

SYDNEY CATCHMENT AUTHORITY

Request for Tender (RFT) Documents

for

Contract Name: **Cleaning of the picnic areas and associated facilities at all Metropolitan Dams, Woronora Dam and Shoalhaven Areas**

Contract No.: **T03037441**

Contact Officer: Raj Rajendran

Telephone No.: 02 4724 2270

Email Address: procurement@sca.nsw.gov.au

Closing Date and Time: **Thursday 26/4/2012 at 10.00AM**

Place for Lodgement: **Either**
through the NSW Government
eTendering web site www.tenders.nsw.gov.au/sca

or
lodgement to

Tender Box
Sydney Catchment Authority
Level 4, 2-6 Station Street
PENRITH NSW 2750

Mandatory Tender Briefing: Mandatory Tender Briefing will be held at locations and times specified below. It is mandatory that all prospective tenders to attend one of the briefing to be eligible to tender.

Starting at **9.30AM Thursday 12/4/2012** at the SCA
Campbelltown Office, Suite 301,4 Hyde Parade
Campbelltown.

Mini-Minor Works - Tender Schedules

- T1. Tenderers and contractors must comply with the NSW Government *Code of Practice for Procurement*, which is available from the NSW Government Procurement website www.nswprocurement.com.au. Lodgement of a tender is evidence of the tenderer's agreement to comply with the Code. If any tenderer fails to comply with the Code, the Principal may take the failure into account when considering this or any future tender from the tenderer.
- T2. These Conditions of Tendering do not form part of any contract awarded as a result of this tender process.
- T3. Refer requests for information concerning this Request for Tenders to the Authorised Person nominated in the General Conditions of Contract - Contract Information.
- T4. The Principal contracts only with recognised, acceptable legal entities and does not contract with firms under any form of external administration. Any tender submitted by an unincorporated business such as a sole trader, trust, partnership or business name must identify the legal entity that proposes to enter the contract. Tenderers must be registered for GST.
- T5. Complete and lodge, by the date, time and method stated in the tender advertisement and/or invitation, the following documents and information:
- Tender Form
 - Schedules of prices/rates
 - Schedule of OHS and Environmental Management Information
 - Schedule of tenderer's information and experience
 - Schedule of departures and qualifications
 - Any other information requested in the invitation to tender

The tenderer must complete and sign off all schedules and relevant tables to fulfil a compliant tender.

- T6. Tenderers are encouraged to lodge tenders through the NSW Government *eTendering* website tenders.nsw.gov.au.
- T7. The Principal may change the RFT by issuing an Addendum in writing to all tenderers. The Addendum becomes part of the RFT documents. Addenda issued by the Principal are the only recognised explanations of, or amendments to, the RFT documents.
- T8. In evaluating tenders, the Principal may take into consideration factors including, but not limited to: price; delivery time; quality offered; previous performance; experience; capability; safety performance; environmental performance and conformity.
- T9. Submit additional information requested by the Principal within the time stated in the request.
- T10. The Principal may treat any detail required by the RFT documents which is omitted, illegible or unintelligible as failing to fulfil the relevant requirements.
- T11. The Principal is not bound to accept the lowest or any tender. Tenders which do not comply with any requirement of the RFT documents, or which contain conditions or qualifications, may be passed over. The Principal may accept tenders that do not conform strictly with all the requirements of the RFT documents.
- T12. No tender is accepted unless the Principal gives an acceptance or formal agreement in writing.
- T13. Details of this tender and the outcome of the tender process will be disclosed in accordance with the *Government Information (Public Access) Act* (NSW) and Premier's Memorandum 2007-01.
- T14. By submitting a tender, the tenderer authorises the Principal to gather, assess and communicate to NSW Government agencies or local government authorities information about the tenderer's financial position and the tenderer's performance in respect of any contract awarded as a result of this tender process. Such information may be used in considering whether to offer the tenderer future tendering opportunities.
- T15. The contract award period is 2 years initially and based on performance evaluation will be awarded for a further 3 years on an annual basis (1 year + 1 year + 1 year extensions).

Refer to section under Clause W7 for full description of works required under this contract.

Mini-Minor Works - Tender Schedules

All references to Occupational Health and Safety Act 2000 (NSW) in this document to be replaced by the Work Health and Safety Act 2011(NSW).

T16 Assessment of Tenders

All valid Tenders will be evaluated in accordance with the criteria set out below. The criteria are not listed in any special order; some may be mandatory, will not necessarily be accorded equal weight and are not exhaustive.

The criteria include:

1. Price
2. Previous experience of the tenderer
3. Availability of appropriate resources and trained staff
4. Work Health and Safety and Environmental systems.
5. Attendance at the pre-tender briefing at one of the locations specified in the front cover page (**mandatory**).
6. Financial capacity to carry out the project (**mandatory**).

Mini-Minor Works - Tender Schedules

1 Tender Form

Tender Closing Office

Either

through the NSW Government
eTendering web site www.tenders.nsw.gov.au/sca

Name: Sydney Catchment Authority
Tender Box
Address: Level 4
2-6 Station Street
PENRITH NSW 2750

Tender Closing: **10.00AM Thursday 26/4/2012**

Tenderer's details

Name:
(in block
letters) ABN

Address:
.....

Contact
Person

Telephone
number:

e-mail
address:

hereby tender(s) to perform the work for:

Tender Details

Contract Name: **Cleaning of the picnic areas and associated facilities at all Metropolitan Dams, Woronora Dam and Shoalhaven areas**

Contract Number: **T03007441**

in accordance with the following documents:

Conditions of Tendering
Tender Schedules
General Conditions of Contract
Works Description

The tenderer must complete and sign off all schedules all relevant tables to fulfil a compliant tender.

All references to Occupational Health and Safety Act 2000 (NSW) in this document to be replaced by the Work Health and Safety Act 2011(NSW).

Mini-Minor Works - Tender Schedules

2 Relevant Experience

The Tenderer's experience in the execution of work similar to that included in this Tender will be taken into account when assessing the Tender. Referees may be approached by the SCA for information when assessing the Tender. The naming of referees below by the Tenderer shall be deemed to constitute a formal authority by the Tenderer for SCA to approach such referees.

Particulars of all comparable work currently or recently undertaken:

Client	Nature of Services	Contract Value (\$)	Contract Period (and start/end date)	Referee Name and Phone No.

Mini-Minor Works - Tender Schedules

3 Schedule of Fees

Tenderer's Offer

Adjustment of Prices/Rates

All prices for the first two years of the Contract will remain fixed.

Prices/Rates for the subsequent years will be adjusted for rise and fall as below.

