. In general, the condition of an asset is to be reported to MPS once every 10% of its useful life (however there are some exceptions).

Maximum frequency of condition Inspections: 1 Year.

Minimum frequency of condition Inspections: 5 Years.

A6-9. Penalties For Non-Compliance

- Data will not be uploaded into MPS databases if in error or on hold;
- Data will be returned to the Contractor for correction. The Contractor will receive an email detailing individual Assets that are in error for the Contractor or the Contractor's Inspector to rectify. Errors will be easily identified by unique key.
- Assets not reported cannot be added to growth;
- Other penalties for non-compliance as the Contract allows.

A6-10. Continuous Improvement

MPS recognise that development in the fields of mobile technology, cloud infrastructure and system applications in an evolving field, where equipment specifications and methodology for data collection and exchange are continually changing.

MPS will encourage utilising new technologies provided there is no compromise to the spatial, attribute and image data quality or integrity.

At the time of production of these specifications, MPS is exploring the option of implementing a cloud-based environment that would provide an interoperable and scalable system to support the Shire's vision and objectives. Should data collection and exchange formats alter, MPS will work with the Contractor to ensure a smooth transition is achieved.

MPS reserve the right to vary the specifications and timelines in consultation with the Contractor.

A6-11. References

IPWEA, 2011, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australia, Sydney, www.ipwea.org.au

Annexure 8

Ordered Work Conditions

Cleansing & Drainage Cleaning Services
Contract No. 2328



**MORNINGTON
PENINSULA**
Shire

Annexure 8 – Ordered Work Conditions

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Annexure 8 – Ordered Work Conditions

A8-1 Status of this Annexure

The conditions set out in this Annexure (together with all applicable terms of the Cleansing & Drainage Cleaning Contract) are incorporated in and apply to every Work Order issued in accordance with the Cleansing & Drainage Cleaning Contract. In the event of any inconsistency between these conditions and the terms of the Cleansing & Drainage Cleaning Contract, these conditions prevail.

A8-2 Definitions

Unless the context requires otherwise:

- .1 terms defined in the Cleansing & Drainage Cleaning Contract have the same meanings when used in these conditions or in any Work Order Document; and

- .2 the following defined terms apply in these conditions:

Date for Completion means, with respect to any Ordered Work, the Date or Dates for Completion identified in the Work Order Documents, as extended from time to time in accordance with clause A8-11 (Extensions of time).

Project Works means Ordered Work involving the performance of a single capital works project at a single location (usually for the creation of a New Asset or for the reconstruction of an existing Asset).

Cleansing & Drainage Cleaning Contract means the contract between the Shire and the Contractor so titled and dated 1 April 2013.

Site means the site or sites to be handed over by the Shire to the Contractor for the performance of the Ordered Work.

Work Order Period means, with respect to any Ordered Work, the period identified in the Work Order Documents as the Work Order Period, as extended from time to time in accordance with clause A8-11 (Extensions of time).

A8-3 Mutual obligations

The mutual obligations of the parties under each Work Order are as follows:

- .1 the Contractor is to carry out and Complete the Ordered Work in accordance with the Work Order Documents,
- .2 the Shire is to provide access to the site of the Ordered Work and not to do anything to prevent or hinder the Contractor in the proper performance of the Ordered Work,
- .3 both parties are to give the highest priority to safety, and

- .4 both parties are to work together to ensure that, as regards matters within their respective control, all Ordered Work is carried out and Completed within the price agreed and set out in the Work Order.

A8-4 Representation

- A8-4.1 Each party must appoint a competent person to represent it in relation to the Ordered Work. The initial representatives of the parties and their contact details should be notified in the Work Order Documents but if they are not, each party must promptly provide notice to the other party of the name and contact details of its nominated representative.
- A8-4.2 Any change to the identity or contact details of a representative must be notified promptly to the Superintendent (in the case of a change to the Contractor's representative) and to the Contract Manager (in the case of a change to the Shire's representative).
- A8-4.3 The Shire's representative appointed under this clause may exercise any powers conferred on the Superintendent by these conditions or the Cleansing & Drainage Cleaning Contract with respect to the Ordered Work.

A8-5 Commencement & progress

- A8-5.1 The Contractor is to commence the Ordered Work within the period or on the date, if any, specified in the Work Order, unless otherwise agreed.
- A8-5.2 The Contractor is to:
- .1 carry out the Ordered Work in a timely and expeditious manner, and
 - .2 where the Work Order specifies a Date or Dates for Completion, Complete the Ordered Work by those dates, and
 - .3 where the Work Order specifies a Work Order Period, Complete the whole of the Ordered Work within the Work Order Period.
- A8-5.3 Both parties are responsible for early notification of events or circumstances likely to delay the progress of the Ordered Work.

A8-6 Care of Project Works

- A8-6.1 The Contractor is solely responsible for loss or damage to any Project Works (and all plant, materials, equipment and things necessary for carrying out the Project Works, including things provided by the Shire for the purposes of the Project Works) from the time of commencement of the Project Works to the Date of Completion.
- A8-6.2 After the Date of Completion of any Project Works, the Contractor remains responsible for loss or damage connected with the Project Works but only to the extent arising out of performing variations, making good defects, and removing materials from the Site.

- A8-6.3 The Contractor's liability under clauses A8-6.1 and A8-6.2 is reduced to the extent that that an Excepted Risk contributes to the loss or damage.

A8-7 Managing Ordered Work

- A8-7.1 Subject to the terms of the Work Order, the Contractor must establish and maintain all systems, plans and procedures required to manage, meet and control all obligations imposed on it by Law with respect to the Ordered Work.
- A8-7.2 The Contractor must manage the quality and performance of its obligations under or in relation to the Work Order. This includes doing all testing and other things necessary to demonstrate conformance with its systems, plans and procedures.
- A8-7.3 The Contractor must retain records produced in carrying out the Ordered Work and in complying with its systems and make them available to the Shire in accordance with the terms of the Work Order Documents.
- A8-7.4 The Superintendent may do any one or more of the following in relation to any Ordered Work:
- .1 Conduct audits, surveillance and testing to verify that the Contractor's management systems and plans are effective.
 - .2 Test materials or other components or parts of the Ordered Work (even if the Contractor is also doing the same tests).
 - .3 Direct the Contractor not to cover up any work or make it inaccessible without prior approval.
 - .4 Nominate any point in a work process as a Witness Point or Hold Point.
 - .5 As part of an audit, direct the Contractor to open up or pull down any completed work and to reinstate it later.
- A8-7.5 The Shire must reimburse the Contractor for all costs the Contractor reasonably incurs in pulling down or opening up and then reinstating any completed work for the purposes of an audit unless:
- .1 the audit shows that the audited work was not carried out in compliance with the Work Order Documents, or
 - .2 the work was covered up in breach of a Hold Point or Witness Point or a direction given under clause A8-7.4.3 or another provision of the Work Order Documents.
- A8-7.6 Management systems & plans are a tool to demonstrate compliance with the Work Order Documents and as applicable the requirements of good practice and Law. They do not in any way limit a party's obligations under or in relation to the Work Order.

A8-8 Directions

The Contractor must comply with directions of the Superintendent in carrying out its obligations under and in relation to the Work Order.

A8-9 Variations

A8-9.1 The Superintendent may direct the Contractor to carry out a variation with respect to any Ordered Work. A variation directed under this clause may involve the performance of additional work or an increase, decrease, change to the quality or manner of performance or an omission of any part of the Ordered Work.

A8-9.2 The Contractor must comply with a variation direction issued under this clause A8-9 (Variations).

A8-9.3 All variations to Ordered Work will be valued in accordance with the provisions of the Cleansing & Drainage Cleaning Contract applicable to Variations directed by the Superintendent.

A8-10 Not Used**A8-11 Extensions of time**

A8-11.1 The Contractor is entitled to claim an extension of time to any Date or Dates for Completion or to any Work Order Period if:

- .1 the Contractor is delayed in meeting the Date for Completion or is unable to Complete the Ordered Work within the Work Order Period because of an Excusing Event,
- .2 the delay starts before the Date for Completion or before the expiry of the Work Order Period (as the case may be),
- .3 notice of the delay (or delaying event) has been given to the Shire's Representative in a timely manner after the event and its likely effects are known,
- .4 the Contractor has taken reasonably available steps to minimise the duration and effects of the delay,
- .5 the Contractor has made a written submission to the Shire's Representative setting out details of the delay, its causes and the amount of extra time claimed, and
- .6 the Superintendent considers that an extension of time is justified.

A8-11.2 The approval and duration of any extension of time must be notified to the Contractor by the Superintendent.

A8-11.3 Extensions of time for Ordered Work may extend a Date for Completion or a Work Order Period beyond the end of the Contract Term.

A8-11.4 The Superintendent may also grant an extension of time at any time and for any reason.

A8-11.5 The parties acknowledge that timely identification of disruptive or delaying events is beneficial to both parties and consistent with the objectives of the Contract. Both parties agree to keep the Service Management Team informed of things that may delay or disrupt the progress of any of the Services.

A8-12 Costs of delays

A8-12.1 Subject to this clause A8-12 (Costs of delays), the Contractor may claim compensation for the direct cost impacts of any delay to Ordered Work caused solely by a direction or a breach of contract or negligent or wrongful act or omission on the part of the Shire or an Agent of the Shire. The Contractor must endeavour to keep any such cost impacts to a minimum.

A8-12.2 The Contractor is not entitled to claim or receive any compensation under clause A8-13.1 if and to the extent that the delay arose out of or as a result of a direction or any other action considered by the Shire or the Shire's Agent to be necessary or desirable due to an act, omission, default or unauthorised conduct by the Contractor or any of its Agents.

A8-12.3 To be eligible to claim compensation under clause A8-13.1, the Contractor must:

- .1 be entitled to claim and be granted an extension of time under clause A8-11 (Extensions of time), and
- .2 submit full details of its costs claim to the Superintendent within 5 Business Days of the date of notification of the extension of time under clause A8-11 (Extensions of time), and
- .3 be able to demonstrate to the reasonable satisfaction of the Superintendent that the costs claimed were incurred as a direct and sole result of the direction or breach of contract or other action by the Shire or an Agent of the Shire and were not due in any respect to a failure by the Contractor to comply with the Contract or to manage its affairs so as to minimise the impact of any delay.

A8-12.4 Clause A8-13.1 is the Contractor's sole and entire entitlement to compensation for the cost impacts of any delay to Ordered Work.

A8-13 Completion obligations

A8-13.1 On Completion of the Ordered Work, the Contractor must provide to the Superintendent:

- .1 "as constructed" drawings and bills of quantities in respect of New Assets created as part of the Ordered Work (Project Works only) (to be provided in digital format);

- .2 all materials, documentation and things produced as part of the Ordered Work and not required to be retained by the Contractor for the performance of the Services; and
 - .3 all items and things provided by the Shire to the Contractor for the purposes of carrying out the Ordered Work (other than items and things used up in the process of carrying out the Ordered Work or required to be retained by the Contractor for the performance of the Services).
- A8-13.2 On Completion, the Shire's representative must issue a certificate of Completion in, or substantially in the form set out in schedule A8-1 (Form of Completion Certificate).

A8-14 Schedule A8-1 – Form of Completion Certificate

Form of completion certificate

[Shire letterhead]

[Date]

[Contractor name]

CLEANSING & DRAINAGE CLEANING CONTRACT - ORDER No. XXXXXX
WORK ORDER FOR [WORK DESCRIPTION]

I hereby certify that the above Ordered Work is Complete.

The following details are confirmed:

- 1 The Date of Completion was [xxx].
- 2 The final cost of the Ordered Work (including variations) was [xxx].
- 3 The Defects Liability Period is [xxx] commencing on the Date of Completion.

