

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**15 December 2015**

<b>Agenda Item 6.2</b>	<b>Contract 1539 - PA Tree Pruning &amp; Associated Services</b>
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## APPOINTMENT LETTER

25 June 2014

Mr Joe Arena  
Chief Executive Officer  
Your PA Procurement Australia  
447 Auburn Road  
HAWTHORN EAST VIC 3122

Dear Joe

### 1711/1401 - PROVISION OF TREE PRUNING & ASSOCIATED SERVICES

I refer to your invitation for my council to seek tenders for the above contract.

I hereby appoint Your PA Procurement Australia to act as the sole tendering agent of my council for the purpose of seeking tenders for the above named contract pursuant to the provisions of the Local Government Act VIC Section 186. In particular, you are requested to:

- Act as agent for my council and invite tenders in the name of my council in respect to the above contract in accordance with the Local Government Act VIC Section 186;
- Assess the tenders in accordance with the tender documents;
- Prepare a comprehensive Evaluation Report for my council to consider;
- Make recommendations to my council regarding the tenders received including the recommended tenderer/s for the consideration of my council;
- Recommend contract documents for the execution by my council where required; and
- Provide ongoing assistance during the contract phase.

My council also warrants and acknowledges that:

- It has appointed Your PA Procurement Australia as its agent for this contract with the firm intention to proceed to execute the contract;
- It has not appointed Your PA Procurement Australia for the purposes of bid shopping, price seeking or any other benchmarking activity;
- If requested, will provide Your PA Procurement Australia with data and/or spend volumes that are relevant to this tender;
- Will provide feedback to Your PA Procurement Australia in the form of an Appointment letter no more than 90 days after receiving with the Evaluation Document;
- In the event that my council does not consent to the outcome of the tender process,
  - My council will provide reasons for its decision so that Your PA Procurement Australia can advise the affected tenderers and
  - My council will not undertake a separate tender process for the identical requirements on its own behalf or with another tendering agent within 6 months following the conclusion of the tender process.
- Any intellectual property created by this tender process shall remain the property of Your PA Procurement Australia and will not be used by my council in any future tender it may conduct, without the written consent of Your PA Procurement Australia.

Greater Shepparton City Council  
Locked Bag 1000, Shepparton 3632  
Council Office: 90 Welsford Street, Shepparton 3630  
Ph (03) 5832 9700 Fax (03) 5831 1987 Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)  
ABN 59 835 329 843

I also confirm that I have the authority within my council to appoint Your PA Procurement Australia to act as the sole agent of my council for the purpose of seeking tenders for the above contract.

If you require any further information please contact Heath Chasemore, Team Leader – Arboriculture on (03) 5832 9377 or email [heath.chasemore@shepparton.vic.gov.au](mailto:heath.chasemore@shepparton.vic.gov.au)

Yours sincerely



**GAVIN CATOR**  
**CHIEF EXECUTIVE OFFICER**

Ref: M14/36941

Greater Shepparton City Council  
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17 June 2015

Mr Joe Arena  
Chief Executive Officer  
Procurement Australia  
447 Auburn Road  
HAWTHORN EAST VIC 3122

Dear Joe

**CONTRACT 1711/1401 – PROVISION OF TREE PRUNING & ASSOCIATED SERVICES**

I refer to the tender recommendation for the 1711/1401 Tree Pruning & Associated Services.

In accordance with Strategic Purchasing's Contract 1711/1401, a term of three (3) years with an option to extend two (1) x one year options. I wish to advise that **Greater Shepparton City Council** has decided to appoint the suppliers for each category under the 1711/1401 Tree Pruning & Associated Services as listed on the following page.

Please advise the nominated suppliers on our behalf and that requests for services or detailed quotes will be issued progressively complementing the Master Agreement between Strategic Purchasing and the relevant suppliers.

I acknowledge that I have the authority within my organisation to issue this acknowledgment letter and I acknowledge that the contract rates incorporate rebates payable to Strategic Purchasing under this contract to cover facilitation costs.