Price/Rate (adjusted for year Current) = Price/Rate(original) $\{1 + \frac{\text{CPI (Current)} - \text{CPI (Start)}}{\text{CPI (Start)}}\}$

CPI(Start) is the Consumer Price Index Number published by the Australian Bureau of Statistics, Catalogue Number 6401 Table 1 – Index Numbers, All Groups, Sydney for the Quarter Preceding the Tender Closing Date.

CPI (Current) is the Consumer price Index Number published by the Australian Bureau of Statistics, Catalogue Number 6401 Table 1 – Index Numbers, All Groups, Sydney for the Quarter Preceding the Time of Cost Adjustment.

Mini-Minor Works - Tender Schedules

Annual Lump Sum Fee:

Item No.	Description	Lump Sum Excluding GST (\$)
1.	Cleaning of Woronora Dam Picnic Area, SCA office and kitchen	
2.	Cleaning of Cordeaux Dam Picnic Area, SCA Office, Kitchen, toilet and Washroom	
3.	Cleaning of Avon Dam Picnic Area, SCA Office, Kitchen, toilet and Washroom	
4.	Cleaning of Nepean Dam Picnic Area, SCA Office & Kitchen	
5.	Cleaning of Cataract Dam Picnic Area, SCA Office, Kitchen, toilet and Washroom	
6.	Cleaning of Fitzroy Falls Dam Picnic Area, Fitzroy Falls Fishing Area, SCA Office, Kitchen, toilet and Washroom	
7.	Cleaning of Wingecarribee Dam Picnic Area, SCA Office, Kitchen, toilet and Washroom	
8.	Cleaning of Tallowa Dam Picnic Area, SCA Office	
9.	Cleaning of Bendeela Camp Ground Facilities	
Annual Lump Sum Tender Fee excluding GST		
		GST
		**Lump Sum Fee (including GST)

Schedule of Rates Component for Non Routine Works

Item No.	Description	Unit of Measure	Rate (\$) Excluding GST
1.	Cleaner	Hour	
2.	Supervisor	Hour	
.			

**** All prices for the first two years of the Contract will remain fixed.**

Mini-Minor Works - Tender Schedules

4 Proposed Resource Allocation and Program

Tenderer to provide a complete schedule showing how resources will be allocated to service areas specified.

Mini-Minor Works - Tender Schedules

5 Schedule of OHS and Environmental Management Information

Submit with the proposal the information specified below.

Evidence of satisfactory OHS Management performance

Submit a Safety Management Plan, or three Safe Work Method Statements, that have been implemented by the tenderer on a similar contract in the last twelve months.

Evidence of satisfactory Environmental Management performance

Submit an Environmental Management Plan, or an environmental management procedure / checklist, that has been implemented by the tenderer on a similar contract in the last twelve months.

Recent OHS or environmental prosecutions and/or fines

Has the tenderer incurred a prosecution or fine for a breach of any Australian OHS and/or environmental legislation during the past two (2) years?

☐ Yes, or

☐ No.

If 'Yes', list details below:

Description of prosecution or fine	Action taken by tenderer in response

Mini-Minor Works - Tender Schedules

6 Non Compliance and Qualifications

The Tenderer is required to submit a conforming offer in accordance with the Invitation to Tender.

If the Tenderer proposes to include any departures from or qualifications to the Invitation to Tender, including commercial and/or technical requirements, all such departures and/or qualifications must be fully documented in this Schedule.

Any departures and/or qualifications not shown on this Schedule will not be considered.

Reference (Clause or Other)	Non Compliance	Reason for Non Compliance	Cost to Comply if Applicable (\$ ex GST)

Mini-Minor Works - General Conditions of Contract

1. Definitions

Authorised Person	The person stated in the Contract Information, who is appointed by the Principal to act with its full authority in all matters relating to the Contract.
Business Day	Any day other than a Saturday, Sunday, public holiday in NSW or 27, 28, 29, 30 or 31 December.
Completion	Completion is achieved when the Works is capable of use for the purposes required by the Contract, has passed all required tests and is free from any known Defects, and the Contractor has provided all the required documents and made good the Site and surroundings.
Contract	The agreement between the Parties for the performance of the Works as set out in the Contract Documents.
Contract Documents	<p>The following documents:</p> <ul style="list-style-type: none">(a) the documents prepared by the Principal for the Contract and provided to the Contractor;(b) the tender submitted by the Contractor, as accepted by the Principal; and(c) any amendments to the documents in (a) and (b) agreed to by the Parties or made under the Contract.
Contract Price	<p>Where the Principal accepted only a lump sum, the lump sum; or</p> <p>Where the Principal accepted rates, the sum of the products of the quantity and the relevant rate for each item in the Schedule of Rates, plus any lump sums in the Schedule of Rates, as adjusted in accordance with the Contract.</p>
Defect	Any aspect of the Works that does not conform with the Contract.
Parties	The Principal and the Contractor.
Post Completion Period	The period stated in the Contract Information.
Principal	The entity stated in the Contract Information.
Site	The lands and other places made available to the Contractor by the Principal for the purposes of the Contract.
Variation	Any change to the character, form, quality and extent of the Works directed in writing by the Principal. A Variation shall not invalidate the Contract.
Works	The whole of the work and services to be carried out and materials to be provided by the Contractor under the Contract.

2. General

- .1 The Contractor must comply with the NSW Government *Code of Practice for Procurement*, which is available on the NSW Government Procurement website www.nswprocurement.com.au.
- .2 The Parties are to do all they reasonably can to co-operate in all matters relating to the Contract.
- .3 The Contractor is to comply, within a reasonable time, with any direction given by the Principal.
- .4 The parties consent for notices and communications to be by electronic communication in accordance with the *Electronic Transactions Act 2000* (NSW).
- .5 The Contractor is to set reasonable standards of conduct and ensure they are met by persons engaged in carrying out the Works. The Principal may direct the Contractor to remove a person from the Site for failing to meet reasonable standards of conduct.
- .6 The Contractor is responsible for determining the location and type of all existing services and public utilities, both above and below ground. Where an existing service is damaged by the Contractor for any reason whatsoever, the Contractor must bear all costs and any delays for repairing the service (where it is to be continued) or disconnecting it (where it is

Mini-Minor Works - General Conditions of Contract

to be abandoned).

3. Site and Access

- .1 Within 7 days after the date of award of contract, the Principal is to give the Contractor access to sufficient of the Site to allow the Contractor to commence work, but is not required to give the Contractor sole or uninterrupted possession of or access to the Site.
- .2 The Contractor is to commence work on the Site as soon as practicable after being given access in accordance with clause 3.1, but not before satisfying all the necessary requirements.
- .3 The Contractor is to give anyone authorised by the Principal reasonable access to the Site for any purpose.