Yours sincerely,
[for the Superintendent]

Annexure 9

Asset Description

Cleansing & Drainage Cleaning Services
Contract No. 2328



MORNINGTON
PENINSULA
Shire



Cleansing Activities Annexure 9 Summary Data

Asset Data as of 1 June 2018

Activity	Category	Asset Count	Size
A4-05 Barbeque Cleaning and Maintenance	Facilities	80	
A4-05 Barbeque Cleaning and Maintenance	Plates per BBQ- 1	9	
A4-05 Barbeque Cleaning and Maintenance	Plates per BBQ- 2	57	
A4-05 Barbeque Cleaning and Maintenance	Plates per BBQ- Unknown	14	
A4-05 Barbeque Cleaning and Maintenance	TYPE - Electric	80	
A4-06 Beach Cleaning	Beaches	34	31.388 Km
A4-07 Street Sweeping Carparks in High Profile Precinct Summary	Precinct Rating- 1	6	79860 Sqm
A4-07 Street Sweeping Carparks in High Profile Precinct Summary	Precinct Rating- 2	13	71539 Sqm
A4-07 Street Sweeping Carparks Non Precinct	Non Precinct	1	146695 Sqm
A4-07 Street Sweeping High Profile Precinct Kerb Length Summary	Precinct Rating- 1	0	18.04 Km
A4-07 Street Sweeping High Profile Precinct Kerb Length Summary	Precinct Rating- 2	0	9.61 Km
A4-07 Street Sweeping High Profile Precinct Kerb Length Summary	Precinct Rating- 3	0	2.71 Km
A4-07 Street Sweeping Industrial Zone Kerb Length Summary		0	18.45 Km
A4-07 Street Sweeping Kerb Length Detail Residential Summary		0	1854.04 Km
A4-07 Street Sweeping Nominated Roads	Bike Lane/Sealed Shoulder Summary	0	112.6 Km
A4-07 Street Sweeping Nominated Roads	VicRoads Road Summary	0	43.55 Km
A4-08 Sanitary Cleaning Facility Location	Toilet Facilities Non Precinct	81	
A4-08 Sanitary Cleaning Facility Location	Toilet Facilities Precinct Rating- 1	8	
A4-08 Sanitary Cleaning Facility Location	Toilet Facilities Precinct Rating- 2	18	
A4-08 Sanitary Cleaning Facility Summary	Baby Changing Station	26	
A4-08 Sanitary Cleaning Facility Summary	Napkin Bins	25	
A4-08 Sanitary Cleaning Facility Summary	Paper Towel Dispenser	66	
A4-08 Sanitary Cleaning Facility Summary	Sanitary Bin	401	
A4-08 Sanitary Cleaning Facility Summary	Sharps Container	266	
A4-08 Sanitary Cleaning Facility Summary	Soap Dispenser	77	
A4-08 Sanitary Cleaning Facility Summary	Toilet - S/S Urinal	84	
A4-08 Sanitary Cleaning Facility Summary	Toilet Bowl & Cistern	612	
A4-08 Sanitary Cleaning Facility Summary	Toilet Paper Holder	581	
A4-08 Sanitary Fish Cleaning	Facilities	2	
A4-14 Footpath Sweeping and Cleaning	Precinct Rating- 1 to 3	0	54,480 Sq m

Activity	Category	Asset Count	Size
A4-14 Footpath Deep Cleaning	Precinct Rating- 1 to 3	0	54,480 Sq m
A4-15 Foreshore Camping Sanitary Cleaning	Toilet Facilities	27	
A4-17 Maintenance of Gross Pollutant Traps	Category	74	
A4-18 Clear Culverts - Council	Catchment Culverts - Major	30	
A4-18 Clear Culverts - Council	Catchment Culverts - Other	802	
A4-18 Clear Culverts - Council	Catchment Culverts - Unknown	5	
A4-18 Clear Pits and Pipes	Catchment Non Easement - Pipes	0	1364 Km
A4-18 Clear Pits and Pipes	Catchment Non Easement - Pits	43295	
A4-18 Clear Pits and Pipes	Catchment Non Easement - Soak Pits	1688	
A4-18 Clear Pits and Pipes Over375mm Easement	Catchment Easement - Pipes	0	217 Km
A4-18 Clear Pits and Pipes Over375mm Easement	Catchment Easement - Pits	3176	
A4-18 Clear Pits and Pipes Over375mm Easement	Catchment Easement - Soak Pits	0	
A4-18 Drainage Catchments	Catchments	114	

A4-5 BBQ

Asset ID	Frequency: Peak Tourist (days pw)	Frequency: Tourist (days pw)	Frequency: Off Season (days pw)	Township	Address 1
691929	2	2	2	2 BALNARRING	
921765	1	1	1	1 BALNARRING BEACH	
977973	1	1	1	1 BAXTER	
690466	2	2	2	2 BITTERN	
689910	3	3	3	3 CAPEL SOUND	
918663	2	2	2	2 CAPEL SOUND	
690377	5	5	5	3 CRIB POINT	
692679	3	3	3	3 DROMANA	
692682	3	3	3	3 DROMANA	
692654	2	2	2	2 DROMANA	
1031068	2	2	2	2 DROMANA	
691860	7	5	5	3 FLINDERS	
690987	5	5	5	3 HASTINGS	
691000	5	5	5	3 HASTINGS	
928396	7	5	5	3 HASTINGS	
993744	2	2	2	2 HASTINGS	
690267	2	2	2	2 MAIN RIDGE	
905876	3	3	3	3 MCCRAE	
692737	1	1	1	1 MORNINGTON	
690832	1	1	1	1 MORNINGTON	
690872	2	2	2	2 MORNINGTON	
910671	1	1	1	1 MORNINGTON	
899444	2	2	2	2 MORNINGTON	
690851	2	2	2	2 MORNINGTON	
691142	2	2	2	2 MORNINGTON	
898788	2	2	2	2 MORNINGTON	
998378	2	2	2	2 MORNINGTON	
690757	2	2	2	2 MOUNT ELIZA	
690808	2	2	2	2 MOUNT ELIZA	
690760	2	2	2	2 MOUNT ELIZA	
690724	2	2	2	2 MOUNT ELIZA	
690696	2	2	2	2 MOUNT ELIZA	
690744	2	2	2	2 MOUNT ELIZA	
690747	2	2	2	2 MOUNT ELIZA	
977972	2	2	2	2 MOUNT ELIZA	
691381	2	2	2	2 MOUNT MARTHA	
692524	7	5	5	3 MOUNT MARTHA	
692355	2	2	2	2 MOUNT MARTHA	
943047	2	2	2	2 MOUNT MARTHA	
690213	2	2	2	2 MOUNT MARTHA	

Personal Information

Address 2
CIVIC COURT
NULL
NULL
F'ston-Flinders Rd
Truemans Rd
Vern Wright Reserve
Stony Point Rd
Codrington St
Codrington St
Pier St
NULL
Flinders Foreshore, The Esplanade
Babington Park
Hastings Park, Marine Pde
Fred Smith Reserve
NULL
Main Creek Rd
Opp Bartels Street
Cherry Blossom Lane
Narambi Rd
Skate Park Civic Reserve, Dunns Rd
NULL
NULL
Dallas Brooks Reserve, M'ton-Tyabb Rd
Mills Beach, Esplanade
Scout Hall Beach
NULL
Quarry Reserve, Two Bays Rd
Sunnyside Rd Beach
Quarry Reserve, Two Bays Rd
Emil Madsen Reserve, Wooralla Dr
Rotary Park, Mt Eliza Way
Mt Eliza Regional Park, Canadian Bay Rd
Mt Eliza Regional Park, Canadian Bay Rd
NULL
Mt Martha Beach South
Mirang Av
Ferrero RSV, Seppelt Ave
The Briars
Nepean Hwy

Asset ID	Frequency: Peak Tourist (days pw)	Frequency: Tourist (days pw)	Frequency: Off Season (days pw)	Township	Address 1	Address 2
903215	2	2		2 MOUNT MARTHA		NULL
928401	3	3		3 MOUNT MARTHA		NULL
692563	7	5		3 MOUNT MARTHA		Mt Martha Park, Forest Dr
692575	7	5		3 MOUNT MARTHA		Mt Martha Park, Forest Dr
1046764	1	1		1 PORTSEA		Watsons Pavilion
691694	4	4		3 RED HILL		Arthurs Seat Rd
691698	4	4		3 RED HILL		Arthurs Seat Rd
775176	1	1		1 ROSEBUD		Leon Ave
860490	7	5		3 ROSEBUD		Rosebud Foreshore near playground
860488	3	3		3 ROSEBUD		Between Rosebud Foreshore Office & First Ave
689829	2	2		2 RYE		RJ Rowley Reserve, Melbourne Rd
691583	3	3		3 RYE		Opp. Government RD
928398	1	1		1 SOMERS	Personal Information	NULL
928397	1	1		1 SOMERS		NULL
1028055	2	2		2 Somerville		Next to Pavilion
690562	7	5		3 SOMERVILLE		Fruitgrowers Reserve, Jones Rd
775175	2	2		2 SORRENTO		Lady Nelson Dr
898789	3	3		3 SORRENTO		NULL
928400	5	5		3 SORRENTO		NULL
717362	2	2		2 SORRENTO		Hotham Rd
691726	3	3		3 SORRENTO		Sorrento Park, Pt Nepean Rd
690073	3	3		3 SORRENTO		Pt Nepean Rd
928399	1	1		1 ST ANDREWS BEACH		NULL
808387	4	4		3 TYABB		Bunguyan RSV, F'ston-Flinders Rd
1046765	2	2		2 Tyabb		Under shelter next to playground

NOTE: Any assets serviced 4 times per week or more must include Saturday or Sunday

Refer to 'High-Profile Precinct Service Levels' for the cleansing frequency for BBQs within High-Profile Precincts.

A4-6 Beach

Refer to Annexure 4 for frequencies

Refer to IntraMaps for locations

View Selection Tools Export Annotation

Zoom 60480 m X 317990 m Y 5762709 m Scale 1:170078 Go WGS84 Lat/Long (GPS) GDA94 / MGA2011 50 Save

MODULES

- Customer Service
- Planning Scheme
- Planning Information
- Fire Management
- Aerial Photos
- Regulatory & Environmental Health
- Building
- Infrastructure

LAYERS

- ☐ City Limits
- ☐ Furniture
- ☐ Memorials
- ☐ Playground
- ☒ Roads
- ☒ Cleansing
 - ☒ Beach Cleansing
 - ☐ High-Profile Precincts
 - ☐ Street & Drain Litter
 - ☐ Bins High Profile Areas
- ☐ Open Space
- ☐ Victorian Fire Risk Register
- ☐ Utilities Declared Areas
- ☐ Grassed Areas
- ☐ Garden Beds (Type)
- ☐ Garden Beds

ADDRESS PROPERTY ASSET ROAD SEARCH ROAD BLOCK MELWAY RESERVE BUILDING TYPE UTILITY METERS

MORNINGTON PENINSULA Shire

NEW SPRING AERIALS AVAILABLE IN ALL MODULES !! Capture date 8th October

A4-7 Sweeping

Type	Frequency
Sealed carparks	Weekly
A Road	2 weekly
B Road	4 weekly
C Road	6 weekly
Nominated bike lanes/sealed shoulders	4 weekly
Residential	6 weekly
Industrial	6 weekly
Nominated VicRoads roads	3 monthly

Refer to 'High-Profile Precinct Service Levels' for the sweeping frequency within High-Profile Precincts.