Should you have any further inquiries, please do not hesitate to contact, Rebecca Dalton, Procurement Analyst on (03) 5832 9724.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gavin Cator', written over a white background.

**Gavin Cator**  
**CHIEF EXECUTIVE OFFICER**

**Greater Shepparton City Council**  
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**TENDER RECOMMENDATION**

Indicate which suppliers **Greater Shepparton City Council** are nominating as the suppliers for the Strategic Purchasing contract 1711/1401 Tree Pruning & Associated Services.

Please Indicate suppliers by placing a tick in the boxes provided below. All services that are blacked out are not available from the particular supplier under the Strategic Purchasing Contract.

Please insert the contract term for the successful suppliers for each category.

		Nominate Contract Period
Category 1 ,3,4,5,7,8,	Tree solutions	Yes
Category 1,2,5,6,	A1 Tree Solutions	Yes
	Vemco	Yes
Category 1,2,5,6,8		





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**1711/1401 – Tree Pruning & Associated Services**

**Part E – Specifications**

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**1 Introduction**

This part defines the specifications of the services required. Procurement Australia may choose to amend any or all of the specifications from time to time in order to address new or changing requirements.

Each section provides details the scope of services required from Procurement Australia Members.

All materials, processes and services not otherwise specified shall be in accordance with the current relevant specifications or codes of the Standards Association of Australia.

Any apparent silence of this specification regarding any detail or any apparent omission of any detailed description or any material or process shall be inferred to mean that only the best generally accepted practice is intended and that only materials and workmanship of the best quality procurable shall be employed in the works.

The Contractor will be responsible for providing a professional service through day to day operational and field activities. The Contractor will give the highest priority to resourcing and scheduling.

**2 General description**

YOUR PA Procurement Australia invites tenders from suitably qualified organisations who can provide service delivery throughout Victoria, South Australia, New South Wales and Tasmania.

The aim of this contract is to ensure that Procurement Australia Councils are supplied with the varied services listed in this Part E – Specifications and the attached tender schedules

**3 Scope**

The Contractor must provide general tree pruning, line clearance pruning and tree removal and stump removal, emergency call out and elm leaf beetle control services when required.

The Contractor must provide expertise, labour, materials, plant, supervision, equipment, fuel, road traffic management materials and all other items necessary for the performance of the services. Items supplied by the Contractor may include but not be limited to:

- An elevated work platform
- A mechanical woodchipper
- A mobile telephone
- A stump grinding machine
- A tipper truck
- Well maintained rope and harness climbing equipment
- Chainsaw

All materials, processes and services not otherwise specified herein shall be in accordance with the current relevant specifications or codes of the Standards Association of Australia. Where there is no relevant Australian Standard the International Standard specification shall apply.

Any apparent silence of this specification regarding any detail or any apparent omission of any detailed description or any material or process shall be inferred to mean that only the best generally accepted practice is intended and that only materials and workmanship of the best quality procurable shall be employed in the works.

All trees to be maintained and managed under this contract will be paid for under a fee for service basis under a schedule of rates regime or quotation process.

Where a Schedule of Rates for the provision of a particular service/works has not been provided for in the tender response Member's reserve the right to negotiate a price for those service/works to be provided by the Contractor.

The categories of services required in this tender are:

- Category 1 – Tree Pruning
- Category 2 – Electrical Line Clearance Pruning
- Category 3 – Tree Root Maintenance
- Category 4 – Tree Planting & Establishment
- Category 5 - Tree Removal
- Category 6 - Stump Removal
- Category 7 – Tree Pest & Disease Management
- Category 8 – Consultancy & Additional Services

The Tenderer may tender for any one category, any combination of categories or the total requirement.

Due to the diverse nature of services required, it is acknowledged that additional ad-hoc services may be required as part of the requirements of this tender such as other arboricultural works within the Contractor's field of expertise.

Where such ad hoc service is required, Contractors shall provide proposals in accordance with the requirements stated in this Part E Specification.