4. Care of People, Property and the Environment

- .1 From the time access to any part of the Site is given to the Contractor until Completion, the Contractor is responsible for the care of, and is to make good at the Contractor's expense, any loss or damage which occurs to:
 - .1 the Works or the Site;
 - .2 construction plant; or
 - .3 things entrusted to the Contractor by the Principal for the purpose of carrying out the Works.
- .2 In carrying out the Works, the Contractor is to minimise inconvenience to others.
- .3 The Contractor is liable for any loss or damage caused by the Contractor whilst making good Defects.
- .4 The Contractor indemnifies the Principal against any:
 - (a) legal liability for injury or death;
 - (b) breach of intellectual property rights in relation to material provided by or for the Contractor; and
 - (c) loss of, or damage to, property of the Principal or others, or harm to the environment,arising out of the carrying out of the Works.
- .5 If:
 - (a) action is required to avoid injury, death, harm to the environment or loss of, or damage to, property, and the Contractor does not take the necessary action when the Principal directs it; or
 - (b) urgent action is required,then the Principal may take the action without relieving the Contractor of its obligations or liabilities, and the cost of the action is payable by the Contractor to the Principal.

5. Occupational Health & Safety Management

- .1 The Contractor, having responsibility for the construction work at all times until the work is completed under the Contract, is appointed principal contractor and controller of the premises for the construction work under the *OHS Regulation 2001* (NSW).
- .2 No later than 3 Business Days prior to commencing work on the Site, the Contractor is to submit a site-specific Safety Management Plan for the Works that complies with the current NSW Government *OHS Management Systems Guidelines*.
- .3 The Safety Management Plan is to address all the relevant issues in the Contract Schedule – Safety Management Plan and Safe Work Method Statements, together with any other risks and hazards, and is to be implemented on the Site.
- .4 Work is not to commence without a complying Safety Management Plan.
- .5 All safety incidents, including near misses, and visits by WorkCover, should be reported immediately to the Authorised Person.

6. Long Service Levy

- .1 If the Contract Price is \$25,000 or more, then before commencing work under the Contract, the Contractor must pay to the Building and Construction Industry Long Service

Mini-Minor Works - General Conditions of Contract

Payments Corporation or the Corporation's agent the amount of the long service levy payable under the *Building and Construction Industry Long Service Payments Act 1986*. Documentary evidence of the levy payment must be provided to the Principal.

7. Environmental Management

- .1 No later than 3 Business Days prior to commencing work on the Site, the Contractor is to submit an Environmental Management Plan for the Works that complies with the NSW Government *Environmental Management Guidelines*.
- .2 The Environmental Management Plan is to address all the relevant issues in the Contract Schedule – Environmental Management Plan, together with any other risks and hazards, and is to be implemented on the Site.
- .3 Work is not to commence until a complying Environmental Management Plan has been submitted.
- .4 The Contractor is to complete and submit the Waste Recycling and Purchasing Report (WRAPP Report) shown in the Contract Schedule - Environmental Management Plan at Completion.
- .5 All environmental incidents, including near misses, and visits by environmental regulators, are to be reported immediately to the Authorised Person.

8. Insurance

- .1 Before commencing work in connection with the Contract, the Contractor is to hold or take out an insurance policy covering workers compensation and ensure every subcontractor holds equivalent insurance, where applicable.
- .2 If the Contract Information states that the Contractor is to arrange public liability insurance and insurance of the Works then, before commencing work on the Site, the Contractor is to hold or take out policies of insurance covering the Contractor, Principal and subcontractors as insured entities for:
 - (a) public liability for an amount not less than \$10,000,000 for any single occurrence; and
 - (b) loss of, or damage to, the Works, any temporary works and all materials, equipment, plant and other things that are brought onto the Site by or on behalf of the Contractor or are entrusted to the Contractor by the Principal. The amount insured for any single occurrence is to be not less than the Contract Price at the date of award of Contract by the Principal.
- .3 The policies required under clause 8.2 are to:
 - (a) include cross liability and waiver of subrogation clauses under which the insurer, in respect of liability, agrees that the term 'insured' applies to each of the entities covered as if a separate insurance policy had been issued to each of them, and agrees to waive all rights of subrogation or action against any of the entities covered; and
 - (b) be with insurers and in terms approved by the Principal.
- .4 If the Contract Information states that the Principal has arranged, or is to arrange, insurance of the Works and public liability, then a policy of insurance for the Works and public liability covering the Contractor, Principal and subcontractors will come into effect on award of contract. The Principal is to pay the insurance premium.
- .5 For any insurance the Contractor is required to arrange under the Contract, the Contractor is to pay all premiums, maintain the policies until Completion of the Works, and provide evidence of currency of the policies to the Principal before commencing the relevant work.
- .6 The Contractor is responsible for making and managing any insurance claims and meeting the cost of any deductibles, even if the Principal arranged the insurance.

9. Materials and Work

- .1 The Contractor is to supply materials which are new (unless otherwise specified), free from Defects and fit for the purposes required by the Contract.
- .2 The Contractor is to use standards of workmanship and work methods which conform with the Contract, relevant Australian Standards and codes of practice and the lawful requirements of any authority.
- .3 The Contractor is responsible for any design required to complete the Works.
- .4 The Contractor is to make good any Defect when it becomes apparent.

Mini-Minor Works - General Conditions of Contract

- .5 The Principal may, in its absolute discretion, propose to accept the Works with any specified Defect not made good, on specified terms. If the Contractor does not accept the Principal's terms within 7 days, the Contractor is to make good the Defect.
- 10. Variations**
- .1 The Contractor is not to change the Works without a direction or written acceptance from the Principal.
- .2 The Contractor is to take all reasonable steps to carry out Variations concurrently with other work.
- .3 The Contractor is to submit a proposal for a Variation within 7 days after receiving a request from the Principal to do so. The Contractor's proposal is to include a margin of up to 15% on net direct costs to cover supervision, overheads, disruption, profit and attendance.
- .4 Within 14 days after receiving the Contractor's proposal for a Variation, the Principal is to notify the Contractor in writing whether or not the proposal is accepted.
- .5 If the Principal does not accept the proposal, the Principal will assess the price based on reasonable direct costs plus 15% and that will be the price payable to the Contractor for the Variation.
- 11. Time for Completion**
- .1 The time for Completion is as stated in the Contract Information.
- 12. Post Completion Period**
- .1 At any time during the Post Completion Period stated in the Contract Information, the Principal may direct the Contractor to make good a Defect within a specified time and at a time convenient to the Principal.
- .2 If the Contractor does not make good the Defect within the time specified, then the Principal may have the Defect made good by others and all associated costs are payable by the Contractor to the Principal.
- 13. Payment**
- .1 The Contractor may submit payment claims for completed work at the times stated in the Contract Information and for amounts calculated as follows:
- .1 for work for which the Principal accepted rates, an amount calculated by applying the rates to the quantities of work carried out;
- .2 for work for which the Principal accepted a lump sum, an instalment of that lump sum which reflects the value of the work carried out; and
- .3 for any other entitlements claimed for which the Principal has agreed or assessed an amount in writing, or for which an amount has been finally determined by an expert under Clause 14 *Disputes*, the proportion of the amount which reflects the value of the entitlement,
- at the date of the payment claim, less amounts previously paid, amounts payable by the Contractor to the Principal, and any amounts the Principal is entitled to deduct.
- .2 Quantities of work set out in any Schedule of Rates are estimates only. The Contractor is responsible for providing evidence of the quantities actually carried out.
- .3 With each payment claim, the Contractor is to give to the Principal:
- .1 the conformance records and other information required under the Contract; and
- .2 a "Subcontractor's Statement" completed no earlier than the date of the payment claim. The Statement proforma is available from the NSW WorkCover website www.workcover.nsw.gov.au.
- .4 Within 10 Business Days after receipt of the Contractor's payment claim, the Principal is to provide to the Contractor a payment schedule identifying the payment claim to which it relates and stating the payment, if any, that the Principal will be making. If the payment is to be less than the amount claimed by the Contractor, the payment schedule is to indicate why it is less.
- .5 Payment by the Principal is to be made:
- .1 within 20 Business Days after receipt of the Contractor's payment claim; or
- .2 within 5 days after receipt of the original Subcontractor's Statement and, if requested by the Principal, a valid tax invoice in the amount stated in the payment schedule; whichever is the latest.
- .6 Unless otherwise stated, all payments are to be made by electronic funds transfer to a

