

CITY OF



**WHITEHORSE**

**PROVISION OF A LIFE SKILLS  
PROGRAM FOR YOUNG PEOPLE  
CONTRACT 11041**

**EXPRESSION OF INTEREST (EOI)**

**EOI closing time and date: 5.00pm, Monday, 7<sup>th</sup> June. 2021.**

EOIs must be lodged electronically via Council's Online Grants Management System -  
SmartyGrants which can be accessed via the Council's website:

<https://whitehorse.smartygrants.com.au>

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# EOI INVITATION

## 1. EOI Invitation

### 1.1 Brief Description

Whitehorse City Council (Council) invites Expressions of Interest (EO) for the provision of a Life Skills Program for Young People by not-for-profit community organisations under Council's Community Grants Program. The objective of the Program is to provide support to young people from 15 to 25 years of age as follows:

1. Young Mum's Group
2. Young Dad's Group
3. Social Support Program for young people at risk and/or homeless
4. Volunteer Program for young people at risk and/or homeless

This is a two year contact covering the financial years 2021-2022 and 2022-2023, commencing July 2021 and finishing on 30 June 2023. Further details are provided in the Brief, pages 14 &15 of this invitation.

Council intends to undertake a two-stage process. The Expression of Interest is the first stage and will enable Council to:

- Advise respondents of the general scope of the services required;
- Identify potential tenderers; and
- Assess potential tenderer's experience, capacity, reliability and commitment to quality

Respondents must comply with the Conditions for Submitting Expressions of Interest or risk being disqualified or their Expression of Interest being rejected.

Selected respondents will be invited to submit a detailed tender proposal for the project; however lodgement of an Expression of Interest does not guarantee inclusion on the short-list.

Council reserves the right not to proceed to Tender.

### 1.2 Documents Provided with this Invitation

This Invitation consists of two parts:

- Part A – Invitation for EOI; and
- Part B – EOI Response Schedules (SmartyGrants Form)

Part A contains information about the EOI and Council's EOI Conditions, including the following:

- EOI Invitation;
- EOI Conditions;
- Brief;
- Supporting Information; and
- Occupational Health and Safety Requirements.

Part B contains the EOI Response Schedules (SmartyGrants Form) – Respondents must complete Part B in accordance with the EOI Conditions.

### 1.3 Definition of Terms

The words and expressions used in this Invitation shall have the same meaning as given to them in the Contract except that the following words and expressions shall have the meanings given to them in this document:

<b>Brief</b>	means the document so entitled set out in Part A of this Invitation;
<b>Conforming EOI</b>	means an EOI which is not a Non-conforming EOI;
<b>Council</b>	means Whitehorse City Council;
<b>EOI</b>	means the document so entitled set out in Part A of this Invitation;
<b>EOI Conditions</b>	means the tender conditions set out in Part A of this Invitation;
<b>EOI Documents</b>	means the documents comprising this Invitation for an EOI including Part A and Part B attached to this Invitation, EOI addenda and any other documents uploaded to the Portal by Council in relation to the EOI prior to the closing of EOIs;
<b>EOI Form</b>	means EOI Schedule 1 – contained in Part B;
<b>EOI Questionnaire</b>	means the questionnaire contained in Part B – EOI Response Schedule;
<b>Invitation</b>	means this EOI for the Works and which is comprised of: <ul style="list-style-type: none"><li>(a) the introduction to this Invitation;</li><li>(b) EOI Conditions;</li><li>(c) Brief;</li><li>(d) Supporting Information; and</li><li>(e) Occupational Health and Safety Requirements.</li></ul>
<b>Non-conforming EOI</b>	means an EOI which does not comply with any requirement specified in the EOI Invitation.
<b>Occupational Health &amp; Safety Requirements</b>	means the document so entitled set out in, Part A of this Invitation;
<b>Portal</b>	Means Council's eTendering Portal which can be accessed via the Tenders link on Council's website – <a href="http://www.whitehorse.vic.gov.au">www.whitehorse.vic.gov.au</a> ;
<b>Supporting Information</b>	means the document so entitled set out in Part A of this Invitation;
<b>Tenderer</b>	means a person invited by Council to submit an EOI;
<b>Works</b>	means the information set out in Section 1.1 in Part A of this Invitation.