A4-8 Sanitary

Asset ID	Frequency: Tourist season (days pw)	Frequency: Off season (days pw)	Township	Address	Building	Building Number
682410	4		4 BALNARRING		Hanns Creek Reserve Toilet Block	T301
1039854	7		4 BALNARRING		Civic Court Reserve Toilet Block Balnarring	T1221
682385	7		4 BALNARRING BEACH		Balnarring Beach Foreshore Toilet Block	T302
682401	7		4 BITTERN		Graham Myers Reserve Toilet Block	T335
682404	7		4 BITTERN		Bittern Public Hall Toilet Block	T323
728162	4		4 BLAIRGOWRIE		Stringer Road Reserve Public Toilet	T2
682149	7		4 BONEO		Boneo Recreation Reserve Toilet Block	T97
682428	4		4 CRIB POINT		Crib Point Recreation Reserve Toilet	T328
800264	4		4 CRIB POINT		Crib Point Railway Reserve Toilet Block	T325
682572	7		7 DROMANA		Dromana Tourist Information Centre Toilet Block	T600
682581	7		4 DROMANA		Eric Oakes Pavilion Club Rooms	T953
1027415	3		3 DROMANA		Hillview Community Reserve Public Toilet	T1190
682063	7		4 FLINDERS		Flinders Foreshore Toilet Block	T59
682111	4		4 FLINDERS		Flinders Recreation Reserve Toilet Block	T68
682503	4		4 HASTINGS		Hastings Park toilet Block	T358
682230	4		4 MAIN RIDGE		Main Ridge Reserve Toilet Block	T71
800266	2		2 MAIN RIDGE		Nepean Equestrian Centre Toilet Block	T76
816638	7		7 MCCRAE		McCrae Foreshore Amenities Block 1	T581
682411	7		4 MERRICKS		Merricks Station Ground Reserve Toilet Block	T321
682439	4		4 MOOROODUC		Moorooduc Recreation Reserve Toilet Block	T374
682249	7		4 MORNINGTON		Shire Hall Beach Toilet Block	T173
682251	7		4 MORNINGTON		Mills Beach Toilet Block South	T174
682252	7		4 MORNINGTON		Fishermans Beach Toilet Block South	T177
682254	7		4 MORNINGTON		Fishermans Beach Toilet Block North	T178
682270	3		3 MORNINGTON		Narambi Reserve Pavilion Toilet Block	T206
682279	4		4 MORNINGTON		Dallas Brooks Reserve Soccer Pavilion	T210
682295	7		7 MORNINGTON		Alexandra Park Toilet Block	T219
682308	7		4 MORNINGTON		Civic Reserve Toilet Block	T238
904702	4		4 MORNINGTON		Summerfields Wetlands Toilets	T717
942949	4		4 MORNINGTON		Beleura Junior Football Club Pavilion	T758
1033908	7		7 MORNINGTON		Schnapper Point Toilet Block	T1210
682324	7		4 MOUNT ELIZA		Moondah Beach Toilet Block	T252
682560	7		4 MOUNT ELIZA		Canadian Bay Reserve Toilet Block	T425
682561	7		7 MOUNT ELIZA		Mount Eliza Reserve Toilet Block	T240
682644	7		4 MOUNT ELIZA		Emil Madsen Reserve Football Pavilion	T253
682645	7		4 MOUNT ELIZA		Emil Madsen Reserve Toilet Block	T255
800188	7		4 MOUNT ELIZA		Moorooduc Quarry Reserve Toilet Block	T427
800272	7		4 MOUNT ELIZA		Ranelagh Beach Foreshore Toilet Block	T256
895528	7		4 MOUNT ELIZA		Mount Eliza Regional Park Toilet Block	T489
895530	7		4 MOUNT ELIZA		Mount Eliza Regional Park Toilet Block Compost	T439
1039852	7		7 MOUNT ELIZA		Sunnyside Beach Toilet Block	T1219
682325	7		4 MOUNT MARTHA		Mount Martha Park Toilet Block	T257
682340	7		4 MOUNT MARTHA		Mount Martha South Beach Toilet Block	T259
682341	7		4 MOUNT MARTHA		Mount Martha North Beach Toilet Block	T274
682344	4		4 MOUNT MARTHA		Ferrero Reserve Pavilion 37 Seppelt Ave	T277
682347	7		4 MOUNT MARTHA		Balcombe Estuary Reserve Toilet Block	T444

Personal Information

Asset ID	Frequency: Tourist season (days pw)	Frequency: Off season (days pw)	Township	Address	Building	Building Number
682372	4		4 MOUNT MARTHA	Personal Information	Citation Reserve Toilet Block	T286
682373	4		4 MOUNT MARTHA		Watons Road Shelter	T281
879029	4		4 MOUNT MARTHA		Mace Oval Toilet Block	T716
920090	7		4 MOUNT MARTHA		Dunns Road Reserve Toilet Block	T762
682088	7		4 PORTSEA		Percy Cerutti Reserve Toilet Block	T10
682593	4		4 RED HILL		Red Hill Recreation Reserve Toilet block	T85
682595	4		4 RED HILL		Cattle Pavilion Disabled Toilets	T453
682639	4		4 ROSEBUD		Olympic Park Toilet Block	T153
816627	7		7 ROSEBUD		Rosebud Bowling Club Toilet Block	T570
816631	0		7 ROSEBUD		Section 6A Amenities Block	T574
682632	7		7 ROSEBUD WEST		Truemans Road Recreational Reserve Toilet Block	T141
816609	0		7 ROSEBUD WEST		Section 14C Amenities Block	T560
1039853	4		4 ROSEBUD WEST		Vern Wright Reserve Toilet Block	T1220
728282	7		4 RYE		R.J. Rowley Reserve Northern Toilet Block	T124
728285	7		4 RYE		R.J. Rowley Reserve Southern Toilet Block	T122
889694	7		4 RYE		Windsurfers Toilet block	T718
682152	7		4 SAFETY BEACH		Safety Beach Sailing Club & Community Centre	T719
682227	7		4 SAFETY BEACH		Safety Beach Foreshore Toilet Block 2	T90
682229	7		4 SAFETY BEACH		Safety Beach Foreshore Toilet Block 1	T91
682100	4		3 SHOREHAM		Shoreham Public Hall Toilet Block	T94
682392	4		4 SOMERS		RW Stone Reserve Toilet Block	T314
800178	4		3 SOMERS		Garden Square Reserve Toilet	T320
682534	4		4 SOMERVILLE		Somerville Recreation Reserve North Toilet Block	T396
682535	4		4 SOMERVILLE		Somerville Recreation Reserve South Toilet Block	T397
682555	4		4 SOMERVILLE		Barber Reserve Public Toilets	T422
800180	7		4 SOMERVILLE		Somerville Railway Reserve Toilet Block	T388
682146	7		7 SORRENTO		Sorrento Sunken Garden Toilet Block	T542
682570	7		4 SORRENTO		Sorrento Park Toilet Block	T21
682576	4		4 SORRENTO		Settlers Cove Reserve Toilet Block	T557
728174	7		4 SORRENTO		David McFarlan Reserve Toilet Block	T28
728214	7		4 SORRENTO		Sorrento Foreshore Toilet Block 2	T38
728217	0		7 SORRENTO		Sorrento Foreshore Ranger's Office Toilet Block	T32
728223	7		4 SORRENTO		St Pauls Road Toilets	T35
728277	7		4 TOOTGAROOK		Quinns Park Reserve Toilet Block	T131
682482	4		4 TUERONG		R.M. Hooper Reserve Toilet Block	T377
682447	4		4 TYABB		Bungayan Reserve Toilet Block	T409
682469	4		4 TYABB		Tyabb Central Reserve Toilet Block	T403

NOTE: Any assets serviced 4 times per week or more must include Saturday or Sunday

Refer to 'High-Profile Precinct Service Levels' for the cleansing frequency for public toilets within High-Profile Precincts.

A4-9 Litter

Refer to Annexure 4 for frequencies

Refer to 'High-Profile Precinct Service Levels' for the litter collection frequency within High-Profile Precincts.

A4-10 High-Vis

High Vis / Street Presence - Labour No's 1 Nov - 30 April (excluding Peak Season 20 Dec to 31 Jan)

		2018 / 19 Season					Comments
Category Area	Townships	Days per Week	Hours Per Day	Hours per week	No. Weeks	Total Hours	
1	Dromana	7	8	56	20	1120	
1	Hastings	7	8	56	20	1120	
1	Mornington	7	8	56	20	1120	
1	Rosebud	7	8	56	20	1120	
1	Rye	7	8	56	20	1120	
1	Sorrento	7	8	56	20	1120	
2	Baxter	7	1	7	20	140	
2	Blairgowrie	7	1	7	20	140	
2	Capel Sound	7	1	7	20	140	
2	Flinders	7	2	14	20	280	
2	Hastings Foreshore	7	0	0	20	0	covered by Hastings resource
2	McCrae	7	1	7	20	140	
2	Mornington Foreshore	7	0	0	20	0	covered by Mornington resource
2	Mount Eliza	7	4	28	20	560	
2	Mount Martha	7	3	21	20	420	
2	Portsea	7	2	14	20	280	
2	Rosebud Foreshore	7	0	0	20	0	covered by Rosebud resource
2	Rye Foreshore	7	0	0	20	0	covered by Rye resource
2	Safety Beach	7	1	7	20	140	
2	Somerville	7	4	28	20	560	
2	Sorrento Foreshore	7	0	0	20	0	covered by Sorrento resource
2	Tyabb	7	1	7	20	140	
Total			69	483		9660	

High Vis / Street Presence - Labour No's Peak Season 20 Dec to 31 Jan

		2018 / 19 Season					
Category	Townships	Days per Week	Hours Per Day	Hours per week	No. Weeks	Total Hours	Comments
1	Dromana	7	16	112	6	672	
1	Hastings	7	16	112	6	672	
1	Mornington	7	16	112	6	672	
1	Rosebud	7	16	112	6	672	
1	Rye	7	16	112	6	672	
1	Sorrento	7	16	112	6	672	
2	Baxter	7	1	7	6	42	
2	Blairgowrie	7	1.5	10.5	6	63	
2	Capel Sound	7	1.5	10.5	6	63	
2	Flinders	7	2	14	6	84	
2	Hastings Foreshore	7	0	0	6	0	covered by Hastings resource
2	McCrae	7	1	7	6	42	
2	Mornington Foreshore	7	0	0	6	0	covered by Mornington resource
2	Mount Eliza	7	4	28	6	168	
2	Mount Martha	7	3.5	24.5	6	147	
2	Portsea	7	2	14	6	84	
2	Rosebud Foreshore	7	0	0	6	0	covered by Rosebud resource
2	Rye Foreshore	7	0	0	6	0	covered by Rye resource
2	Safety Beach	7	1.5	10.5	6	63	
2	Somerville	7	4	28	6	168	
2	Sorrento Foreshore	7	0	0	6	0	covered by Sorrento resource
2	Tyabb	7	1	7	6	42	
Total Hours			119	833		4998	

A4-11 Condition

Refer to Annexure 3 for frequencies

A4-14 Footpath

Refer to Annexure 4 for frequencies

Refer to 'High-Profile Precinct Service Levels' for the cleansing frequency for footpaths within High-Profile Precincts.

A4-15 Camping

Refer to Annexure 4 for frequencies

A4-17 GPTs

Refer to Annexure 4 for frequencies

A4-18 Pits

Refer to Annexure 3 for frequencies

Category	Inspection Freq. p.a	No. Pits	Inspection Freq. p.a	No. Soak Pits	Inspections p.a.
Very High	2	3389.5	2	1	6,781
High	0.67	15926.5	0.67	34	10,640
Medium	0.33	22465	0.5	1632	8,304
Low	0.33	992	0.5	20	341
Very Low	0.33	547	0.5	1	183
TOTAL		43,320		1,688	26,249

High Profile Precinct Service Levels



High-Profile Precinct Service Levels

NOTE: All days inspected include public holidays.

* Must include Saturday or Sunday.

Precinct Category 1

Activity	Service Levels		
	Tourist 1 Nov - 30 April	Peak Tourist 20 Dec - 31 Jan	Off Season 1 May - 31 Oct
A4-05 Barbeque Cleaning and Maintenance	5 days per week*	7 days per week	3 days per week *
A4-07 Car Park Sweeping	Weekly	Weekly	Weekly
A4-07 Street Sweeping	7 days per week	7 days per week	4 days per week *
A4-08 Sanitary Cleaning	7 days per week	3 times per day	7 days per week
A4-09 Street and Drain Litter Collection	No activity	No activity	4 days per week *
A4-10 Hi-Visibility Street Presence	7 days per week (see Annexure 9 for allocated hours)	7 days per week (see Annexure 9 for allocated hours)	No activity
A4-14 Footpath Sweeping	7 days per week	7 days per week	4 days per week *



High-Profile Precinct Service Levels

NOTE: All days inspected include public holidays.

* Must include Saturday or Sunday.

Precinct Category 2

Activity	Service Levels		
	Tourist 1 Nov - 30 April	Peak Tourist 20 Dec - 31 Jan	Off Season 1 May - 31 Oct
A4-05 Barbeque Cleaning and Maintenance	5 days per week *	7 days per week	3 days per week *
A4-07 Car Park Sweeping	Weekly	Weekly	Weekly
A4-07 Street Sweeping	7 days per week	7 days per week	3 days per week *
A4-08 Sanitary Cleaning	7 days per week	7 days per week	4 days per week *
A4-09 Street and Drain Litter Collection	No activity	No activity	3 days per week *
A4-10 Hi-Visibility Street Presence	7 days per week (see Annexure 9 for allocated hours)	7 days per week (see Annexure 9 for allocated hours)	No activity
A4-14 Footpath Sweeping	4 days per week *	7 days per week	3 days per week *



High-Profile Precinct Service Levels

NOTE: All days inspected include public holidays.

* Must include Saturday or Sunday.

Precinct Category 3

Activity	Service Levels		
	Tourist 1 Nov - 30 April	Peak Tourist 20 Dec - 31 Jan	Off Season 1 May - 31 Oct
A4-07 Car Park Sweeping	Weekly	Weekly	Weekly
A4-07 Street Sweeping	Weekly	Weekly	Monthly
A4-09 Street and Drain Litter Collection	Weekly	Weekly	Weekly
A4-14 Footpath Sweeping	Weekly	Weekly	Monthly

Cleansing and Drainage Cleaning Contract Tender – Annexure 9

Access to asset locations and attributes are provided via GeoMedia Smart Client. Asset type, quantity and location is viewable on a map and associated summaries and documents are attached as PDF documents.