Mini-Minor Works - General Conditions of Contract

bank, building society or credit union account nominated by the Contractor. No payment is due to the Contractor until sufficient details of the nominated account are notified in writing to the Principal.

- .7 Payment is not evidence of the value of work, or that the work is satisfactory, or an admission of liability, but is payment on account only.
- .8 If the Contract Information states that an amount is to be retained for the duration of a Post Completion Period, then this amount is to be deducted from payments due at Completion and held by the Principal until the expiration of the Post Completion Period.
- .9 Within 40 days after Completion (where there is no Post Completion Period), or at the end of any Post Completion Period, the Principal is to issue a final payment schedule accounting for the amount due less any amounts payable by the Contractor to the Principal and, where there is a Post Completion Period, the release of the retention amount.
- .10 Within the later of 20 Business Days after the date of issue of the final payment schedule, or 5 Business Days after receiving the original of a Subcontractor's Statement completed no earlier than the date of the final payment schedule and, if requested by the Principal, a valid tax invoice in the amount stated in the payment schedule, the Principal is to pay the Contractor the amount due in accordance with the final payment schedule.

14. Disputes

- .1 If a Party is dissatisfied with an act or omission of the other Party in connection with the Contract then, within 14 days after the act or omission, the dissatisfied Party is to notify the other Party in writing of a dispute. The notification is to include the legal and factual basis of the dispute.
- .2 The Parties are to involve senior executives to try to resolve the dispute. If the dispute is not resolved within 21 days then the Parties are to attempt to agree upon an independent expert to resolve the dispute and the terms for the expert's engagement. If the Parties cannot agree on an expert within a further 14 days then either may request the Chief Executive Officer of the Australian Commercial Disputes Centre Ltd, Sydney to nominate an expert.
- .3 The Parties are to share equally the expert's fees and out-of-pocket expenses, including any security required for the expert's fees. Each party is to otherwise bear its own costs and share equally any other costs of the process.
- .4 Within 7 days after the appointment of the expert, the notifying Party is to make its submission on the dispute to the expert.
- .5 Within 14 days after receiving a copy of that submission, the other Party is to make its submission in response, if any.
- .6 The expert may request further information from either Party. The Party must respond within 14 days after receiving the request.
- .7 The Parties are to treat each determination of the expert as final and binding and give effect to it.

15. Suspension

- .1 The Principal may direct the Contractor to suspend carrying out all or part of the Works and the conditions on which work is to recommence.

Mini-Minor Works - General Conditions of Contract

16. Termination by the Principal

- .1 Without prejudice to any other rights which the Principal has, if the Contractor commits a substantial breach of the Contract, including:
 - .1 failing to carry out a direction of the Principal within the time specified;
 - .2 not progressing the Works at a reasonable rate;
 - .3 failing to effect or maintain any insurance required by the Contract;or if a receiver, manager or receiver and manager is appointed or the Contractor commits an act of insolvency, the Principal may, in writing, specify the breach and ask the Contractor to give reasons why the Principal should not take further action.
- .2 If the Contractor either fails to give a written response within 7 days after receiving the Principal's notice, or fails to give reasons satisfactory to the Principal, then:
 - .1 the Principal may immediately terminate the Contract by notice in writing to the Contractor, in which case the respective rights and liabilities of the parties shall be the same as they would be at common law if the Contractor had wrongfully repudiated the Contract; or
 - .2 the Principal may immediately take over the incomplete Works by notice in writing, suspend payments due or which would become due under Clause 13, and have others complete the Works. The Principal is to calculate the difference between the costs of having the Works completed by others and the amount of suspended payments held. If the calculation shows a shortfall to the Principal, the Contractor is to pay the amount of the shortfall to the Principal within 7 days of a written demand for payment. If the calculation shows an excess to the Principal, the Principal is to pay the amount of the excess to the Contractor.

17. Termination for the Principal's Convenience

- .1 The Principal may terminate the Contract for its convenience and without giving reasons by giving written notice to the Contractor, with effect from the date stated in the notice. The Contractor is to leave the Site by the date stated and comply with any other directions in the notice.
- .2 If the Contract is terminated for the Principal's convenience, then, as full compensation for termination under this clause, the Contractor's total entitlement in respect of the Contract is the sum of the following and the Contractor has no claim for damages or other entitlement whether under the Contract or otherwise:
 - .1 the value of all work carried out up to the date stated in the notice; plus
 - .2 2% of the difference between the Contract Price and the total of all amounts paid and payable to the Contractor under clause 17.2.1.

18. Performance Management

- .1 The SCA may evaluate performance and identify priorities for improvement. This performance assessment will allow progress to be monitored as the project proceeds.
- .2 Each party and any others who participate in evaluation and monitoring must meet their own costs for attendance at meetings
- .3 Information about the Contractor from any source, including substantiated reports of unsatisfactory performance, may be taken into account by NSW Government authorities in considering whether to offer the Contractor future opportunities for NSW Government work

Mini-Minor Works - General Conditions of Contract

Contract Information

Mentioned in Clause - Definitions

The Authorised Person is:
Title:

Kirk Newport
Catchment Officer

Telephone number:

4640 1228

email address:

Kirk.newport@sca.nsw.gov.au

The Principal may for any reason and at any time change the Authorised Person by giving notice in writing.

The Principal is:

Sydney Catchment Authority

All correspondence to the Principal is to go to the address of the Authorised Person.