Members when engaging Contractors will provide full detail on what services are required and how the services must be carried out to include but not limited to:

- Work order containing details of services required
- Objectives of the service
- Maps, inventories, photos, plans, lists, and guidelines
- Responsibilities and relationships
- Key performance indicators and reviews
- Any additional qualifications and training
- Recording and monitoring requirements
- Auditing and reporting requirements
- A program or schedule of works
- Safety management systems
- Expected outcomes

Whilst mindful of the needs of its member base, preference may be given to Contractors that:

- Service a wide geographical area
- Have the capacity to provide services across a range of categories
- Specialise in a particular category

Submitted rates are to be provided in the Schedule of Rates. Contractors are requested to submit rates only in the format specified in the Schedule of Rates.

#### **4 Format of Response**

Responses are requested in one of the following formats:

- Closed response questions (Yes or No) are provided in the returnable schedules
- Open response questions (free text) are provided in the returnable schedules

Contractors are requested to carefully read the instructions provided under the Instructions tab in the Pricing Schedule (excel pricing document) before completing their responses.

Responses that do not comply with the instructions provided will not be considered as part of the evaluation process.

#### **5 Use of Sub-contractors**

Unless named in the tenderer's response the use of sub-contractors is prohibited when undertaking works under this contract unless prior permission granted by the member.

#### **6 Service Requirements**

##### **Category 1 – Tree Pruning**

The Contractor is required to provide Tree Pruning services based on the requirements stated below and/or instructed by the Member in an efficient and safe manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 1 in order to be eligible for award to this category.

All pruning works are to be carried out under the supervision of a qualified arborist and in accordance with Australian Standard AS4373-2007 unless otherwise instructed by the Member.

The requirement is for all specialist services to include; labour, plant, equipment and consumables as necessary in order to complete all work listed below.

The Contractor is to provide adequate resources to provide tree pruning services that are to be undertaken and completed to standards and within time frames as agreed with the Member.

Works will include the following but not limited to:

- Pruning of street trees/palms
- Pruning of park trees
- Formative pruning
- Carry out emergency pruning works

To include vegetation/branch removal, and removal of mistletoe or parasites in cases where it will not seriously injure the tree or affect its aesthetic value and health.

Semi mature trees as defined by the Member to be formatively pruned to encourage growth of a dominant central leader with a series of balanced lateral branches, and to remove any structural faults or branches of a dubious nature.

All works to be carried out in accordance with applicable standards stated in Section 13 Standards & Codes of this specification.

##### **Category 2 – Electrical Line Clearance Pruning**

The Contractor is required to provide Electrical Line Clearance Pruning services based on the requirements stated below and/or instructed by the Member in an efficient and safe manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 2 in order to be eligible for award to this category.

All pruning works are to be carried out under the supervision of a qualified arborist and in accordance with Australian Standard AS4373-2007 unless otherwise instructed by the Member.

The requirement is for all specialist services to include; labour, plant, equipment and consumables as necessary in order to complete all work listed below.

The Contractor is to provide adequate resources to provide line clearance pruning services that are to be undertaken and completed to standards and within time frames as agreed with the Member.

Works will include the following but not limited to:

- Pruning of trees from power lines/electrical line clearance

Prune trees to ensure that they are clear of overhead power distribution conductors in accordance with the Electricity Safety (Electric Line Clearance) Regulations 2010.

Powerline works to include tree pruning, live line pruning, and all associated notifications and consultation.

It is essential that the power company be contacted before working around High Voltage wires to achieve suppressions or shutdowns when required.

All works to be carried out in accordance with applicable standards stated in Section 13 Standards & Codes of this specification.

### **Category 3 – Tree Root Maintenance**

The Contractor is required to provide Tree Root Maintenance services based on the requirements stated below and/or instructed by the Member in an efficient and safe manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 3 in order to be eligible for award to this category.

The Contractor will perform all pruning, removal and installation of barriers, and to ensure the safety of the public and the protection of private and public infrastructure.