You will need to send a request for an individual User ID and password to **Irrelevant / Sensitive**

You will require Java 1.8u101 64 bit or a newer version to operate Smart Client. If you do not have the required version of Java, follow the [Install Java](#) instructions.

Setup Smart Client (once only)

To access Smart Client for the first time, you will need to download the jnlp file.

1. Type the following address into a browser:
<http://gmsc.mornpen.vic.gov.au/gmsc>
The GMSC.jnlp file will download.
2. Save or copy this file to your desktop.
3. On your desktop, double-click the **GMSC.jnlp** file.
4. Tick the checkbox.
5. Click **Run**.
See image below.
6. Repet steps 4 and 5 for the next dialogue box.



7. Click **No** to any Java update prompts.
8. The logon screen will appear.
See image below.



9. Type the username you have been provided with by the Shire in **Username**.
10. Type the password you have been provided with by the Shire in **Password**.



**MORNINGTON
PENINSULA**
Shire

Using Smart Client

GeoMedia Smart Client [V16.02.0000_20170214.3] - Cleansing Drainage Tender

Search Measure Quick Search (Ctrl+Q)

Search Precinct/Category Service Level Agreements Summary Report View Foreshore Camping Floorplans

Search Legend

Search precinct by name/category using the filter. This will zoom to that location. Reset filter to show all again.

Click to view shires SLA's, asset details and foreshore camping floorplans.

Zoom/pan tools. You can also use the mouse wheel to zoom. To pan, hold down mouse wheel or left button and drag.

In the map legend, expand groups to view the map features. Double click to turn these on and off. Notice some features will only appear as you zoom closer in on the map.

Extended Tooltip
A4-8 Sanitary Cleaning Facility Location
25,977 m
59,764 m

Legend

- Cleansing
 - A4-5 BBQ Facility Cleaning & Main
 - A4-6 Beach Cleaning
 - A4-7 Street Sweeping
 - A4-8 Sanitary Cleaning
 - A4-9 Street Drain & Litter Collecto
 - A4-10 High Visibility Street Preser
 - A4-14 Footpath Sweeping & Clean
 - A4-15 Foreshore Sanitary Camping
 - A4-17 Maintenance Gross Pollutar
 - A4-18 Clear Culverts, Pipes & Pits
 - High Profile Service Level
 - Camp Sections
 - Precinct - Category 1
 - Precinct - Category 2
 - Precinct - Category 3
 - Shire Properties
- Shire Features
 - Creek Name
 - Street Num
 - Township Name

Alternative Symbolologies
Default

Bookmarks

Projected | S = 1 - 160,488 360,700 5,740,613

Install Java

Consider saving the downloaded Java exe file (steps 1-6) to your network using one machine and installing on the other machines from there to save time.

1. Type the following address into a browser:

2. **Irrelevant / Sensitive**

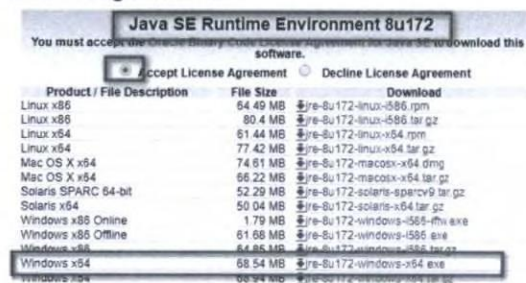
- 3.

- 4.

5. **Irrelevant / Sensitive**

6. When you have finished, return to the link and download and install Java. You can copy the downloaded file to your network and install on other machines if you wish.

See image below.



- 7.

- 8.

- 9.

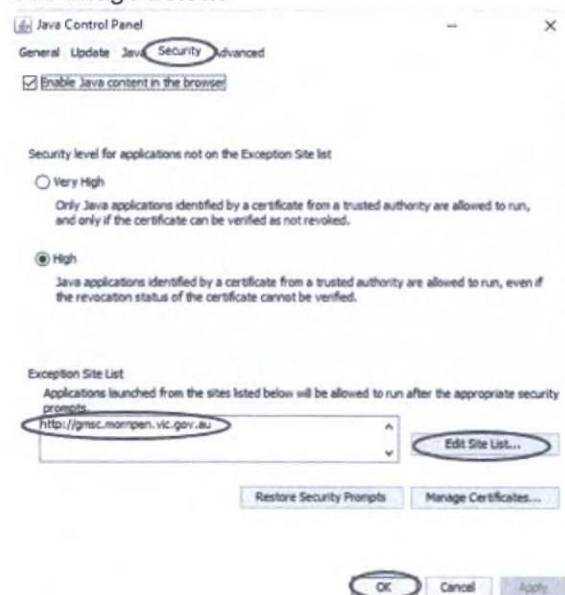
10. **Irrelevant / Sensitive**

- 11.

- 12.

- 13.

See image below.



14. Click **Continue**.

15. Click the **Java** tab.

16. Click **View**.



**MORNINGTON
PENINSULA**
Shire

17. Untick the **Enabled** checkbox for any other versions of Java.
18. Click **OK**.
19. If the **Update** tab is visible untick **Check for Updates Automatically**.
20. Click **OK**.
The Java configuration will close.

Annexure 10

Letter of Award

Cleansing & Drainage Cleaning Services
Contract No. 2328



MORNINGTON
PENINSULA
Shire

Jenny Richardson

From: Procurement
Sent: Thursday, 18 October 2018 8:58 AM
To: 'shaun.greenwood@downergroup.com'
Subject: Mornington Peninsula Shire - CN2328: Cleansing & Drainage Cleaning Services - Outcome
Attachments: Downer EDI Works Pty Ltd (A7915272).pdf
Importance: High

Good Morning,

Please see attached letter advising you of the outcome of CN2328: Cleansing & Drainage Cleaning Services tender.

Regards



Contracts & Procurement

email: procurement@mornpen.vic.gov.au

Private Bag 1000, Rosebud VIC 3939 | 90 Besgrove Street, Rosebud VIC 3939

www.mornpen.vic.gov.au | Twitter [@MornPenShire](https://twitter.com/MornPenShire) | Facebook [@MornPenShire](https://www.facebook.com/MornPenShire)



82% of the peninsula is not serviced by public transport. Join us now: mornpen.vic.gov.au/betterbuses



Mornington Peninsula Shire acknowledges and pays respect to the Bunurong/Boon Wurrung people, the traditional custodians of these lands and waters.

Committed to Carbon Neutrality



Our Ref: A7915272

18 October 2018

Downer EDI Works Pty Ltd
Level 10, 567 Collins Street
MELBOURNE VIC 3000

Via e-mail: shaun.greenwood@downergroup.com

Dear Shaun,

Tender 2328: Cleansing & Drainage Cleaning Services

I am pleased to advise that you have been successful with your tender and we intend to award Downer EDI Works Pty Ltd the contract for Cleansing & Drainage Cleaning Services at the Mornington Peninsula Shire.

Contract documentation is being prepared and will be forwarded to you shortly. The intention is to commence the new contract once the Contract is signed and the bank guarantee is received.

Congratulations on your successful appointment to this contract. I look forward to working with you to manage the Shire's Cleansing & Drainage Cleaning Services.

If you have any other concerns relating to the above tender, please contact me on (03) 5950 1270.

Yours sincerely

Personal Information

Jessica Wingad
Executive Manager Infrastructure Services

Annexure 11

Tender Information Clarifications

Cleansing & Drainage Cleaning Services
Contract No. 2328



MORNINGTON
PENINSULA
Shire

Jenny Richardson

From: Shaun Greenwood <Shaun.Greenwood@Downergroup.com>
Sent: Friday, 22 June 2018 12:05 PM
To: Procurement
Subject: CN2328 Cleansing and Drainage Services - Clarifications 1 (Downer response)
Attachments: CN2328 - Downer Clarifications 1.zip

Categories: With Julie

Att: Contracts and Procurement Unit

As requested, please see Downer's response to the six (6) clarifications questions from Clarification No. 1 attached.

We hope this provides Mornington Peninsula Shire Council with sufficient information, however, Downer is happy to provide additional information if this is not the case.

Kind regards,

Shaun Greenwood
Bid Director - Road Network Management
Infrastructure Services



T | 9278 5100 M | Personal Information
E | Shaun.Greenwood@Downergroup.com
Level 10, 567 Collins Street
Melbourne VIC 3000
www.downergroup.com



Think before you print

Downer

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Sales Bulletin

SB-1209

BUCHER
municipal

Subject: Reverse Smart AEB System

Model: All Products

Revision: 01 Sheet 1 of 3

Date: 29/06/2016

This Sales Bulletin covers the release of the Reverse Smart AEB (Automatic Emergency Braking) system.

The Reverse Smart AEB System uses high frequency Radar technology to sense objects that have entered the path of a reversing vehicle and provides a visual warning in the cab. When the object is within a set distance, the AEB system applies the brakes to stop the vehicle, preventing impact with pedestrians or objects.

A 'sleep' function is available to override the system in cases where the operator needs to reverse close to an object (or bin with a Rear loader for example).

This system is available on our complete product range either through the UPO process, for new product sales, or aftermarket fitment at Branch.

Approx. Sell Pr **CIC** (Dependent on Body/Chassis configuration)

Bucher Municipal has recently been appointed as OEM distributor of the Reverse Smart AEB System.

Our national branch network can now provide the level of support required to service our customers for both new product and aftermarket fitment. All branches are accredited to install and service Reverse Smart AEB systems, which will benefit our customers by providing one central point of contact for all vehicle installation and service requirements.

Customers can now call **1800 BUCHER** for all Reverse Smart customer service inquiries.

"At Bucher Municipal, operator and pedestrian safety are a priority when developing our refuse collection and road sweeping equipment. We continuously strive to provide the safest equipment on the market, and with that in mind, we believe that the Reverse Smart AEB technology can deliver significant improvements in both operator and pedestrian safety."

"Refuse collection and road sweeping are dangerous jobs, even for the most careful and alert operator. The Reverse Smart AEB system provides the additional safety that's needed when vision behind the truck is restricted. This technology really does help us to take operator and pedestrian safety to the next level."



Sales Bulletin

SB-1209

BUCHER
municipal**Subject:** Reverse Smart AEB System**Model:** All Products

Revision: 01 Sheet 2 of 3

Date: 29/06/2016



Sales Bulletin**SB-1209****BUCHER**
municipal**Subject:** Reverse Smart AEB System**Model:** All Products

Revision: 01 Sheet 3 of 3

Date: 29/06/2016

REVERSE SMART PREVENTS ACCIDENTS SAVES LIVES...

IT REALLY IS THAT SIMPLE!

The state-of-the-art Reverse Smart AEB system has been specifically designed to reduce the incidents of large vehicles or mobile plant impacting workers or objects while reversing.

By providing an additional level of protection, including an engineering control that can stop the vehicle by automatically applying the brake, the Reverse Smart system can significantly reduce the risk of impacts, injuries and workplace fatalities.

See the video of the Reverse Smart AEB in action:
www.reversesmart.com.au/how-does-it-work



Step 1: Object detected while reversing. Step 2: Vehicle continues to reverse towards object. Step 3: Reverse Smart AEB system automatically applies the brakes and stops the vehicle.