Insurance of the Works and public liability insurance are to be arranged by:

the Contractor.

4. Time for Completion

The Time for Completion is:

As per the specifications

5. Post completion period

The Time for Completion is:

Not Used

6. Times for Payment Claims

A Payment claim is to be made:

Monthly

Mini-Minor Works - Works Description

W1 Site name and address	<ol style="list-style-type: none"> 1. Site name: Sydney Catchment Authority Lands 2. Site address: Various as described in the Specifications
W2 Site Conditions and Requirements	<ol style="list-style-type: none"> 3. Subject to the requirements of the Contract and any restrictions on working hours imposed by law, the Site will be available to the Contractor to carry out the Works during daylight hours seven days per week., Work outside these times may only be undertaken if approved in writing by the Principal and will be subject to any conditions the Principal may require.
W3 Protection of Children and Vulnerable People	<ol style="list-style-type: none"> 4. Ensure that all persons working on the Site: <ol style="list-style-type: none"> .1 gain permission to enter the facility before commencing work and only enter approved areas; .2 avoid interacting in any way with any children or residents or other vulnerable people; .3 only use toilets and other facilities designated for the use of the Contractor; .4 maintain appropriate privacy when working on toilets and similar facilities; .5 ensure the work area cannot be accessed by children or residents or other vulnerable people, while work is in progress; .6 wear clothing that is tidy and in good condition, and suitable for the works being undertaken; and .7 wear or carry proof of identity or an SCA induction card at all times when on the Site.
W4 Existing Services	<ol style="list-style-type: none"> 5. Locate all existing services affected by the work and, in doing so, comply with the <i>WorkCover Work Near Underground Assets Guideline</i>, available from the Publications/ Safety Guides section of the WorkCover website www.workcover.nsw.gov.au. 6. Before commencing construction work, establish the precise locations of all underground and other services at and around the Site and: <ol style="list-style-type: none"> .1 obtain advice from <i>Dial Before You Dig</i> and the owners of the services; .2 engage a services locator; and .3 where any service is underground, in conjunction with the owner of the service, use pot-holing (or equivalent non-destructive techniques). 7. Mark the locations of all services prominently on the Site, document them on a site plan and provide a copy of the site plan to each subcontractor before the subcontractor commences construction work. 8. Before undertaking any concrete cutting or other work penetrating the building fabric (floor, walls or ceiling): <ol style="list-style-type: none"> .1 ensure the services are isolated in the relevant work area; and .2 <i>Not Used</i> .3 before restoring services, check all penetrations for live or damaged wiring or gas pipes.
W5 Asbestos Removal	<ol style="list-style-type: none"> 9. Where asbestos removal work is carried out, comply with the relevant statutory requirements, standards, codes and guidelines. 10. Not less than 5 Business Days prior to commencing any asbestos removal work, notify the Principal and, if required under OHS legislation, the WorkCover Authority, of the intention to carry out that work. 11. Where the regulations require a licence for asbestos removal work, before the work commences, submit to the Principal a copy of the current licence held by the entity that will undertake the work and a copy of any WorkCover permit required for the work. 12. Provide air monitoring by an independent testing authority on each day during asbestos removal and on completion of each area where removal has been

Mini-Minor Works - Works Description

W6 Unexpected Discovery of Hazardous Materials

undertaken.

13. Submit to the Principal a clearance certificate from an independent testing authority at the completion of the asbestos removal work.
14. If any hazardous substance not identified in the Contract Documents is discovered on the Site, suspend all work which may result in exposure to such hazardous substance and notify the Principal immediately of the type of substance and its location.
15. As soon as possible, submit to the Principal details including:
 - .1 the additional work and resources the Contractor estimates are necessary to deal with the substance so that work and subsequent use of the Works may proceed safely and without risk to health;
 - .2 the Contractor's estimate of the cost of the measures necessary to deal with the substance; and
 - .3 other details reasonably required by the Principal.
16. If instructed by the Principal to carry out work to deal with the hazardous substance:
 - .1 carry out the work concurrently with other work wherever possible; and
 - .2 otherwise minimise effects of the work on the time required to reach Completion.

Mini-Minor Works - Works Description

W7 Works description

DESCRIPTION OF THE WORKS

The Works include the following:

1. DESCRIPTION OF WORKS

1.1 Purpose

This Contract covers cleaning of the picnic areas and associated facilities at all Metropolitan Dams (Avon, Nepean, Cordeaux, Cataract), Woronora Dam and Shoalhaven areas (Fitzroy Falls Dam Picnic & Fishing Areas, Bendeela Camping Ground, Wingecarribee Dam Picnic Area and Tallowa Dam Picnic Area)

It also includes the cleaning of dam offices, kitchen and toilet and washroom facilities at all Metropolitan Dams and Shoalhaven Sites.

2. SCOPE OF WORKS / SERVICES FOR AVON, CORDEAUX, NEPEAN, CATARACT, WORONORA DAMS AND SHOALHAVEN AREAS

The scope of work to be executed under the contract is broadly described in this clause. The full scope of work can only be determined by reference to the several documents forming the contract.

The SCA requires cleaning of picnic areas (including picnic area furniture), toilet facility blocks, barbecues and picnic sheds at the following sites:

- Avon Dam
- Cordeaux Dam
- Nepean Dam
- Woronora Dam
- Cataract Dam
- Fitzroy Falls Dam Picnic Area
- Fitzroy Falls Fishing Area
- Bendeela Camping Ground
- Wingecarribee Dam
- Tallowa Dam

The SCA also requires cleaning of SCA dam offices, kitchens, and toilet and washroom facilities (where applicable) at the following sites:

- Avon Dam
- Cordeaux Dam
- Nepean Dam
- Woronora Dam
- Cataract Dam
- Fitzroy Falls Dam Picnic Area
- Wingecarribee Dam
- Tallowa Dam

Mini-Minor Works - Works Description

The work comprises the following activities:

- Cleaning of toilets in picnic area
- Cleaning of picnic sheds including floors, tables, chairs sinks etc
- Cleaning of barbecues
- Cleaning of picnic areas including picnic area furniture and playground facilities
- Cleaning of SCA Offices, kitchen areas and toilet and washroom facilities

In addition to the normal cleaning, the SCA may require the Contractor to undertake from time to time, additional work which has not been included in the lump sum portion of the contract. The Authorised Person shall direct the work to be carried out as and when required and the work shall be valued based as far as possible on rates established in the Schedule of Rates for Non Routine Works.