Works will include the following but not limited to:

- prune and remove tree roots as specified by the Member that interfere with public safety, infrastructure and private property
- install tree root membranes specifically for the protection of public and private infrastructures
- conduct inspections, evaluate and recommend remedial works concerning tree root interference to public and private infrastructures
- complete a range of miscellaneous work requests associated to tree root maintenance, tree plots and soil amelioration

The Contractor must use best management practices to insert a polyethylene barrier after selected root pruning to prevent damage to infrastructure or private property.

The Contractor will not prune/remove roots that they believe will affect the long-term health or stability of the tree unless directed by the Member.

Claims of alleged damage from trees to residential properties shall be referred to the Member and to advise the claimant to forward their concerns in writing to the Member.

The Contractor is not to make any comment to potential claimants regarding any perceived damage or responsibilities.

All works to be carried out in accordance with applicable standards and codes stated in Section 13 Standards & Codes of this specification.

**Category 4 – Tree Planting & Establishment**

The Contractor is required to provide Tree Planting & Establishment services based on the requirements stated below and/or instructed by the Member in an efficient and safe manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 4 in order to be eligible for award to this category.

The Contractor is to provide for the supply and planting of plant and tree stock and subsequent maintenance, and to operate in accordance with industry best practice to ensure good establishment and growth.

The Member may elect to pre-purchase plant and tree stock and engage the Contractor to undertake planting operations.

The Contractor may be instructed to provide ongoing maintenance from the time of planting to include; watering, fertiliser, mulch, weeding, staking, formative pruning and protection to ensure that trees survive in a healthy and structurally sound condition.

The replacing of stakes and tree guards is prevalent and the formative pruning of trees essential for a period as instructed by the Member.

Other types of tree planting not mentioned in this specification may be accommodated through this contract providing agreement is reached between the Member and the Contractor.

In the event that the Contractor is required to purchase tree stock, all stock shall meet specific size and condition requirements designated for the project by the Member.

All stock shall meet the following criteria:

- be true to form and species
- be healthy, of typical growth, free of pest and diseases
- consist of a single straight central leader, with even radial symmetrical branching habit that can easily be pruned to uplift the canopy without removing substantial portions of the tree, that will affect tree structure or aesthetics
- be free of structural defects, including but not limited to bifurcations, rubbing branches and wounding, other the pruning cuts
- be free of root defects and root girdling
- the root system shall be established in the container, preventing no more than 10% of soil to fall away. This is especially the case after repotting
- have an even trunk taper, which is proportionate to tree size;
- can stand erect with out the assistance of supportive staking
- tree is not to been pruned to encourage bushiness, especially the central leader
- all plant material shall be hardened off and acclimatised to local conditions.

Any tree material that is identified by the Member as being generally below standard or does not fulfil one of the criteria above may be rejected, unless expressly approved in writing by the Member.

Trees shall be delivered to site in such a manner as to prevent damage in transit and the dehydration of root balls.

Any damage sustained during transport or planting that results any of the tree quality criteria not being achieved may be rejected and replaced at the expense of the Contractor, unless expressly approved in writing by the Member.

Where damaged or inferior stock needs replacement the Contractor is obligated to supply replacement stock within seven days. Where the replacement stock is not suitable penalties may apply to the Contractor as agreed with the Member.

All works to be carried out in accordance with applicable standards and codes stated in Section 13 Standards & Codes of this specification.

#### **Category 5 – Tree Removal**

The Contractor is required to provide Tree Removal services based on the requirements stated below and/or instructed by the Member in a safe and efficient manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 5 in order to be eligible of award to this category.

Services to include removal of trees that are dead, dying, structurally unsound, causing damage to infrastructure, of unsuitable species, or requiring removal for other reasons, that are only approved by the Member.

Cut trees to be removed down to ground level by sectional dismantling or by clear felling as appropriate to the situation, ensuring appropriate safety to pedestrians, vehicles and property is maintained at all times.

In an emergency situation The Contractor must be available to provide emergency services to remove live and healthy trees as directed by the Member in collaboration with SES and the police.

All works to be carried out in accordance with applicable standards stated in Section 13 Standards & Codes of this specification.