## **1.4 Overview of Scope of the Services**

Tenderers should review and carefully examine the Brief and Supporting Information set out in this invitation, for the purpose of informing themselves about the Program.

# EOI CONDITIONS

## 2. EOI Conditions

### 2.1 Clarifications

Tenderers should seek any necessary clarification about:

- a) these EOI Documents (Part A);
- b) EOI Response Schedule (Part B); and
- c) the EOI process

via Email to [grants@whitehorse.vic.gov.au](mailto:grants@whitehorse.vic.gov.au).

All enquiries from Tenderers must be identified as “EOI Clarification” and each such request must be sequentially numbered.

Council reserves the right to identify the EOI Clarification and Council’s response to such requests to all Tenderers.

Council will not respond to requests for EOI clarification received within three (3) working days before the closing date for the lodgement of EOIs.

No statement made by any member of Council’s staff should be construed as modifying this Invitation unless confirmed in writing by Council.

Any advice, in whatever form, given by Council to a respondent for the purpose of clarifying the meaning of the Expression of Interest documentation will also be given to all other respondents in writing.

### 2.2 Amendments to EOI Documents

Council may amend the EOI Documents at any time prior to the close of EOIs. Amendments will be made by addenda issued in identical form to each Tenderer via SmartyGrants

### 2.3 No Canvassing

Any Tenderer who canvasses any Councillor or a Council staff member about this EOI will be disqualified from the EOI process.

### 2.4 Conflicts of Interest

Tenderers must declare any actual or potential conflicts of interest that may arise in respect of the Services between the Tenderer and Council.

### 2.5 Costs and Expenses

All costs and expenses incurred by Tenderers in any way associated with the development, preparation and submission of EOIs in response to this Invitation shall be borne by the Tenderers.

### 2.6 Effect of Submission of EOIs

By submitting EOIs, Tenderers shall be deemed to have:

- (a) ascertained and, if appropriate, inspected all available documents relevant to the Works;



- (b) visited the site at which the Works are to be carried out, and fully informed themselves of all local information, site conditions and local conditions affecting or which may affect the carrying out of the Works;
- (c) informed and satisfied themselves as to the requirements of any relevant legislation which may apply to the Works and the requirements of any authorities which may have jurisdiction in relation to the Works; and
- (d) formed their own assessment of the nature and extent of work required to carry out the Works and properly accounted for all such work in their EOI.

## **2.7 Conforming and Non-conforming EOIs**

Tenderers must submit conforming EOIs. In addition, Tenderers may submit Non-conforming EOIs.

Council is not under any obligation to consider Non-conforming EOIs but reserves the right to consider such EOIs.

## **2.8 Execution of EOIs**

The EOI Form and any other information required by this Invitation to be submitted by Tenderers shall be completed and authorised in SmartyGrants by Tenderers or by duly authorised representatives of the Tenderers.

## **2.9 Expression of Interest Questionnaire**

Tenderers must complete and submit the EOI Questionnaire Form on SmartyGrants. Council is under no obligation to consider EOIs that do not contain a completed EOI Questionnaire but reserves the right to do so.

## **2.10 EOI Responses**

Expressions of Interest must:

- a) indicate how any objectives and critical success factors set out in the Brief will be met;
- b) indicate how the Tenderers propose to address any other issues detailed in the Brief;
- c) Complete the EOI Questionnaire Form via SmartyGrants and submit it by the due date listed on the cover of this invitation.

## **2.11 Lodgement of EOI Responses**

Lodgement of the EOI is made via the SmartyGrants form

### **2.11.1 Registration of Tenderer**

Tenderers must first register with SmartyGrants in order to be able to lodge an EOI. Registration is free.

### **2.11.2 Communication during the EOI stage**

All communications must be directed via email to [grants@whitehorse.vic.gov.au](mailto:grants@whitehorse.vic.gov.au). Verbal request for information will NOT be accepted during the EOI Stage.

### **2.11.3 Electronic Lodgement**

Expressions of Interest must be lodged electronically via the SmartyGrants form.

Once submitted in SmartyGrants, the Tenderer will receive an automated email confirming that the EOI has been successfully lodged.

#### **2.11.4 Time for Lodging EOIs**

EOIs must be lodged by the time and date stated on the front page of their EOI Invitation.