The type of work that the SCA may require the Contractor to undertake could include but will not be limited to that described hereunder:

- The removal and disposal of sharps
- Additional services to cover holiday periods & special events
- Extraneous cleaning arising from unforeseen incidents

3: SPECIFICATIONS

3.1 Extent of Work - Avon, Nepean, Cordeaux, Cataract, Woronora, and Shoalhaven Areas

The areas to be maintained by the Contractor are as follows:

1. Woronora Picnic Area and SCA Office and kitchen
2. Cordeaux Picnic Area, SCA Office, and kitchen and toilet and washroom area
3. Avon Picnic Area, SCA Office, and kitchen and toilet and washroom area
4. Nepean Picnic Area, SCA Office, and kitchen area
5. Cataract Picnic Area, SCA Office, and kitchen and toilet and washroom area
6. Fitzroy Falls Picnic Area, SCA Office, toilet and washroom area
7. Fitzroy Falls Fishing Area toilets
8. Bendeela Camping Ground area toilets
9. Wingecarribee Picnic Area, SCA Office, toilet and washroom area
10. Tallowa Dam, Picnic area and SCA Office.

3.2 TOILETS IN PICNIC AREAS

3.2.1 Level of Service for Toilets in Picnic Areas

The Contractor shall provide the following level of services to the following standards:

Each Clean:

- Toilets are to be cleaned in compliance with Health and Safety Regulations
- Clean & disinfect all toilet seats, lids, pans, urinals, taps, pipes chrome fittings, doors, door furniture and hand basins using an appropriate germicidal cleanser
- Clean Mirrors and ensure free of finger marks etc. A non-abrasive cleaner is to be used on wall mirrors. Acid, abrasive cleansers, steel wool or any like cleaning substance or material shall not be used on mirrors under any circumstances.

Mini-Minor Works - Works Description

- Wall tiles, painted walls, partitions and doors are to be dusted and wiped clean of surface soil. Dust or dirt that is adhering to a surface is to be removed with a damp cloth and an acceptable commercial cleaner.
- Check and refill toilet paper dispensers. (Toilet paper to be supplied by Contractor).
- Replenish commercial grade urinal tablets as required (tablets to be supplied by Contractor)
- Floors are to be thoroughly swept and damp mopped using a commercial grade liquid germicidal cleanser and disinfectant. Where stubborn stains are evident the Contractor shall restore the floor by appropriate means.
- Remove all rubbish from toilet area
- Empty all waste and garbage containers. Wipe out all containers surfaces and replace bin liner bags (supply of liners items is the responsibility of the Contractor).
- Remove graffiti where possible
- All traces of verdigris and/or soap scum are to be removed from wash basins and taps
- Sanitary bins in the women's & disabled toilets at Bendeela (x 11) shall have the disposable bag (supplied by SCA) replaced monthly (as a minimum) or as required.

Weekly Clean:

- Clean and dust windowsills.
- Clean window glass with commercial type liquid window cleaner
- Remove all cobwebs
- Remove any weed or plant growth evident in toilet area

Monthly Clean:

- Walls shall be scrubbed clean of stains using an approved cleanser
- All surfaces are to be treated with an agreed commercial grade detergent / disinfectant prior to being pressure washed clean.

3.3 PICNIC SHELTERS IN PICNIC AREAS

3.3.1 Level of Service for Picnic Shelter in Picnic Areas

The Contractor shall provide the following level of services to the following Standards:

Each Clean:

- Clean tables and seats free of marks, stains, bird droppings, cob webs, spillages and food scraps
- Clean and wipe down sinks and surrounds
- Stainless steel surfaces, sink traps, hot water services, are to be cleaned free of all dust, grease and debris
- Clean railings
- Floors are to be thoroughly swept and damp mopped using a commercial grade liquid cleanser and disinfectant
- Remove rubbish from picnic-shed area.
- Remove all cobwebs

Monthly Clean:

- All hard surfaces are to be treated with an agreed commercial grade degreaser prior to being pressure washed clean

Mini-Minor Works - Works Description

3.4 BARBECUES IN PICNIC AREAS

3.4.1 Level of Service for Barbeques in Picnic Areas

The Contractor shall provide the following level of services to the following standards:

Each Clean:

- Clean cooking-surfaces, surrounding bench surfaces, sides, doors and front facings of barbecue clear of food scraps, grease and debris using an approved food safe cleanser.
- Check, and remove when necessary, wastes from under hot plate area. All fat containers to be lined with an appropriate liner.
- Fat to be disposed of in a correct environmental manner Degrease floor area surrounding barbecues

Monthly Clean:

- All floor area's surrounding bbq's are to be treated with an agreed commercial grade degreaser prior to being pressure washed clean

3.5 PICNIC AREAS

3.5.1 Level of Service for Picnic Areas

The Contractor shall provide the following level of services to the following standards:

Each Clean:

Clean tables and seats free of marks, stains, bird droppings, cob webs, spillages and food scraps

- Remove all loose litter
- Damp clean playground equipment removing dust, grime, spillage and bird droppings.
- Soft fall area surrounding playground equipment to be cleared of litter.

Weekly:

- At Metropolitan Dams 240lt garbage bins to be placed on the left hand side of road on garbage days for removal by waste removal contractor. Days will be advised by the SCA.
- All empty 240lt bins are to be lined with a commercial grade plastic bin liner

3.6 SCA OFFICES, KITCHENS, TOILETS AND WASHROOM AREAS

3.6.1 Level of Service for SCA Offices, Kitchens, Toilets and Washrooms

SCA offices at Metropolitan dams are to be serviced weekly. SCA offices in the Shoalhaven area are to be cleaned every 4 weeks.

The Contractor shall provide the following level of services to the following standards:

Each Clean:

- Empty all waste and garbage containers. Wipe out all containers surfaces and replace bin liner bags (supply of liners items is the responsibility of the Contractor). All garbage and waste paper collected from office, kitchen and toilet areas is to be placed in suitable containers provided and placed in allotted area for collection by waste removal contractor.
- Remove all cobwebs
- In carpeted area at Avon Dam Office vacuum all floor surfaces.