#### **Category 6 - Stump Removal**

The Contractor is required to provide Stump Removal services based on the requirements stated below and/or instructed by the Member in a safe and efficient manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 6 in order to be eligible of award to this category

The Contractor is to provide services for the removal of stump and roots above ground level, and to remove all mulched and chipped wood materials from the site (unless instructed otherwise by the Member).

As a guide only the Contractor is to provide services for the cutting from a height of 1000mm & grinding of stumps to a depth of 150mm where possible (services allowing). Depths for all grinding will be as instructed by the Member.

As instructed by the Member the contractor will access stumps located in all areas, and management of hard surface requirements may include; asphalt, rock, concrete, and railway base.

The Contractor must ensure holes resulting from stump removal or any works are not left overnight and are backfilled or staked off in order to keep the area safe.

Replacement of quality top soil or the reinstated soil, and levelled to surrounding ground surface following stump removal.

Stumps will only remain temporarily where they have been identified by the Member as a weed species and prone to suckering and therefore need poisoning at time of tree removal. In these circumstances stumps will be cut to ground level and then immediately poisoned with Glyphosate in accordance with manufactures recommendations.

On approval from the Member stumps may only require cutting to ground level and poisoning due to surrounding vegetation or difficult terrain.

Any stumps that are not removed sufficiently to allow for replanting or where there is evidence of suckering material is the responsibility of the Contractor and will require a return visit by the Contractor to rectify at no additional cost to the Member.

Any re-sprouting of roots will be removed at the Contractors expense.

The Contractor must create a safe environment in terms of flying objects and the protection of surrounding property, and be responsible for locating underground services in the work vicinity via Dial Before You Dig.

All works to be carried out in accordance with applicable standards stated in Section 13 Standards & Codes of this specification.

#### **Category 7 – Tree Pest & Disease Management**

The Contractor is required to provide Tree Pest & Disease Management services based on requirements as stated below and/or instructed by the Member in a safe and efficient manner.

It is critical that the Contractor has the capability and capacity to carry out all of the requirements stated in this Category 7 in order to be eligible for award to this category.

The Contractor will be responsible for the monitoring and implementation of programs for the control of pest and diseases that may jeopardize the long-term health and safety of Member trees i.e. Elm Leaf Beetle (ELB).

The contractor will be responsible for:

- identification of pests and diseases
- application of herbicide
- soil injection
- foliar spraying
- alternative treatments as instructed by the Member
- prescribe best practice controls

Soil injection of effected trees may be required to be undertaken at short notice with delivery required outside of normal working hours.

The Contractor must be able to respond within urgent time frames with the requisite plant and equipment to the entire satisfaction of the Member.

Treatment needs to be affective in the practice/control of pest and disease applications and chemical use.

Locations of services in the vicinity of the works may need to be investigated (Dial Before You Dig) by the Contractor prior to the commencement of any drilling. Any damage to underground services shall be repaired at the full cost of the Contractor.

Chemical treatment is to be in accordance with best practice in conjunction with recognized treatment methods and manufacturers recommendations.

Appropriate warning signs to be on public display at times of application and duration of the withholding period.

All parties that might be affected by the operation (the general public, inhabitants, public transport and emergency services) are notified prior to works taking place.

During the Elm Leaf Beetle treatment works where chemical usage is undertaken the Contractor must ensure that all chemicals are approved by the Member prior to application.

Chemicals must be used strictly as described and at the specified recommended dosage of the active ingredient and recommended frequency rate. The Contractor must refer to label and ensure chemicals are not used off label.

A copy of the Material Safety Data Sheet (MSDS) is to be submitted to the Member prior to commencement of works, and a further copy held in each vehicle associated with the works.

All pesticides are to be freshly prepared prior to application. Any unused or surplus quantity of pesticide shall be disposed of in accordance with Occupational Health & Safety regulations and standard instructions. No pesticide shall be discarded into drains, channels or waterways.

The operators are to be licensed, fully informed and knowledgeable about any chemical handling usage.