EOIs received after the closing time and date or submitted by any other means, other than via SmartyGrants (facsimile, mail, e-mail or in person) will not be considered.

The timeliness of lodgement of EOIs is the responsibility of the Tenderer and Council will not accept any liability for any EOI not received by via SmartyGrants by the due time and date.

Council will not accept any liability for any network capacity issues, particularly in the period before the closing time for submissions.

### **2.12 EOI Evaluation**

#### **2.12.1 Evaluation Criteria**

EOIs will be assessed against the following criteria:

- (a) Range of Services being offered under the program by the Tenderer
- (b) Experience of the Tenderer in providing similar programs and services.
- (c) Qualifications and Experience of the key individuals who will be providing the program
- (d) Systems and processes in place to ensure provision of services only to people who live, work or attend school in Whitehorse from a Whitehorse location (or locations) demonstrating local knowledge and connections to the Whitehorse community

The above evaluation criteria are listed in order of priority.

Tenderers should ensure that EOIs clearly address the evaluation criteria in the EOI questionnaire form in SmartyGrants.

#### **2.12.2 Equal Opportunity and Occupational Health and Safety**

EOIs will also be assessed against the following criteria on a Pass/Fail basis:

- (a) Tenderer's record, policies and attitude towards equal opportunity; and
- (b) Tenderer's record, policies and attitude towards occupational health and safety.

If a Tenderer's response is assessed as not receiving a Pass in relation to either of these criteria the EOI may be excluded from further evaluation on that basis.

Council's assessment and decision in relation to the Tenderer's record, policies and attitude towards equal opportunity and occupational health and safety is final.

#### **2.12.3 Financial and Business Viability**

Council prefers to deal with suppliers that are financially viable and have a positive business history and hence the Tenderer may have its financial and business history assessed.

If the Tenderer is assessed as not financially viable by Council, Council may:

- a) reject the EOI on that basis; or

- b) take the financial viability risk into account in assessing the EOI and propose alternate contractual terms to mitigate the financial risk.

Council's assessment and decision in relation to the Tenderer's financial viability is final.

Council may obtain independent financial and business reports to determine the Tenderer's business viability. In responding to this EOI, Tenderers are giving consent to Council to obtain such information. Council reserves the right to use the information obtained for any reviews and investigations it may subsequently undertake.

Council reserves the right to request from Tenderers any further information or documents that relate to the Tenderer's financial viability or would assist in assessing financial viability. This may include requesting further financial statements. If a Tenderer does not supply the further information requested, the consequent lack of information may adversely affect its financial viability assessment.

If incorrect or incomplete information is supplied, this may result in the Tenderer failing to pass financial viability due to insufficient evidence of viability.

The Tenderer must ensure that full disclosure is made of all current and past financial and legal matters relating to the Tenderer and any other matter that may affect:

- a) an assessment of the Tenderer's business integrity; or
- b) the Tenderer's financial viability.

Council undertakes to treat all information obtained with respect to the financial viability of the Tenderer with the same degree of security and confidentiality as afforded to the Tenderer's Tender Offer.

### **2.13 Additional Information**

Notwithstanding any other requirements set out in the EOI Documents, Council may require a Tenderer to submit additional information concerning its EOI or to discuss its EOI before any EOI is accepted. If a Tenderer fails to submit any of the information so required by the date and time stipulated by Council, the EOI may not be further considered by Council.

### **2.14 Errors and Omissions**

Council reserves the right to:

- a) check EOIs for errors and omissions; and
- b) by agreement with a Tenderer, otherwise amend the EOI of the Tenderer to remedy the effect of any error or omission.

### **2.15 Withdrawal of EOIs**

Tenderers may withdraw their EOIs at any time after the expiration of 90 days from the date of lodgement of EOIs, but shall not withdraw their EOIs until the expiration of such a period.

### **2.16 Further EOIs**

Council reserves the right to invite further EOIs for the Works at any time (including after the date by which EOIs must be lodged).