For further information, or to arrange a demonstration, please visit:

www.reversesmart.com.au

or contact Davin Hamnett, Reverse Smart Ph: 0419 177 199
or A1 Roadlines Pty Ltd Ph: 1300 217 623 (1300 A1ROAD)

Onboarding Requirements per position

ACTIVITY TYPE	Admin Support	Contracts Manager	General Hand	General Manager	Inspector	Operations Manager	Operator	Project Engineer	Project Manager	Project Supervisor	Supervisor	Team Leader
BEFORE THE 1st DAY OF EMPLOYMENT												
Hiring manager to call new hire within one week of commencement, when appropriate, to make sure start time is set, go over attire, where to park and answer any questions	x	x	x	x	x	x	x	x	x	x	x	x
Manager to set up workstation, if applicable	x	x	x	x	x	x	x	x	x	x	x	x
Supervisor to assign onboarding "mentor"	x	x	x	x	x	x	x	x	x	x	x	x
Send an announcement (ie email) to business announcing the new hire and their start date	x	x	x	x	x	x	x	x	x	x	x	x
Complete Hiring Manager Checklist	x	x	x	x	x	x	x	x	x	x	x	x
END OF FIRST WEEK												
Meet with your manager	x	x	x	x	x	x	x	x	x	x	x	x
Introduce the new employee to co-workers, other employees in the building and others (Suggestion: have a welcome coffee break or lunch with all employees)	x	x	x	x	x	x	x	x	x	x	x	x
Provide a tour of office:												
• Break rooms	x	x		x	x	x		x	x	x	x	x
• Restroom	x	x		x	x	x		x	x	x	x	x
• Office supplies	x	x		x	x	x		x	x	x	x	x
• Photo copier	x	x		x	x	x		x	x	x	x	x
• Printer	x	x		x	x	x		x	x	x	x	x
Explain WHS policies and procedures:												
• Smoking in the Workplace	x	x	x	x	x	x	x	x	x	x	x	x
• Emergency Preparedness/Evacuation	x	x	x	x	x	x	x	x	x	x	x	x
• PPE requirements	x	x	x	x	x	x	x	x	x	x	x	x
• SDS register and location	x	x	x	x	x	x	x	x	x	x	x	x
• Alcohol and other drugs	x	x	x	x	x	x	x	x	x	x	x	x
• First Aid and Health	x	x	x	x	x	x	x	x	x	x	x	x
• Downer supplied vehicle		x		x	x	x		x	x	x	x	x
Discuss performance expectations:												
• Probationary period	x	x	x	x	x	x	x	x	x	x	x	x
• KPIs	x	x	x	x	x	x	x	x	x	x	x	x
• Strategic plan	x	x	x	x	x	x	x	x	x	x	x	x
Discuss position description and any responsibilities and objectives	x	x	x	x	x	x	x	x	x	x	x	x
Complete all employment paperwork:												
• Concur and travel access	x	x	x	x	x	x	x	x	x	x	x	x
• Account details form	x	x	x	x	x	x	x	x	x	x	x	x
• Security card access authorisation	x	x		x	x	x		x	x	x	x	x
Overview of the Company, refer to attached https://downer.downergrouper.com/functional/HR_infrasvcs/WelcomingNewEmployees/InfrastructureServicesOverview-InductionPack.pptx	x	x	x	x	x	x	x	x	x	x	x	x
Review team org chart and understand general structure	x	x	x	x	x	x	x	x	x	x	x	x
Mandatory onboarding online modules:												
• Induction Module 01: Welcome to Downer	x	x	x	x	x	x	x	x	x	x	x	x
• Induction Module 02: Group Compliance - Standards of Business Conduct	x	x	x	x	x	x	x	x	x	x	x	x
• Induction Module 03: Group Compliance - Workplace Behaviour	x	x	x	x	x	x	x	x	x	x	x	x
• Induction Module: Zero Harm at Downer	x	x	x	x	x	x	x	x	x	x	x	x
• Induction Module: Security Awareness at Downer	x	x	x	x	x	x	x	x	x	x	x	x
• Our safety Focus 2018	x	x	x	x	x	x	x	x	x	x	x	x
• IMS Working towards tomorrow - Module 1: Stop, Think, Act, Review - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 2: Preparation & Response is the Key to Success - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 3: Who is Looking after your Contractors? - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 4: Project Prep & Reporting - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 5: Inspect what you Expect - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 6: Talk Zero Harm - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 7: Taking Responsibility - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 8: No Surprises - Downer		x		x		x			x	x	x	
• IMS Working towards tomorrow - Module 9: Quality at Downer -		x		x		x			x	x	x	
• Project Management Induction - Downer		x		x		x			x	x	x	
• Workplace Relations Management Plan Supervisor Induction		x		x		x			x	x	x	
• Banned and Restricted Items Registers	x	x	x	x	x	x	x	x	x	x	x	x
• Financial Delegation of Authority		x		x		x			x	x	x	
• IMS Environmental Standards Package - Downer		x		x		x			x	x	x	
• Document Management Awareness - Downer		x		x		x			x	x	x	
• Group Contractors Policy Training - Infrastructure Services		x		x		x			x	x	x	
• Mission Possible		x		x		x			x	x	x	
END OF 30 DAYS												
Tour of work locations - site visits		x	x	x	x	x	x	x	x	x	x	x
Discuss employee benefits:												
• Employee Assistance Program (EAP)	x	x	x	x	x	x	x	x	x	x	x	x
• Other employee benefits	x	x	x	x	x	x	x	x	x	x	x	x
Schedule and conduct regular occurring one-on-one meetings between employee and supervisor	x	x	x	x	x	x	x	x	x	x	x	x
Continue to provide timely, on-going, meaningful "everyday feedback" to new employee	x	x	x	x	x	x	x	x	x	x	x	x
Downer standards systems training:												
• Business Service Centre (BSC)	x	x		x	x	x		x	x	x	x	x
• Employee Self Service	x	x		x	x	x		x	x	x	x	x
• IMS - Integrated Management System	x	x		x	x	x		x	x	x	x	x
• iDowner	x	x		x	x	x		x	x	x	x	x
• IT Portal	x	x		x	x	x		x	x	x	x	x
• JDEGS				x	x	x		x	x	x	x	x
• Tableau	x	x		x	x	x		x	x	x	x	x
• Oracle - HCM Cloud	x	x		x	x	x		x	x	x	x	x
• INX - InControl	x	x		x	x	x		x	x	x	x	x
• AMIS - Asset Management Information System	x	x		x	x	x		x	x	x	x	x
• AIMS - In Field Close Out	x			x		x	x	x	x			
• Concur	x	x		x		x		x	x			
Meet with Zero Harm advisor	x	x	x	x	x	x	x	x	x	x	x	x
END OF 6 MONTHS												
Supervisor Essentials: My business unit and role training												
Supervisor Essentials: Managing my people training												
Delivering Safety Talks for Impact							x			x	x	x
Achieving Zero Harm training					x					x	x	x
Championing Change in Downer										x		
LEaD1 - Leadership in Action												
LEaD2 - Leadership Delivering Success		x		x		x			x			

[illegible]

Onboarding Plan

Objectives:

This onboarding plan will provide staff with a list of tasks to be completed and their responsibilities throughout the onboarding process. Throughout the employee's first year of employment, HR and supervisors should aspire to continue to support and orient the employee to the position, program, and organisation. Consequently, the new employee will:

- » Feel welcomed to the organisation
- » Understand his/her job responsibilities and expectations
- » Be empowered to contribute immediately
- » Become better acclimated to the team and the organisation
- » Fully understand all training requirements
- » Complete a development plan and actively participate in regular support sessions
- » Learn about the history and culture of the organisation
- » Develop a network of peers and support structure
- » Understand the diversity of staff and services offered by the organisation

KEY AREAS: The Onboarding Plan is divided in 4 key areas:

- » Plan and prepare for your new team member
- » Orientation to Downer EDI Works, the sites and team
- » Getting to know your new employee
- » Helping achieve excellence

NAME	EMPLOYEE ID
TITLE	START DATE
MANAGER	EMAIL

ACTIVITY TYPE	Applicable	STATUS In progress/Completed	ACTIVITY MONITORED BY	ACTIVITY NOTES
BEFORE THE 1st DAY OF EMPLOYMENT				
Hiring manager to call new hire within one week of commencement, when appropriate, to make sure start time is set, go over attire, where to park and answer any questions				
Manager to set up workstation, if applicable				
Supervisor to assign onboarding "mentor"				
Send an announcement (ie email) to business announcing the new hire and their start date				
Complete Hiring Manager Checklist				
END OF FIRST WEEK				
Meet with your manager				
Introduce the new employee to co-workers, other employees in the building and others (Suggestion: have a welcome coffee break or lunch with all employees)				
Provide a tour of office:				
» Break rooms				
» Restroom				
» Office supplies				
» Photo copier				
» Printer				
Explain WHS policies and procedures:				
» Smoking in the Workplace				
» Emergency Preparedness/Evacuation				
» PPE requirements				
» SDS register and location				
» Alcohol and other drugs				
» First Aid and Health				
» Downer supplied vehicle				
Discuss performance expectations:				
» Probationary period				
» KPIs				
» Strategic plan				
Discuss position description and any responsibilities and objectives				
Complete all employment paperwork:				
» Concur and travel access				
» Account details form				
» Security card access authorisation				
Overview of the Company, refer to attached https://downer.downergroup.com/functional/HR_infrasvcs/WelcomingNewEmployees/InfrastructureServicesOverview-InductionPack.pptx				
Review team org chart and understand general structure				
Mandatory onboarding online modules:				
» Induction Module 01: Welcome to Downer				
» Induction Module 02: Group Compliance - Standards of Business Conduct				
» Induction Module 03: Group Compliance - Workplace Behaviour				
» Induction Module: Zero Harm at Downer				
» Induction Module: Security Awareness at Downer				
» Our safety Focus 2018				
» IMS Working towards tomorrow - Module 1: Stop, Think, Act, Review - Downer				
» IMS Working towards tomorrow - Module 2: Preparation & Response is the Key to Success - Downer				
» IMS Working towards tomorrow - Module 3: Who is Looking after your Contractors? - Downer				
» IMS Working towards tomorrow - Module 4: Project Prep & Reporting - Downer				
» IMS Working towards tomorrow - Module 5: Inspect what you Expect - Downer				
» IMS Working towards tomorrow - Module 6: Talk Zero Harm - Downer				
» IMS Working towards tomorrow - Module 7: Taking Responsibility - Downer				
» IMS Working towards tomorrow - Module 8: No Surprises - Downer				
» IMS Working towards tomorrow - Module 9: Quality at Downer - Downer				
» Project Management Induction - Downer				
» Workplace Relations Management Plan Supervisor Induction				
» Banned and Restricted Items Registers				
» Financial Delegation of Authority				
» IMS Environmental Standards Package - Downer				
» Document Management Awareness - Downer				
» Group Contractors Policy Training - Infrastructure Services				
» Mission Possible				
END OF 30 DAYS				
Tour of work locations - site visits				
Discuss employee benefits:				
» Employee Assistance Program (EAP)				

• Other employee benefits				
Schedule and conduct regular occurring one-on-one meetings between employee and supervisor				
Continue to provide timely, on-going, meaningful "everyday feedback" to new employee				
Downer standards systems training:				
• Business Service Centre (BSC)				
• Employee Self Service				
• IMS - Integrated Management System				
• iDowner				
• IT Portal				
• JDEGS				
• Tableau				
• Oracle - HCM Cloud				
• INX - InControl				
• AMIS - Asset Management Information System				
• AMS - In Field Close Out				
• Concur				
Meet with Zero Harm advisor				
END OF 6 MONTHS				
Supervisor Essentials: My business unit and role training				
Supervisor Essentials: Managing my people training				
Delivering Safety Talks for Impact				
Achieving Zero Harm training				
Championing Change in Downer				
LEaD1 - Leadership in Action				
LEaD2 - Leadership Delivering Success				
ExeLD - Executive Leadership				
Maximising Results: Performance & Development Planning				
Increasing Your Leadership Presence (Masterclass)				
Building Customer Relationships for Success				
Industrial Relations at Downer				
Project Management Fundamentals				
Achieving Zero Harm - Train the trainer				
Supervise Traffic Operation and People (STOP)				
IMS Environmental Standards Package				
Environmental Awareness Training				
Advanced Environmental Awareness Training				
Workplace Relations Management Plan - Supervisors Induction				
ICAM - Lead training				
Asset Management Principles				
AAPA - Working Safely with bituminous materials				
AAPA - Best Practice in - Pavement Maintenance Practices				
Current first aid and CPR				
6 month performance review				
Employee is integrated to team				
END OF FIRST YEAR				
Performance review				

Safe Work Method Statement (SWMS)