Mini-Minor Works - Works Description

- In all other offices and kitchen areas thoroughly sweep floor surfaces.
- Floors are to be damp mopped thoroughly using an appropriate liquid cleanser
- External paved areas where applicable are to be thoroughly swept.
- Sinks and surrounds and bench top and bench fronts, refrigerators and any tables and chairs are to be cleaned and wiped
- Cabinet tops and high level cupboards are to be wiped over
- Clean and dust windowsills
- Clean window glass with commercial type liquid window cleaner

In toilet, wash/shower areas: -

- Toilets are to be cleaned in compliance with Health and Safety Regulations
- Clean & disinfect all toilet seats, lids, pans, urinals, tape, pipes chrome fittings, doors, door furniture and hand basins using an appropriate germicidal cleanser
- Clean Mirrors and ensure free of finger marks etc. A non-abrasive cleaner is to be used on wall mirrors. Acid, abrasive cleansers, steel wool or any like cleaning substance or material shall not be used on mirrors under any circumstances.
- Wall tiles, painted walls, partitions and doors are to be dusted and wiped clean of surface soil. Dust or dirt that is adhering to a surface is to be removed with a damp cloth and an acceptable commercial cleaner.
- Clean and dust windowsills.
- Clean window glass with commercial type liquid window cleaner
- Check and replace toilet paper and hand towels. Toilet paper to be supplied by Contractor.
- Floors are to be thoroughly swept and damp mopped using a commercial grade liquid germicidal cleanser and disinfectant.
- Remove all rubbish from toilet area
- Empty all waste and garbage containers. Wipe out all containers surfaces and replace bin liner bags (supply of liners items is the responsibility of the Contractor).
- Remove all cobwebs
- All traces of verdigris and/or soap scum are to be removed from wash basins and taps

3.7 GENERAL REQUIREMENTS

3.7.1 General Requirements to Be Adhered To During Performance of Cleaning

The Contractor shall provide the following level of services to the following standards:

- **All sites are to be cleaned by 1000 hours (10.00am)**
- **During water restrictions hoses are not to be used to clean areas**
- **In the event of cleaning staff not being able to perform their tasks on the day they are rostered to work, the Contractor must ensure they have adequate staff to cover absent staff. The replacement staff must be in position to perform the duties no later than 2 hours after the scheduled starting times.**
- For hygiene purposes relating to cleaning tasks, all contractors must use the following **Colour Coding** on equipment and materials:

- TOILET AREAS

Mini-Minor Works - Works Description

- All cloths, mops, buckets, etc must be colour coded **RED**

- OFFICES & KITCHEN

- All cloths, mops, buckets, etc must be colour coded **WHITE**

- ALL OTHER AREAS

- All cloths, mops, buckets, etc must be colour coded **BLUE**

1. It is also understood that different coloured equipment shall not, under any circumstances be allowed to be mixed together, or come into contact with each other, even during storage. Contractors are to ensure all staff are fully trained in these requirements
2. Equipment such as mops, mop buckets, brooms, squeegees etc are to be maintained at all times in a safe and efficient manner.
3. Mops are to be cleaned after every use
4. At the end of cleaning mops are not to be left in dirty water
5. Dusting cloths are to be a non lint variety and must be replaced or washed to ensure optimal usage
6. Detergents and disinfectants are to have as close a "Neutral" PH value factor compatible with the use for which they are intended
7. All cleaning staff must be fully trained in the safe use of all chemicals used
8. Carpet spotting materials are to be compatible with the stain or mark to be removed
9. All equipment and materials used are to be of a commercial grade quality.
10. Operators are to have a complete understanding of equipment and materials used to ensure optimal cleaning is achieved
11. Machinery and equipment used, including electrical leads and attachments are to be maintained in a safe and efficient manner by the contractor
12. All electrical tools, equipment and attachments **must be** certified & tagged as per Australian standards
13. Contractors must comply at all times with all Statutory and Legislative WSR Regulations. All Staff must be made aware of and practice the same regulations
14. Contractors will be responsible for the safe and proper removal and correct disposal of any sharps located. All staff will be trained in the proper procedures for such removal and disposal. Contractor will be responsible for supplying proper containers and equipment to be used
15. Staff will be available over weekends to handle any cleaning incidents and/or the removal and disposal of sharps
16. All cleaning staff must be of a neat and tidy appearance and wear a proper protective uniform clearly showing the name of the company.
17. All cleaning staff will wear Proper ID. ID tags should be clearly visible at all times.
18. All cleaning staff shall ensure that all windows and doors are shut and locked on leaving cleaning sites. And alarms set if the building is fitted with one.
19. All cleaning staff shall ensure that all gates are locked where necessary.
20. Contractor shall supply Material Safety Data Sheets for all chemicals used. To be kept in a folder on each site
21. Contractor shall supply with Tender all Environmental Management Plans; Safe Work Plans; Accreditations in Quality (AS9000); and all Quality Control and Quality Assurance systems in use by the Contractor
22. All 240L bins are to be washed clean & treated with a agreed commercial grade disinfectant every 4 months
23. All table & seat seats are to be pressured cleaned every 6 months

3.8 FREQUENCY OF CLEANING SERVICE

3.8.1 Metropolitan Dams:

Mini-Minor Works - Works Description

- **Avon, Nepean,**
Monday and Friday
All gazetted NSW Public Holidays
Sundays within NSW School Holidays
Offices are cleaned weekly
- **Woronora, Cataract and Cordeaux**
Monday, Friday and Sunday
All gazetted NSW Public Holidays
Offices are cleaned weekly

E3.8.2 Shoalhaven Area:

- **Fitzroy Falls, Bendeela, Wingecarribee and Tallowa**
Monday and Friday except SCA offices, which will be cleaned once a month.
All gazetted NSW Public Holidays
NSW School holidays as follows:
Bendeela
Christmas, April, October & Easter holidays
 - Clean every day during the holiday periodJuly holidays
 - Regular Friday, Monday & public holiday cleans
 - Additional clean on each WednesdayTallowa
Christmas, April & October holidays
 - Regular Friday, Monday & public holiday services
 - Additional clean on each WednesdayFitzroy Falls Picnic Area
Christmas, April & October holidays
 - Regular Friday, Monday & public holiday services
 - Additional clean on each Wednesday

E3.8.3 Christmas Periods:

- All picnic areas will require extra cleaning during the Christmas period requiring early starts. Cordeaux picnic area will require extra servicing prior to Christmas Day and on Boxing Day.

Mini-Minor Works - Works Description

- Extra cleaning requirements are as follows but may change depending on the fall of gazetted public holidays-

Cordeaux to be cleaned on 24 December, 26 December, 27 December

Woronora Dam to be cleaned 27 December

Avon & Nepean Dams to be cleaned 27 December

Cataract Dam to be cleaned 27 December

Mini Minor Works - Contract Schedule

Safety Management Plan and Safe Work Method Statements

In accordance with General Conditions of Contract Clause 5 *Occupational Health and Safety Management*, the Contractor is to document and implement a site-specific Safety Management Plan and Safe Work Method Statements (SWMS) that address all health and safety hazards and risks associated with carrying out the Works.