## 2.17 Council is Not Bound to Accept an EOI

Council is not bound to accept any EOI for the Works and may, at its sole discretion, determine;

- a) not to proceed with any of the EOIs;
- b) to invite further EOIs;
- c) to invite Tenders based on this EOI;
- d) to proceed with the Works by a different arrangement than proposed by the EOI Documents;
- e) not to proceed with the Works;
- f) to accept one or more EOIs;
- g) to accept part of an EOI;
- h) to accept a Conforming or Non-conforming EOI; or
- i) suspend or discontinue the EOI process.

# BRIEF

## INTRODUCTION

The City of Whitehorse is located just 15 kilometres east of Melbourne and covers an area of 64 square kilometres. The municipality is bounded by the City of Manningham to the north, the Cities of Maroondah and Knox to the east, the City of Monash to the south and the City of Boroondara to the west. Whitehorse's suburbs include Blackburn, Blackburn North, Blackburn South, Box Hill, Box Hill North, Box Hill South, Burwood, Burwood East, Forest Hill, Mitcham, Mont Albert, Mont Albert North, Nunawading, Surrey Hills, Vermont and Vermont South. Whitehorse has a population of approximately 180,735 residents with roughly a third born in a non-English speaking country. The 2016 Census data shows that more than 135 different languages are spoken by residents of the City. The most common languages other than English are Cantonese, Mandarin, Greek, Italian, Vietnamese, Hindi, Sinhalese and Korean. The 2016 Census data also reveals that approximately 67 per cent of Whitehorse's residents are aged between 18 and 69 years, 20 per cent are aged under 18 years, and 13 per cent are aged 70 plus. Refer to supporting information, Attachment 1, for a map of the City of Whitehorse showing municipal boundaries.

## BACKGROUND

These services are to be provided under the City of Whitehorse Community Grants Program. The Council Plan 2017-2021 provides a framework for Council budgetary and planning decisions and the Community Grants Program supports the community by facilitating the provision of services that meet community needs, provide value for money, promote community spirit and celebrate Whitehorse's heritage and diversity.

**The program must be delivered from a location within the City of Whitehorse and service users must live, work or attend school within the City of Whitehorse.**

## SCOPE OF SERVICE, PERFORMANCE MEASURES AND EXPECTED OUTCOMES.

Program	Target Group	Scope of Services	Performance Measures – These and others to be negotiated with Council.	Expected Outcomes
Young Mum's Group	Young women aged between 15 – 25 years who are pregnant, and / or parenting, and accompanying children.	Weekly group session of a minimum two hour's duration. Group sessions will focus on activities for mothers and children, resources and referrals.	Number of sessions delivered per financial year. Number of young mums and accompanying children attending. Provision of half-yearly and annual reports including demographic and statistical data.	Provision of peer support, social, recreational, and learning opportunities for young mums and their children.

<b>Program</b>	<b>Target Group</b>	<b>Scope of Services</b>	<b>Performance Measures – These and others to be negotiated with Council.</b>	<b>Expected Outcomes</b>
Young Dad's Group	Young men aged between 15 – 25 years who are parenting or have access to their children, and accompanying children.	Monthly session of a minimum two hour's duration. Activities will focus on positive interaction between dads and their children, and the provision of health / nutrition information.	Number of sessions delivered per financial year. Number of young dads and accompanying children attending. Provision of half-yearly and annual reports including demographic and statistical data.	Provision of peer support, social, recreational, and learning opportunities for young dads and their children.
Social Support Program	At risk and / or homeless young people.	Development and delivery of a social support program that will provide a social, recreational, and / or learning opportunity for the client group.	Number of sessions delivered per financial year. Number of participants attending. Provision of half-yearly and annual reports including demographic and statistical data.	Provision of a social, recreational, and learning opportunity for at risk and / or homeless young people.
Volunteer Program	At risk and / or homeless young people.	Volunteer support in several roles including mentoring, supervision of children's play, assistance with the young mum's group.	Number of volunteers assisting with program delivery. Provision of half-yearly and annual reports including demographic and statistical data.	Ongoing volunteer support to assist and enhance program delivery.

### **CONTRACT TERM**

The term of this contract is two years (Financial years 2021/2022 and 2022/2023, commencing July 2021 and concluding 30 June 2023)





# SUPPORTING INFORMATION

# SUPPORTING INFORMATION



# OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

## OH&S Requirements

### 1. General Occupational Health and Safety Requirements

Council is obligated to provide and maintain, so far as is practicable, a working environment for its employees and members of the public, that is safe and without risk to health.