SECTION 1 – GENERAL DETAILS									
SWMS Title:	SWMS007 – Network Inspections		SWMS Number:	006	Date of Issue:	18/06/208 / /	Date of Review:	10 / 04 / 2018	
Description of Activity:	Inspection of roads, footpath and other infrastructure				Activity Location:	Various – Vic Metropolitan area			
SWMS Developed By: (Name)	Salvatore Giuntalia	Version Number:	1.0	Expected Commencement Date:	18/ 06 / 2018	Expected Completion Date:	18 / 06 / 2020		
Emergency Plan Required?	☒ Yes ☐ No	Emergency Contact Numbers:		Contract specific work supervisor					
First Aid Kit Required?	☒ Yes ☐ No	Permits, Certificates, Approvals Required:		MOA					
Spill Kit Required?	☒ Yes ☐ No	Plant/ Equipment Required:		Various					
PPE Required:	☒ High-visibility clothing	☒ Hat & sunscreen	☒ Safety Footwear	☒ Gloves	☒ Safety Eyewear	☐ Hearing Protection	☐ Dust Mask		
	☒ Long pants & sleeves	☐ Face shield	☐ Hard Hat	☐ Other: (Specify)					
SECTION 2 – HAZARD IDENTIFICATION A SWMS is only required if any of the risks below are identified. For activities not listed below, refer to a relevant work instruction to ensure work steps are understood. Stop Think Act Review ★ ★ ★ ★ Complete the STAR (stop, think, act, review) process to promote situational awareness.									
Critical Risks		High Risk Activities			Environmental Risks				
☒ Working in the vicinity of mobile plant/ moving vehicles ☒ Uncontrolled movements of vehicles or loads ☐ Working on/ near energised services/ HV/ LV electrical installations ☐ Stored energy ☐ Confined space entry ☐ Crane operation and lifting equipment ☐ People or objects falling >2m from height or to depth ☐ Excavation and trenching >1.5m ☐ Handling/ transporting hazardous substances & dangerous goods ☐ High risk health hazards (ECM use only)		☒ Working near traffic or within a rail corridor or near shipping lanes ☐ Asbestos removal/ disturbance ☐ Demolition of load bearing structures ☐ Work on/ near pressurised gas distribution mains or piping ☐ Artificial extremes of temperature ☐ Contaminated or flammable atmospheres ☐ Structural alterations/ temporary support structures including scaffolding ☐ Working near or over water with risk of drowning			☐ Work on/ near chemical, fuel or refrigerant lines ☐ Work on/ near telecommunication towers ☐ Work in a tunnel or shaft ☐ Occupational diving ☐ Tilt-up/ precast concrete ☐ Use of explosives ☒ Working in isolation ☐ Hot work ☐ Hazardous manual handling			☐ Working near drains, and waterways ☐ Soil erosion ☐ Working with hazardous liquids ☐ Generation of regulated waste ☐ Disturbance of flora or fauna ☐ Potential to start fire ☐ Generating excessive noise or dust ☐ Working near heritage sites ☐ Biosecurity/ weed spread	

Safe Work Method Statement (SWMS)

SECTION 3 – WORK ACTIVITY RISK CONTROLS		
High Risk Activity <i>List the activities associated with the hazards identified in section 2 (include photo/ image).</i>	Hazards & Risks <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Control Measures <i>Describe what will be done to control the risk. What will you do to make the activity as safe as possible?</i> <i>Refer to relevant Zero Harm risk register/ work instruction(s)/ procedure(s)/ standard(s) when detailing controls.</i>
Uncontrolled movement of vehicles or mobile plant.	People and assets are at risk of being struck or crushed by the vehicle or mobile plant. 	All Downer controlled vehicles and plant are serviced, inspected daily (before use) and suited for the task. Daily pre-start vehicle or mobile plant check includes a park brake test. Vehicles are fitted with technology e.g. handbrake alarms, to alert any driver who attempts to alight from the vehicle before the handbrake is fully engaged. Downer controlled vehicles and plant are driven by drivers/operators who are fit for work, licensed and competent. All parked vehicles and plant are stable and secure and reversed parked wherever possible. Apply at least two forms of control. "Park on Flat" and "Test Operations" are best practice not control measures Plan each journey to select safest route and manage driver fatigue. No attempt will be made to re-enter a vehicle or mobile plant should a roll-away occur (as the person attempting this risks slipping and being run-over or crushed).
	Workforce abused or threatened by drivers and/or the general public.	Prompt reporting to supervisor or police etc. whenever a driver or member of the public becomes abusive etc. Do not approach aggressive or abusive MOP. Distance yourself from the situation and leave location Do not engage in any aggressive and/or threatening confrontation Report any incidents or near misses and, whenever possible, record the registration number of any offending vehicle.
Working in Isolation	Security of workers from Members of public Communication of injury or illness	Supervisor to receive communication of any incidents or injuries Ongoing communication with supervisor and manager Secure vehicles and workers to leave any hazardous environments

Safe Work Method Statement (SWMS)

Persons on foot in proximity to work site operating mobile plant and moving vehicles.	Workers, public pedestrians and work site visitors are at risk of being struck.	Record on Pre-start risk assessment details of plant/ vehicle movement and parking specific to the job site and communicate to all worksite personnel. Plan the worksite movement of vehicles and mobile plant to eliminate all but unavoidable reversing. Keep public pedestrians and visitors from being able to enter the worksite without clear instructions Mobile plant operating zones and no-go/exclusion zones are planned, clearly delineated and communicated to the workforce. Maintain 10m separation at all time on the travel path of vehicle (RED ZONE) Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. Mobile plant and vehicles are fitted with reversing alarms and cameras. 
Working near traffic.	Workers, public pedestrians and work site visitors are at risk of being struck Inspecting contract asset's by vehicle	Slow down traffic behind you 200m from site by switching on flashing roof mounter beacons, indicate and lower speed. Safely exit road and park in protected area (where possible). Park away from traffic flow or on shoulder. Do not affect traffic flow Do not stop suddenly unless in an emergency; be aware of the volume of traffic whilst inspecting Use vehicle as shadow vehicle where appropriate(must not affect traffic flow) Check mirrors and do a head check prior to opening the door and look for motorcyclists and cyclists. Wait for sufficient break in traffic before exiting vehicle To make sure that you are visible to approaching traffic you MUST wear high visibility reflective clothing or vests Laptops / PDA's / mobile phones not to be operated while vehicle is in motion. Vehicle must be parked Inspect at a speed where you can assess 100% of the asset without obstructing traffic or forcing traffic to take evasive actions. Inspections (spray marking) on live roadways must be undertaken with the support of a lookout person. Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. When necessary, use adequate lighting and/or perimeter controllers/spotters as an added control to ensure safe separation of people from live traffic flow
Does the emergency response plan cover the requirements for the risks identified above?		☒ Yes ☐ No

Safe Work Method Statement (SWMS)

SECTION 4 – SIGN-ON RECORD

! Each person involved in doing the activity detailed in this SWMS must print their name and company, and sign and date below to indicate that they have had the opportunity to provide input for the development/ review of this SWMS, have read and understood this SWMS, and will comply with all requirements in it. Work must STOP if the activity changes, the controls are not effective, or there are new hazards/ risks identified.

Name (Print)	Company	Signature	Date

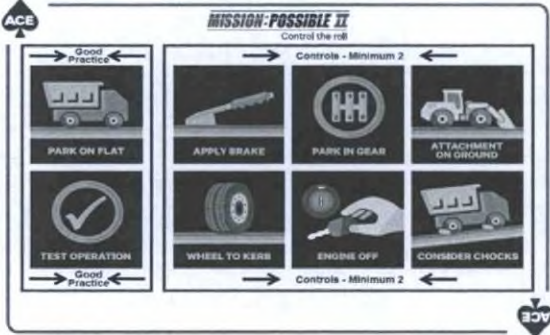
SECTION 5 – SWMS REVIEW

Reviewer	Name	Signature	Date
Supervisor: (responsible for ensuring compliance with SWMS)			
Responsible Person: (responsible for reviewing SWMS content)	Tony Grasso , Pasquale Bruni, Frank Romeo		10/04/2018
Client/ Principal Contractor Representative: (where applicable)			

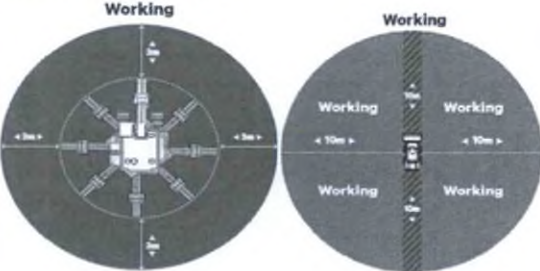
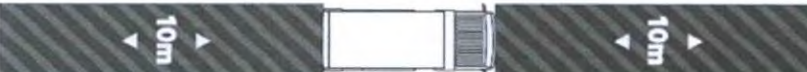
Safe Work Method Statement (SWMS)

SECTION 1 – GENERAL DETAILS									
SWMS Title:	SWMS005 – Drainage Infrastructure Maintenance & Installation		SWMS Number:	005	Date of Issue:	18/06/2018/ /	Date of Review:	27 / 03 / 2018	
Description of Activity:	Replace pit lids – Cleaning of pit mouths – Replace/Repair storm water pipes and pits – Open drain maintenance					Activity Location:	Various – Vic Metropolitan area		
SWMS Developed By: (Name)	Salvatore Giuntalia	Version Number:	1.0	Expected Commencement Date:	18/ 06 / 2018	Expected Completion Date:	18 / 06 / 2020		
Emergency Plan Required?	☒ Yes ☐ No	Emergency Contact Numbers:		Contract specific work supervisor					
First Aid Kit Required?	☒ Yes ☐ No	Permits, Certificates, Approvals Required:		MOA – WorkSafe Notification where applicable					
Spill Kit Required?	☒ Yes ☐ No	Plant/ Equipment Required:		Various including small plant					
PPE Required:	☒ High-visibility clothing	☒ Hat & sunscreen	☒ Safety Footwear	☒ Gloves	☒ Safety Eyewear	☐ Hearing Protection	☐ Dust Mask		
	☒ Long pants & sleeves	☐ Face shield	☐ Hard Hat	☐ Other: (Specify)					
SECTION 2 – HAZARD IDENTIFICATION A SWMS is only required if any of the risks below are identified. For activities not listed below, refer to a relevant work instruction to ensure work steps are understood. Stop Think Act Review ★ ★ ★ ★ Complete the STAR (stop, think, act, review) process to promote situational awareness.									
Critical Risks		High Risk Activities			Environmental Risks				
☒ Working in the vicinity of mobile plant/ moving vehicles ☒ Uncontrolled movements of vehicles or loads ☒ Working on/ near energised services/ HV/ LV electrical installations ☐ Stored energy ☐ Confined space entry ☒ Crane operation and lifting equipment ☒ People or objects falling >2m from height or to depth ☒ Excavation and trenching >1.5m ☐ Handling/ transporting hazardous substances & dangerous goods ☐ High risk health hazards (ECM use only)		☒ Working near traffic or within a rail corridor or near shipping lanes ☒ Asbestos removal/ disturbance ☐ Demolition of load bearing structures ☐ Work on/ near pressurised gas distribution mains or piping ☐ Artificial extremes of temperature ☐ Contaminated or flammable atmospheres ☐ Structural alterations/ temporary support structures including scaffolding ☐ Working near or over water with risk of drowning			☐ Work on/ near chemical, fuel or refrigerant lines ☐ Work on/ near telecommunication towers ☐ Work in a tunnel or shaft ☐ Occupational diving ☐ Tilt-up/ precast concrete ☐ Use of explosives ☐ Working in isolation ☐ Hot work ☐ Hazardous manual handling			☒ Working near drains, and waterways ☐ Soil erosion ☐ Working with hazardous liquids ☐ Generation of regulated waste ☒ Disturbance of flora or fauna ☐ Potential to start fire ☒ Generating excessive noise or dust ☒ Working near heritage sites ☐ Biosecurity/ weed spread	

Safe Work Method Statement (SWMS)

SECTION 3 – WORK ACTIVITY RISK CONTROLS		
High Risk Activity <i>List the activities associated with the hazards identified in section 2 (include photo/ image).</i>	Hazards & Risks <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Control Measures <i>Describe what will be done to control the risk. What will you do to make the activity as safe as possible? Refer to relevant Zero Harm risk register/ work instruction(s)/ procedure(s)/ standard(s) when detailing controls.</i>
Asbestos removal/ disturbance	Health conditions from exposure to inhalable asbestos Failure to identify asbestos in the workplace	Training for the identification of asbestos delivered through toolbox meetings Asbestos removal and disposal completed as per legislative requirements by licenced contractors Exclusion zones to be set up around all asbestos sites and during removal Trained and certified persons to undertake asbestos removal
Uncontrolled movement of vehicles or mobile plant.	People and assets are at risk of being struck or crushed by the vehicle or mobile plant. 	All Downer controlled vehicles and plant are serviced, inspected daily (before use) and suited for the task. Daily pre-start vehicle or mobile plant check includes a park brake test. Vehicles are fitted with technology e.g. handbrake alarms, to alert any driver who attempts to alight from the vehicle before the handbrake is fully engaged. Downer controlled vehicles and plant are driven by drivers/operators who are fit for work, licensed and competent. All parked vehicles and plant are stable and secure and reversed parked wherever possible. Apply at least two forms of control. "Park on Flat" and "Test Operations" are best practice not control measures Plan each journey to select safest route and manage driver fatigue. No attempt will be made to re-enter a vehicle or mobile plant should a roll-away occur (as the person attempting this risks slipping and being run-over or crushed).
Disturbance of Flora and Fauna	Excavation outside of permitted areas Impact on Fauna from plant interactions	Do not excavate or disturb soils and vegetation in marked areas Caution to avoid contact with all fauna during travel and operation of plant Planning and instruction to crews to clearly outline locations for digging