The Contractor's Safety Management Plan must:

- ☐ be signed and dated by a senior manager under the Contractor's letterhead authorising the Plan for use;
- ☐ identify the Contract, work activities, work sites and person who prepared the Plan;

and must cover:

- ☐ **Statement of responsibilities** – names and positions of people who will be responsible for OHS management on the Site, including the work activities and a description of those responsibilities;
- ☐ **Risk management** – identification of the hazards associated with each work activity and assessment of the associated risks, with documented actions proposed to eliminate or minimise the risks and methods for monitoring these risk controls (include any OHS risks identified by the Principal);
- ☐ **OHS training** – arrangements for OHS training, including industry and site induction training and toolbox meetings;
- ☐ **Incident and emergency management** – arrangements for managing accidents, incidents and near misses, with the name(s) of responsible persons and their contact details, including after-hours contact(s);
- ☐ **Site Safety Rules** – a copy of the rules must be displayed on site, covering as a minimum:
 - ☐ industry/site induction, toolbox meetings and other safety training;
 - ☐ personal protective equipment and first aid arrangements;
 - ☐ site access and security;
 - ☐ accident/incident and emergency procedures;
 - ☐ protection of all workers and the public;
 - ☐ working at heights;
 - ☐ electrical work and equipment, including leads, power tools and overhead wiring;
 - ☐ demolition, excavation, mobile plant, formwork and other temporary structural frames;
 - ☐ hazardous materials and dangerous goods; and
 - ☐ safe working, including SWMS, fire prevention, drug prohibition and general housekeeping;
- ☐ **Safe Work Method Statements** for activities identified as having a significant risk, which must:
 - ☐ be on the letterhead of the organisation carrying out the work, showing the name and registered office address of the organisation; and
 - ☐ be signed and dated as authorised for use by a senior manager of the organisation, and must describe:
 - ☐ work activities to be undertaken, including the step-by-step sequence involved in doing the work and identification of work activities with health and safety hazards and risks;
 - ☐ potential health and safety hazards and risks associated with the work and with each step of the work;
 - ☐ safety controls that will be in place to minimise the hazards and significant risks;
 - ☐ all health and safety instructions to be given to persons involved with the work;
 - ☐ health and safety legislation, codes or standards applicable to the work, and where copies of these are kept;
 - ☐ names and qualifications of those who will supervise the work and inspect and approve for use work areas, work methods, protective measures, plant and equipment (including power tools);
 - ☐ what training is required, and will be or has been given to each of the people involved in the work;
 - ☐ names of all those involved in the work, and those who will be or have been trained in the work activities described in the SWMS, and the names and qualifications of those responsible for training them;
 - ☐ plant and equipment that will most likely be used on the work site (e.g. ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers and the like);
 - ☐ any WorkCover permits required to complete the work; and
 - ☐ inspection and maintenance checks that will be or have been carried out prior to use of the plant and equipment listed.

Mini Minor Works - Contract Schedule

Safety Management Plan and Safe Work Method Statements

1. Hazard Risk Identification

The hazards identified in this checklist shall be taken into consideration by the Service Provider in the development of Safe Work Method Statements.

This document is not intended to be a comprehensive or exhaustive survey of the Services. Tenderers should not rely solely on the information contained in the Contract and should undertake independent assessment of the hazards and risks associated with the Services.

PART 1: Generic Hazards Associated with the Services

The purpose of this list is to notify Tenderers (and the Service Provider) of general hazards associated with the Services, including the Site(s) on which the Services are to be carried out.

HAZARD IDENTIFICATION <i>(Example)</i>							
NO.	HAZARD IDENTIFIED DURING TASK	Y	N	NO.	HAZARD IDENTIFIED DURING TASK	Y	N
1.	Traffic Movements (e.g. vehicles around worksite)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25.	Poor Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Falls (e.g. From ladders, steps, platforms etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26.	Animal bites & stings (e.g. snakes, spiders etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Working at height (>2 meters)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27.	Lifting & loading hazards (e.g. cranes, slings, bridges)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Slips and trips	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28.	Asbestos	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Exposure to Noise (e.g. > 85 dBA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29.	Contact with Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Moving machinery (e.g. Hoists, lifts etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30.	Other hazardous substances (e.g. Lead paint etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Vibration (e.g. From power tool etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31.	Biological Hazards (e.g. AIDS, Hep B etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Powered equipment (e.g. Angle grinder, drill etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	32.	Radiation Hazards (Other than sun)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Struck against / Impact hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	33.	Ergonomic Hazards (e.g. Workplace layout etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Stuck by object / Impact hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ENVIRONMENTAL IMPACTS If Y is ticked – Identify appropriate control/s from the Standard Environmental Safeguards, record in Risk Assessment Section below and forward to Environmental Evaluation Team for review.			
11.	Confined Space	<input type="checkbox"/>	<input checked="" type="checkbox"/>	34.	Local water quality (e.g. Erosion, cold water release)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Access & egress hazards (e.g. To and from work site)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35.	Flora (e.g. Removal, endangered species present)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Fire / Explosion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.	Fauna (e.g. Fish kill, endangered species present)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Hot Work (e.g. Welding etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37.	Waste (e.g. Removal, disposal, asbestos, lead)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Potential to start Bushfire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38.	Heritage (e.g. European, aboriginal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	Contact with Electricity / High Voltage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	39.	Community (e.g. Noise, air, access)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17.	Wall / Underground / Overhead hazards (e.g. Electric)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OTHER HAZARDS IDENTIFIED – List any other hazards identified			
18.	Manual Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40.		<input type="checkbox"/>	<input type="checkbox"/>
19.	Stored energy hazards (e.g. Hydraulic pressure)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41.		<input type="checkbox"/>	<input type="checkbox"/>
20.	Working on or near water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	42.		<input type="checkbox"/>	<input type="checkbox"/>
21.	Lone Worker / Remote Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	43.		<input type="checkbox"/>	<input type="checkbox"/>
22.	Compressed gasses (e.g. cylinders, gas lines etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	44.		<input type="checkbox"/>	<input type="checkbox"/>
23.	Dust / Gas / Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	45.		<input type="checkbox"/>	<input type="checkbox"/>
24.	Sun / Heat / Cold / Rain	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Mini Minor Works - Contract Schedule

Safety Management Plan and Safe Work Method Statements

PART 2: Site Specific Hazards associated with the Services (if applicable)

The purpose of this section is to notify Tenderers of site-specific 'special' hazards i.e. hazards particular to the SCA physical and operating environment, which require controls to be put in place.

CATEGORY A: 'Special' hazards, which require the Service Provider to put in place controls, or to check or participate in SCA controls, include:

- Underground cable(s) – identified by marker posts & as part of SCA site induction for contractor
-

CATEGORY B: 'Special' hazards, which are fully under SCA control, and are notified to potential Tenderers for their information, include:

- Remote locations
- Lack of communication in remote areas

Mini Minor Works - Contract Schedule
Safety Management Plan and Safe Work Method Statements

Part 3: HAZARD CONTROL PLAN (IF APPLICABLE)

Hazard (SCA to fill)	Control Measures (tenderer to complete)
Asbestos	
Operating Plant & Machinery	
Bites & Stings (Bees, Wasps, Snakes, Ticks)	
Sun Exposure	
Public Road & Traffic	
Cold weather	
Isolated workers	

**Mini Minor Works - Contract Schedule
Environmental Management Plan**