The Contractor and any subcontractors that it engages to provide Services under this Contract are engaged to provide specialist services which are not within the capabilities of Council. The Contractor and its subcontractors (if any) shall at all times ensure, so far as reasonably practicable, the health and safety of workers engaged by the Contractor or subcontractors and those individuals who may be affected by their action. This requires the Contractor and any subcontractors to, amongst other things, identify and eliminate where possible or minimise all risks to health and safety.

The Contractor must ensure that risk assessments have been conducted for risks to health and safety that relate to the provision of the Services and that control measures are in place and address those risks to the extent reasonably practicable. The Contractor must ensure that there are in place policies and procedures to address risks identified as a result of carrying out risk assessments. In the absence of relevant Council occupational health and safety (**OH&S**) policies and procedures, the Contractor must develop OH&S policies and procedures to address the relevant risks. Such policies and procedures must not be inconsistent with Council's OH&S policies and procedures.

The Contractor must comply with any and all directions by any inspector appointed under OH&S legislation.

### 2. Legislative Compliance

The Contractor must comply with, and ensure that its employees, subcontractors and agents comply with, all applicable Acts, regulations, local laws and by-laws, Codes of Practice, Australian Standards and Council's OH&S policies and procedures that are in any way applicable to this Contract or the provision of the Services under this Contract.

### 3. Occupational Health and Safety Management Systems

The Contractor must prepare and implement an OH&S Management System which demonstrates compliance with all duties specified in relevant OH&S legislation.

The Contractor must, when requested by Council, submit a complete copy of its OH&S Management System documentation that must include as a minimum requirement:

- (a) an OH&S policy and objectives;
- (b) the organisation structure and responsibilities;
- (c) safe work practices and procedures;
- (d) OH&S training and induction records;
- (e) OH&S auditing and inspection procedures;
- (f) OH&S consultation procedures;
- (g) OH&S performance monitoring;
- (h) a plant and equipment register;
- (i) emergency procedures; and

(j) incident recording and investigation procedures.

#### **4. SWMS (Safe Work Method Statements)**

The Contractor shall prepare and submit a SWMS prior to the Contractor providing any Services under this Contract. A SWMS form shall be used to record the risks and risk control methods to be employed by the Contractor specific to the Services to be provided under this Contract.

A typical SWMS form (Form E02) is attached for information.

#### **5. Incident Notification**

If the Contractor is required by relevant OH&S legislation or its by-laws to give any notice of an accident occurring whilst providing Services under this Contract, the Contractor must at the same time, or as soon thereafter as possible under the circumstances, give a copy of the notice to Council.

The Contractor must promptly notify Council of any accident, injury, property or environmental damage that occurs whilst providing Services under this Contract. All lost time incidents shall be immediately notified to Council. The Contractor must, within 3 days of any such incident, provide a report giving complete details of the incident, including results of investigations into its cause, and any recommendations or strategies for prevention in the future.

#### **6. Non-compliance**

If, during the provision of Services under this Contract, Council informs the Contractor that it is the opinion of Council that the Contractor is -

- (k) not providing the Services in compliance with the Contractor's OH&S Management System, the Contractor's Health and Safety Plan, health and safety management procedures, relevant legislation or health and safety procedures provided by Council; or
- (l) providing the Services in such a way as to endanger the health and safety of the Contractor's employees or Council's or its contractors' and subcontractors' employees, the public, plant, equipment or materials,

- the Contractor shall promptly remedy any breach of this Contract.

Where there is an immediate risk to OH&S or a failure of any system of work, Council may direct the Contractor to suspend the provision of Services until such time as the Contractor satisfies Council that the Services will be resumed in conformity with this Contract.

During any period of suspension referred to above, Council shall not be required to make any payments whatsoever to the Contractor. Council may, at its discretion, engage and independent consultant to assess the practices of the Contractor to ensure compliance with relevant health and safety laws and/or the terms of this Contract. If this occurs, the Contractor will comply and co-operate the independent consultant and respond in a timely way to reasonable requests.