Safe Work Method Statement (SWMS)

Persons on foot in proximity to work site operating mobile plant and moving vehicles.	Workers, public pedestrians and work site visitors are at risk of being struck. 	Record on Pre-start risk assessment details of plant/ vehicle movement and parking specific to the job site and communicate to all worksite personnel. Plan the worksite movement of vehicles and mobile plant to eliminate all but unavoidable reversing. Keep public pedestrians and visitors from being able to enter the worksite without clear instructions Mobile plant operating zones and no-go/exclusion zones are planned, clearly delineated and communicated to the workforce. Maintain 10m separation at all time on the travel path of vehicle (RED ZONE) Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. Mobile plant and vehicles are fitted with reversing alarms and cameras. 
Working near traffic.	Workers, public pedestrians and work site visitors are at risk of being struck 	Develop TMP specific or amend generic TMP to the job site and communicate to all worksite personnel. Separation of travel paths to provide separate traffic routes for public vehicles Travelling through the worksite. Separate workers from the live traffic path by physical and/or visual barriers. Workers who must work close to the live traffic route must be a minimum of 1.2 m separation or whatever minimum distance of separation has been determined. Keep public pedestrians and visitors away from live traffic. Ensure Traffic Controllers are trained, certified and inducted in the TMP and required signage and equipment e.g. portable traffic lights. All traffic control signage in place and inspected and verified as correct and not damaged. Traffic speed limits clearly displayed and enforced. Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. When necessary, use adequate lighting and/or perimeter controllers/spotters as an added control to ensure safe separation of people from live traffic flow

Safe Work Method Statement (SWMS)

Excavation/ trenching >1.5m	The existence of high-risk unstable ground conditions on a work site is not confirmed prior to work starting. Engulfment of people and assets by ground that has collapsed during the work. Engulfment occurs during back-filling after the main work is completed. 	WorkSafe Notification to be completed prior to commence works Works in accordance with Work Instruction001 – Working Near Underground Assets Worksite unstable ground validated by competent person. Site visit to assess ground conditions. . Stabilisation measures against possible ground collapse in place. Implements Stabilisation methods such as shoring and installation of shields Excavation Permit completed. Unauthorised access measures in place (fencing, secured road plates, etc.). Warning signage in place. No-go zones established to manage impact of mobile plant and equipment and stored material within the Zone of Influence. No-go zones for plant and material storage determined and documented by competent person Exclusion zones marked by physical or visual barriers and incorporated in any site VMP Daily Check of unstable ground/excavation both before starting work and after any occurrence (e.g. heavy rain) which may affect its stability. Prestart check includes unstable ground/excavation assessment Ground collapse is prevented when back-filling on completion of works. Continuous backfilling as work progresses. Stabilisation measures (shields, shoring, etc.) removed in correct sequence. Compaction tests are completed as required.
Generating excessive noise or dust	Excavation generating dust Plant and Equipment noise disturbance for residents	Use water to suppress excessive dust Works not to be conducted outside of permitted hours (day shift) Ensure PPE is worn to minimise inhalation of dust and noise
Working near drains & waterways	Spoil materials and contaminants entering stormwater drains	Ensure no material enters drains, watercourses etc. place drain covers if required. Make sure spill kit is accessible and adequately stocked to contain and clean up spills. Seal and label spill waste and return material to depot for disposal.

Safe Work Method Statement (SWMS)

Operation of vehicle mounted cranes 	People and assets can be struck or crushed due to a poorly planned and executed lift and traverse. The crane and/or lifting equipment could fail to carry the load and tip or malfunction, placing the operator and any bystanders at risk of injury. The load could be located in its final position incorrectly and fall. Contact with overhead services 	Crane position and type confirmed. Ground conditions confirmed safe. Overhead power lines confirmed and spotter allocated (as required). Safest load traverse route confirmed. Items adjacent to the proposed load are secure and unable to be dislodged and move whilst the load is being handled or moved. Ensure stabilisers are used on stable ground Exclusion zones in place to keep unauthorised people a safe distance away during the lift. Load has weight label attached and/or engineering estimate available. All parts of load secured from movement when lifted. The SWL of the crane and lift equipment must never be exceeded (for both the static and dynamic weight of the load). All slings, chain sets, lever blocks, chain blocks, lifting beams, shackles and crane hooks shall be marked with their safe working load (SWL). Lifting equipment shall have compliance plates/ tags/ labels/ stamps, as relevant for that piece of equipment Daily inspection on all lifting equipment are carried out The lift must only be executed by competent crane operator who is familiar with the crane in use Suspended load must never pass over a person Crane operator, MOP and/or other personnel on site
Working near heritage sites	Disturbance to heritage sites	Presence of heritage significant sites to be established at planning stage. Maintain distance from known heritage sites. Close out area and communicate to workers and prevent access.
Pit and lid replacement and inspection	People falling into a depth <2m	Pits to be left open as less as possible. Replacement pit or lid to be placed in the immediate vicinity and installed immediately. Prevent access by physical or visual barriers Works to never be conducted in isolation
Does the emergency response plan cover the requirements for the risks identified above?		☒ Yes ☐ No

SECTION 4 – SIGN-ON RECORD

Each person involved in doing the activity detailed in this SWMS must print their name and company, and sign and date below to indicate that they have had the opportunity to provide input for the development/ review of this SWMS, have read and understood this SWMS, and will comply with all requirements in it. Work must STOP if the activity changes, the controls are not effective, or there are new hazards/ risks identified.

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Safe Work Method Statement (SWMS)

Safe Work Method Statement (SWMS)

SECTION 5 – SWMS REVIEW

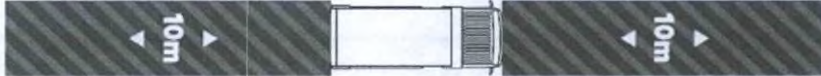
Reviewer	Name	Signature	Date
Supervisor: <i>(responsible for ensuring compliance with SWMS)</i>			
Responsible Person: <i>(responsible for reviewing SWMS content)</i>	Andrew Taylor – Kurt Lord		27/03/2018
Client/ Principal Contractor Representative: <i>(where applicable)</i>			

Safe Work Method Statement (SWMS)

SECTION 1 – GENERAL DETAILS									
SWMS Title:	SWMS009 – Litter & Hazard Removal		SWMS Number:	009	Date of Issue:	18 / 16 / 2018	Date of Review:	10 / 04 / 2018	
Description of Activity:	Litter removal – Removal of road hazards and dumped rubbish on/off roads – Beach cleaning				Activity Location:	Various- Vic Metropolitan area			
SWMS Developed By: (Name)	Salvatore Giuntalia	Version Number:	1.0	Expected Commencement Date:	18 / 06 / 2018	Expected Completion Date:	18 / 06 / 2020		
Emergency Plan Required?	☒ Yes ☐ No	Emergency Contact Numbers:		Contract specific work supervisor					
First Aid Kit Required?	☒ Yes ☐ No	Permits, Certificates, Approvals Required:		MOA					
Spill Kit Required?	☒ Yes ☐ No	Plant/ Equipment Required:		Various					
PPE Required:	☒ High-visibility clothing	☒ Hat & sunscreen	☒ Safety Footwear	☒ Gloves	☒ Safety Eyewear	☐ Hearing Protection	☐ Dust Mask		
	☒ Long pants & sleeves	☐ Face shield	☐ Hard Hat	☐ Other: (Specify)					
SECTION 2 – HAZARD IDENTIFICATION A SWMS is only required if any of the risks below are identified. For activities not listed below, refer to a relevant work instruction to ensure work steps are understood. Stop Think Act Review ★ ★ ★ ★ Complete the STAR (stop, think, act, review) process to promote situational awareness.									
Critical Risks		High Risk Activities			Environmental Risks				
☒ Working in the vicinity of mobile plant/ moving vehicles ☒ Uncontrolled movements of vehicles or loads ☐ Working on/ near energised services/ HV/ LV electrical installations ☒ Stored energy ☐ Confined space entry ☒ Crane operation and lifting equipment ☐ People or objects falling >2m from height or to depth ☐ Excavation and trenching >1.5m ☐ Handling/ transporting hazardous substances & dangerous goods ☐ High risk health hazards (ECM use only)		☒ Working near traffic or within a rail corridor or near shipping lanes ☒ Asbestos removal/ disturbance ☐ Demolition of load bearing structures ☐ Work on/ near pressurised gas distribution mains or piping ☐ Artificial extremes of temperature ☐ Contaminated or flammable atmospheres ☐ Structural alterations/ temporary support structures including scaffolding ☐ Working near or over water with risk of drowning			☐ Work on/ near chemical, fuel or refrigerant lines ☐ Work on/ near telecommunication towers ☐ Work in a tunnel or shaft ☐ Occupational diving ☐ Tilt-up/ precast concrete ☐ Use of explosives ☐ Working in isolation ☒ Hot work ☒ Hazardous manual handling			☐ Working near drains, and waterways ☐ Soil erosion ☐ Working with hazardous liquids ☐ Generation of regulated waste ☐ Disturbance of flora or fauna ☐ Potential to start fire ☐ Generating excessive noise or dust ☐ Working near heritage sites ☐ Biosecurity/ weed spread	

Safe Work Method Statement (SWMS)

SECTION 3 – WORK ACTIVITY RISK CONTROLS

High Risk Activity	Hazards & Risks	Control Measures
<i>List the activities associated with the hazards identified in section 2 (include photo/ image).</i>	<i>Identify the hazards and risks that may cause harm to workers or the public.</i>	<i>Describe what will be done to control the risk. What will you do to make the activity as safe as possible?</i> <i>Refer to relevant Zero Harm risk register/ work instruction(s)/ procedure(s)/ standard(s) when detailing controls.</i>
Uncontrolled movement of vehicles or mobile plant.	People and assets are at risk of being struck or crushed by the vehicle or mobile plant. 	All Downer controlled vehicles and plant are serviced, inspected daily (before use) and suited for the task. Daily pre-start vehicle or mobile plant check includes a park brake test. Vehicles are fitted with technology e.g. handbrake alarms, to alert any driver who attempts to alight from the vehicle before the handbrake is fully engaged. Downer controlled vehicles and plant are driven by drivers/operators who are fit for work, licensed and competent. All parked vehicles and plant are stable and secure and reversed parked wherever possible. Apply at least two forms of control. "Park on Flat" and "Test Operations" are best practice not control measures Plan each journey to select safest route and manage driver fatigue. No attempt will be made to re-enter a vehicle or mobile plant should a roll-away occur (as the person attempting this risks slipping and being run-over or crushed).
Persons on foot in proximity to work site operating mobile plant and moving vehicles.	Workers, public pedestrians and work site visitors are at risk of being struck.	Record on Pre-start risk assessment details of plant/ vehicle movement and parking specific to the job site and communicate to all worksite personnel. Plan the worksite movement of vehicles and mobile plant to eliminate all but unavoidable reversing. Keep public pedestrians and visitors from being able to enter the worksite without clear instructions Mobile plant operating zones and no-go/exclusion zones are planned, clearly delineated and communicated to the workforce. Maintain 10m separation at all time on the travel path of vehicle (RED ZONE) Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. Mobile plant and vehicles are fitted with reversing alarms and cameras. 