If the Contractor fails to rectify any breach of this Contract for which the provision of Services has been suspended, or if the Contractor's performance has involved recurring breaches of health and safety, Council may, at its absolute discretion, terminate the Contract, without further obligation to the Contractor. In this event, Council's liability shall

be limited to payment for the Services provided up to the time of termination or an earlier suspension of the Services.

## **7. Health and Safety Plan**

Prior to the provision of Services under this Contract, the Contractor must submit to Council a Health and Safety Plan specific to the Contract and the Services to be provided.

The Health and Safety Plan shall consider and respond to the specific OH&S hazards and issues relevant to the Services to be provided under the Contract and shall document the systems and methods to be implemented for the term of the Contract

The Contractor shall complete the Health and Safety Plan in accordance with the requirements set out in clause 7.1 to clause 7.10.

### **7.1 Contract Description**

The Health and Safety Plan should include a brief description of the Services to be provided under the Contract that is sufficiently detailed to provide persons unfamiliar with the Contract with an overview of the type of Services to be provided, and under what conditions the Services will be carried out.

The following information must be included:

- (a) a summary of major activities and types of Services to be performed.
- (b) a list of tasks or specialist procedures that may require detailed OH&S work procedures and training; and
- (c) a list areas of the Contract requiring special consideration from an OH&S perspective, for example:
  - (i) presence of members of the public;
  - (ii) traffic management;
  - (iii) work restrictions (working times, confined spaces); and
  - (iv) exposure to hazards (noise, dust, elevated heights, hazardous substances and materials).

### **7.2 Contract OH&S Structure and System**

The Health and Safety Plan should be established around existing OH&S management systems and associated procedures and controls. Reference should be made to existing procedures and documentation in the Health and Safety Plan. This will also assist in minimising the size of the document.

The Contractor must outline the management structure, responsibilities, standards and control systems applicable to the Contract to ensure that OH&S requirements are adequately addressed.

The following information must be included:

- (a) the Health and Safety Policy, to be displayed at work sites;
- (b) an outline of the Contractor's health and safety organisation and structure (i.e. names and/or positions of those with specific health and safety responsibilities);
- (c) a summary of OH&S roles and responsibilities of the Contractor's Associates involved in the Contract; and

- (d) the position and/or name of a senior person who will liaise with Council on OH&S matters.

### **7.3 Contract Induction and Safety Training**

OH&S legislation requires all employers to ensure that their employees have the skills and training required to carry out their work in a safe manner. The Contractor shall document its safety-training program, ensuring that it has appropriately skilled employees, suitable training programs and adequate supervision for the provision of Services under this Contract.

The following information must be included:

- (a) an outline of induction procedures for employees and subcontractors including details of induction course content;
- (b) a register of personnel who have satisfactorily completed the induction;
- (c) details of relevant employee OH&S training which has/will be provided; and
- (d) a register of names and/or positions of employees with authorisations, permits, competency certificates, licences etc who may be required to supervise or undertake specialist work activity.

### **7.4 Safe Work Practices and Procedures**

Relevant safe work practices and procedures must be implemented under the Contract. Where possible, existing OH&S procedures should be used, but specific safe work procedures must be developed for particular hazards not covered by the Contractor's existing procedures. Such hazards must be identified when undertaking the job safety analysis.

The following information must be included:

- (a) a list and copies of relevant safe work procedures or instructions;
- (b) a list and copies of Contract specific safe work procedures or instructions;
- (c) details of site operations that will be subject to permit to work systems;
- (d) details of employees and/or subcontractors issued with copies of safe work procedures and instructions; and
- (e) safe work procedures and instructions must be recorded on a safe work procedure/instruction register.

### **7.5 Workplace Health and Safety Inspections**

Health and safety inspections play an important role in the identification of hazards at the workplace and in the development of control measures. The Health and Safety Plan must outline the procedures and methods by which contract workplaces will be inspected on a regular basis.

The following information must be included:

- (a) details of how workplace health and safety inspections will be undertaken during the term of the Contract including:
  - (i) checklists to be used;
  - (ii) frequency of inspections;
  - (iii) team members; and

- (iv) actioning of inspection findings.
- (b) details of hazard reporting procedures for the Contract, including hazard report forms; and
- (c) details of specific activities or areas targeted for inspection, i.e. plant, hazardous materials, electrical safety.

## **7.6 Health and Safety Consultation**

Consultation with employees allows health and safety issues to be dealt with in a manner that promotes ownership and prompt resolution.

The following information must be included:

- (a) a list of current employer and employee health and safety representatives;
- (b) details of the membership and operation of the safety committee; and
- (c) reference to company issue resolution procedures.

## **7.7 Emergency Procedures**

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to the Services to be provided under this Contract. These situations need to be identified and specific emergency procedures developed and made known.

The following information must be included:

- (a) an overall emergency plan and structure for the Contract;
- (b) a register of emergency equipment and locations i.e. first aid equipment, fire extinguishers;
- (c) a register of current qualified first aiders; and
- (d) arrangements for co-ordination with other work site occupants in the event of an emergency.

## **7.8 Incident Recording and Investigation**

All incidents associated with the Contract involving personal injury, medical treatment or property damage must be recorded and investigated.

The following information must be included:

- (a) details of incident reporting and investigation system and procedures;
- (b) details of how High Risk Category and Medium Risk Category incidents will be notified to Council; and
- (c) details of how incident statistics are to be compiled and distributed.

## **7.9 Health and Safety Performance Monitoring**

The following information must be included:

- (a) details of how health and safety performance statistics associated with the Contract are reviewed;
- (b) details of how monthly health and safety performance reports will be compiled for review by Council;



- (c) the nature of health and safety performance information presented to employees on a regular basis; and
- (d) an outline of auditing program to evaluate Health and Safety Plan effectiveness.

**7.10 OH&S Performance Reporting**

The Contractor must provide Council with evidence of ongoing performance of the Contractor's OH&S Management System and Health and Safety Plan. Without limiting the requirement of this obligation, the Contractor must provide the following information in the form of an OH&S performance report:

- (a) the number of working days on the contract;
- (b) the number of hazard inspections conducted by the Contractor;
- (c) the number of injuries suffered by employees and sub-contractors resulting in lost time;
- (d) the number of injuries suffered by employees and sub-contractors requiring medical treatment;
- (e) the total number of working days lost due to injuries;
- (f) a description of the injuries or identified hazards;
- (g) a description of corrective actions undertaken and completion dates; and
- (h) a sign-off by the Contractor or the Contractor's representative.

The frequency of reporting shall be in accordance with the table below:

<b>Duration of Contract</b>	<b>Reporting Frequency</b>
Up to 2 months	At the completion of the Contract
Longer than 2 months	3 monthly and at the completion of the Contract

The report shall be submitted by the Contractor using the attached OH&S Performance Report Form (Form F06), or similar.

The Contractor shall, when requested by Council, provide additional reports on OH&S inspections, audits or assessments undertaken during the course of the Contract.



## SWMS – Safe Work Method Statement

(This form is to be completed by the Contractor prior to commencing works)

Date: ..... Contract Number: ..... Contract Description: ..... Council's Contract Manager: ..... Telephone: ..... Signature: .....	Contractor: ..... Contractor's Address: ..... Contractor's Representative: ..... Telephone: ..... Mobile: ..... Fax: ..... Signature: .....
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<b>High</b> = Potential to cause death or permanent injury.	<b>Medium</b> = Potential to cause lost time injuries.	<b>Low</b> = Potential to cause an injury treatable with first aid.	
Specific Task / Activity	Potential Hazards / Consequences	Risk Category L, M or H	Control Measures



**OH&S Performance Report**  
**(This form is to be used to record the Contractor's OH&S performance)**

Contract Number: .....  
Contract Description: .....  
Contractor: .....  
Contractor's Signature: .....  
Reporting Period (Enter dates): From ..... to .....

**Performance Indicators**

Indicator	Total
The number of working days on the contract.	.....
The number of hazard inspections conducted by the Contractor.	.....
The number of injuries suffered by employees & sub-contractors resulting in lost time.	.....
The number of injuries suffered by employees & sub-contractors requiring medical treatment.	.....
The total number of working days lost due to injuries.	.....

**OH&S Corrective Actions**

Description of Injury / Hazard	Corrective Action Taken	Date Completed
..... .....	..... .....	

**Council Use Only**

**Date Received:** .....  
**Contract Manager's Signature:**  
.....  
Please send a copy of this Form to Council's Occupational Health & Safety Advisor  
**Date Sent:** .....