Safe Work Method Statement (SWMS)

Working near traffic. Road hazard and rubbish removal from roadways	Workers, public pedestrians and work site visitors are at risk of being struck 	For Emergency Works/ Hazard removal that are required due to risks to public health and safety, the traffic management set up should be in accordance to generic TMP as best meets the requirements of the situation Develop TMP specific or amend generic TMP to the job site and communicate to all worksite personnel. Separation of travel paths to provide separate traffic routes for public vehicles Travelling through the worksite. Separate workers from the live traffic path by physical and/or visual barriers. Keep public pedestrians and visitors away from live traffic. Ensure Traffic Controllers are trained, certified and inducted in the TMP and required signage and equipment e.g. portable traffic lights. All traffic control signage in place and inspected and verified as correct and not damaged. Traffic speed limits clearly displayed and enforced. Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. When necessary, use adequate lighting and/or perimeter controllers/spotters as an added control to ensure safe separation of people from live traffic flow
Asbestos removal/ disturbance	Health conditions from exposure to inhalable asbestos Failure to identify asbestos in the workplace	Training for the identification of asbestos delivered through toolbox meetings Exclusion zones to be set up around all asbestos sites and during removal. Where asbestos is identified, material shall be isolated from public and workers Trained and certified persons to undertake asbestos removal
Handling of Sharps & Needles	Injuries to personnel and MOP	Inspect work area to identify any sharps and needles. Do not touch the sharps with bare hands, ensure gloves are worn Use tongs or other to pick up the sharps do not pick up with hands Insert sharps needle end first into the container Appropriate gloves must be worn when removing sharps Until removal, ensure that the sharp/s has been isolated from workgroup members with a physical barrier, i.e. pickets and barrier tape, bollards

Safe Work Method Statement (SWMS)

Hot Works – cutting of damaged assets	Potential to start fire. Burns to workers and MOP	All "Cold Cut" alternatives to eliminate the risk have been considered Works to be undertaken under the conditions of "Hot Work Permit" DA-ZH-FM041.1 Mandatory two person task Ensure that area is free of combustibles, flammable materials and adequately ventilated Personnel assigned to Fire Watch Responsibilities to be recorded on site Pre-Start Risk Assessment
Stored Energy – Removal of guard rail, trees, fences, barriers etc. (items damaged from traffic accident or weather conditions)	Workers or MOP hit by items causing injury 	Items to be assessed prior to undertake the task Workers to be positioned away from the Line of Fire taking into consideration the direction of stored energy items once energy is released. Exclusion zones, clearly delineated with barriers and warning signs, are established at the worksite to prevent access by unauthorised personnel

Safe Work Method Statement (SWMS)

Cranes – lifting. Removal of road hazards including road kill	People and assets can be struck or crushed due to a poorly planned and executed lift and traverse. The crane and/or lifting equipment could fail to carry the load and tip or malfunction, placing the operator and any bystanders at risk of injury. The load could be located in its final position incorrectly and fall. Contact with overhead services 	Crane position and type confirmed. Ground conditions confirmed safe. Overhead power lines confirmed and spotter allocated (as required). Safest load traverse route confirmed. Items adjacent to the proposed load are secure and unable to be dislodged and move whilst the load is being handled or moved. Ensure stabilisers are used on stable ground Exclusion zones in place to keep unauthorised people a safe distance away during the lift. Before any load is lifted its weight (static and dynamic), lift points and/or centre of gravity must be confirmed. Load has weight label attached and/or engineering estimate available. All parts of load secured from movement when lifted. The SWL of the crane and lift equipment must never be exceeded (for both the static and dynamic weight of the load). The SWL of the crane and lift equipment must never be exceeded (for both the static and dynamic weight of the load). All slings, chain sets, lever blocks, chain blocks, lifting beams, shackles and crane hooks shall be marked with their safe working load (SWL). Lifting equipment shall have compliance plates/ tags/ labels/ stamps, as relevant for that piece of equipment Daily inspection on all lifting equipment are carried out The lift must only be executed by competent crane operator who is familiar with the crane in use Suspended load must never pass over a person Crane operator, MOP and/or other personnel on site
Hazardous Manual Handling Loading & Unloading vehicles and trucks	Musculoskeletal injury from manual handling Access to suitable lifting devices	Manual Handling risk assessment for hazardous tasks Lifting of heavy and awkward items is a mandatory 2 person task Manual Handling awareness training Vehicle loading cranes to be used when available
Does the emergency response plan cover the requirements for the risks identified above?		☒ Yes ☐ No

SECTION 4 – SIGN-ON RECORD

[illegible]



Safe Work Method Statement (SWMS)

Safe Work Method Statement (SWMS)

SECTION 5 – SWMS REVIEW

Reviewer	Name	Signature	Date
Supervisor: <i>(responsible for ensuring compliance with SWMS)</i>			
Responsible Person: <i>(responsible for reviewing SWMS content)</i>	Tony Grasso, Pasquale Bruni, Frank Romeo		10/04/2018
Client/ Principal Contractor Representative: <i>(where applicable)</i>			

Safe Work Method Statement (SWMS)

SECTION 1 – GENERAL DETAILS							
SWMS Title:	SWMS 010 – Toilet & BBQ Cleaning	SWMS Number:	010	Date of Issue:	18 / 06 / 2018	Date of Review:	24 / 11 / 2017
Description of Activity:	Cleaning of Toilet and BBQ facilities including High Pressure washing				Activity Location:	Mornington Peninsula	
SWMS Developed By: (Name)	Salvatore Giuntalia	Version Number:	1.0	Expected Commencement Date:	18 / 06 / 2018	Expected Completion Date:	18 / 06 / 2020
Emergency Plan Required?	☒ Yes ☐ No	Emergency Contact Numbers:			Irrelevant / Sensitive		
First Aid Kit Required?	☒ Yes ☐ No	Permits, Certificates, Approvals Required:		None			
Spill Kit Required?	☒ Yes ☐ No	Plant/ Equipment Required:		High Pressure Washer			
PPE Required:	☒ High-visibility clothing	☒ Hat & sunscreen	☒ Safety Footwear	☒ Gloves	☒ Safety Eyewear	☐ Hearing Protection	☐ Dust Mask
	☒ Long pants & sleeves	☐ Face shield	☐ Hard Hat	☐ Other: (Specify)			
SECTION 2 – HAZARD IDENTIFICATION A SWMS is only required if any of the risks below are identified. For activities not listed below, refer to a relevant work instruction to ensure work steps are understood. Stop Think Act Review ★ ★ ★ ★ Complete the STAR (stop, think, act, review) process to promote situational awareness.							
Critical Risks		High Risk Activities			Environmental Risks		
☒ Working in the vicinity of mobile plant/ moving vehicles ☒ Uncontrolled movements of vehicles or loads ☐ Working on/ near energised services/ HV/ LV electrical installations ☒ Stored energy ☒ Confined space entry ☐ Crane operation and lifting equipment ☐ People or objects falling >2m from height or to depth ☐ Excavation and trenching >1.5m ☒ Handling/ transporting hazardous substances & dangerous goods ☐ High risk health hazards (ECM use only)	☒ Working near traffic or within a rail corridor or near shipping lanes ☐ Asbestos removal/ disturbance ☐ Demolition of load bearing structures ☐ Work on/ near pressurised gas distribution mains or piping ☐ Artificial extremes of temperature ☐ Contaminated or flammable atmospheres ☐ Structural alterations/ temporary support structures including scaffolding ☐ Working near or over water with risk of drowning	☐ Work on/ near chemical, fuel or refrigerant lines ☐ Work on/ near telecommunication towers ☐ Work in a tunnel or shaft ☐ Occupational diving ☐ Tilt-up/ precast concrete ☐ Use of explosives ☒ Working in isolation ☐ Hot work ☐ Hazardous manual handling	☐ Working near drains, and waterways ☐ Soil erosion ☐ Working with hazardous liquids ☒ Generation of regulated waste ☐ Disturbance of flora or fauna ☐ Potential to start fire ☐ Generating excessive noise or dust ☐ Working near heritage sites ☐ Biosecurity/ weed spread				

Safe Work Method Statement (SWMS)

SECTION 3 – WORK ACTIVITY RISK CONTROLS		
High Risk Activity <i>List the activities associated with the hazards identified in section 2 (include photo/ image).</i>	Hazards & Risks <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Control Measures <i>Describe what will be done to control the risk. What will you do to make the activity as safe as possible?</i> <i>Refer to relevant Zero Harm risk register/ work instruction(s)/ procedure(s)/ standard(s) when detailing controls.</i>
Stored Energy Refuelling and using the fuel powered HPC Unit 	Injuries to workers and public  	Check equipment is in good condition, repair or replace as required; Only use equipment in a well-ventilated area; Keep hair, jewellery and loose clothing etc away from fuel whilst refuelling; Always turn off the machine, stabilise and/or chock wheels up before refuelling; Ensure fuel cap is fitted properly after refuelling; Never leave the HPC Unit and equipment unattended whilst idling; Always wear suitable footwear, hearing protection, eye protection and other PPE as appropriate for the HPC unit; Store fuel only in approved and clearly identified containers. Immediately contain spills or leaks with the appropriate spill kit provided. Ensure correct PPE is used at all times during this process Erect suitable barricades and/or to make sure that pedestrians and/or vehicles are kept at a safe distance. Restrict access and make sure work area is kept clear; Make sure all structures to be cleaned are checked for loose tiles, bricks, concrete or any other items which may cause injury when cleaned under high pressure; Check recommended PSI of high pressure cleaner and select appropriate steel or stainless steel "stocking" type hose restraint; Make sure the maximum pressures and temperatures indicated on the machine plate are not exceeded; Turn off the machine and water supply if there is a fault or when repairing equipment; Always hold lance and pistol with both hands; Place the high-pressure water cleaner as far away from the cleaning area as possible;

Safe Work Method Statement (SWMS)

Stored Energy (continued)		Make sure the operator has a firm and steady footing and enough working space to use the correct posture; Never point the lance or water jet at yourself, other persons, animals, electrical units or equipment; Switch off the high-pressure water cleaner and water supply when not in use
Handling Hazardous Substances when using cleaning products	Injuries to workers and public	Consult manufacturer's Safety Data Sheet (SDS). Correctly identify, label and store all hazardous substances Make sure manufacturer's instructions are followed when using hazardous substances and managing spills; Wear recommended Personal Protective Equipment (PPE) to protect against fumes and contact with skin; Make sure hazardous substances are use in well ventilated areas Immediately contain spills or leaks with the appropriate spill kit provided. Ensure correct PPE is used at all times during this process. Do not use chemicals or cleaning products in the vicinity of drains or waterways; Ensure appropriate First Aid kits are available at all times.
Uncontrolled movement of vehicles or mobile plant.	People and assets are at risk of being struck or crushed by the vehicle or mobile plant. 	All Downer controlled vehicles and plant are serviced, inspected daily (before use) and suited for the task. Daily pre-start vehicle or mobile plant check includes a park brake test. Vehicles are fitted with technology e.g. handbrake alarms, to alert any driver who attempts to alight from the vehicle before the handbrake is fully engaged. Downer controlled vehicles and plant are driven by drivers/operators who are fit for work, licensed and competent. All parked vehicles and plant are stable and secure and reversed parked wherever possible. Apply at least two forms of control. "Park on Flat" and "Test Operations" are best practice not control measures Plan each journey to select safest route and manage driver fatigue. No attempt will be made to re-enter a vehicle or mobile plant should a roll-away occur (as the person attempting this risks slipping and being run-over or crushed).

Safe Work Method Statement (SWMS)

Working in Isolation	Security of workers from Members of public Communication of injury or illness	Supervisor to receive communication of any incidents or injuries Ongoing communication with supervisor and manager Secure vehicles and workers to leave any hazardous environments
Working near traffic.	Workers, public pedestrians and work site visitors are at risk of being struck	Vehicles to be parked on designated parking bays. Loading & Unloading of vehicles to be undertaken from LHS away from passing vehicles. Keep public pedestrians and visitors away from live traffic. Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. When necessary, use adequate lighting and/or perimeter controllers/spotters as an added control to ensure safe separation of people from live traffic flow
Persons on foot in proximity to work site operating mobile plant and moving vehicles.	Workers, public pedestrians and work site visitors are at risk of being struck. 	Record on Pre-start risk assessment details of plant/ vehicle movement and parking specific to the job site and communicate to all worksite personnel. Plan the worksite movement of vehicles and mobile plant to eliminate all but unavoidable reversing. Keep public pedestrians and visitors from being able to enter the worksite without clear instructions Maintain 10m separation at all time on the travel path of vehicle (RED ZONE) Strictly control the use of mobile phones and other devices which can cause major distraction for workers on foot. Mobile plant and vehicles are fitted with reversing alarms and cameras.
Confine Space (toilet block) carbon monoxide	Injury to workers and/or MOP	Petrol driven high pressure washer to be positioned outside toilet block at all times when in operation.
Handling of Sharps & Needles	Injuries to personnel and MOP	Inspect work area to identify any sharps and needles. Do not touch the sharps with bare hands, ensure gloves are worn Use tongs or other to pick up the sharps do not pick up with hands Insert sharps needle end first into the container Appropriate gloves must be worn when removing sharps Until removal, ensure that the sharp/s has been isolated from workgroup with a physical barrier, i.e. star pickets and barrier tape, bollards
Does the emergency response plan cover the requirements for the risks identified above?		☒ Yes ☐ No

SECTION 4 – SIGN-ON RECORD

[illegible]

Safe Work Method Statement (SWMS)

SECTION 5 – SWMS REVIEW			
Reviewer	Name	Signature	Date
Supervisor: <i>(responsible for ensuring compliance with SWMS)</i>			
Responsible Person: <i>(responsible for reviewing SWMS content)</i>	CIC		27/03/2018
Client/ Principal Contractor Representative: <i>(where applicable)</i>			