All operators to be supplied with and use Personal Protective Equipment (PPE) as required for personal protection (e.g. gloves, masks, coverall clothing, etc...) and take all precautionary measures to avoid contamination of property or the public.

All Contractors are to be fully conversant with first aid procedures and safety requirements for chemical handling in cases of accidents, spillage or injury. The Contractor is fully responsible for chemical management including records, storage, usage and transport.

Any works not carried out to the satisfaction of the Member will be rectified by the Contractor at the Contractor's expense.

All works to be carried out in accordance with applicable standards stated in Section 13 Standards & Codes of this specification.

#### **Category 8 – Consultancy & Additional Services**

Over the period of the contract the Contractor may be expected to provide expert Consultancy and Additional Services as requested by the Member.

Tenderers are to list areas of expertise and services offered that are available to Members through this contract.

Consultancy to include:

- tree assessment/inspections
- tree survey
- data report
- data collection
- review of work practices, procedures and policies
- provide input into best practice solutions
- tree survey
- arboriculture reports

Additional services to include:

- weeding
- brush cutting
- any other similar service (please include in response)

All works to be carried out in accordance with applicable standards stated in Section 13 Standards & Codes of this specification.



**7 Matters Common to all Components of the Technical Specification****Chemical Usage**

The Contractor shall supply and use agricultural chemicals sparingly and only with the approval of the Member in accordance with the manufacturer's recommendations.

Chemicals shall be stored in an approved storage facility which conforms to all current Australian Standards and OH&S legislation.

All usage, handling and storage of chemicals are to be in accordance with the manufacturer's recommendations.

Documentation of treatments, location, time and dosage issue of chemicals must be recorded.

The Member may at any time direct that chemicals not be applied in certain locations. It is up to the Contractor to be knowledgeable of any licenses and to ensure staff are appropriately trained to use chemicals where required.

Personal Protective Equipment (PPE) to be worn when managing agricultural chemicals.

**Site Cleanliness and Waste Disposal**

All waste disposal costs are to be borne by the Contractor. The Contractor shall ensure that during the works the site is maintained in a safe, clean and tidy condition.

All debris shall be removed on a progressive basis and the site shall be left clean and safe at the end of each day to the same or better condition as before the commencement of works, unless authorized by the Member.

Debris includes all materials generated by the works undertaken i.e. excavated material, trees or parts of trees including mulch and sawdust and other materials brought onto the site. The Contractor must ensure that no spillage or discharge of oil, fuel or any other pollutant occurs during servicing, fuelling or works operations.

The Contractor must employ spillage kits and other relevant equipment to stop any waste or spillage elements running into drains. All vehicles will contain spillage kits.

The Contractor must take all necessary measures to keep the site free from refuse and litter generated by the works under the contract and to keep all drains unobstructed and free from litter and debris.

The Contractor is to recycle where possible in regard to dumping EPA requirements.

**Dust Alleviation and Control**

The Contractor is responsible for providing pollution and dust abatement and control measures continuously during the course of the work. The Contractor shall take all necessary measures to keep airborne dust to a minimum.

**Notifications**

The Contractor shall notify all relevant parties in relation to any works carried out under this contract where required to do so including to the Member, to the public and to any relevant regulatory body or authority.

**Record Keeping**

The Contractor is responsible for keeping records of any works carried out on behalf of Members (in accordance with Member corporate requirements as well as legislative requirements) and to make these records available to the Member on request within a reasonable timeframe.

#### **Traffic Management**

The Contractor is required to use a Traffic Management Plan approved by the Member for all works where required.

Conform to all regulations, standards and legislation pertaining to traffic management and OH&S. Any dirty, illegible, damaged or faded signs shall not be used in the course of the works.

Ensure that adequate signage, appropriate warnings, pedestrian access, and vehicle re-routing procedures are in place to ensure staff and public safety.

#### **Site Operations**

The contractor shall:

- ensure that works operations are conducted in a safe and courteous manner and with the least possible obstruction and inconvenience to the public
- ensure that works operations are in accordance with EPA noise guidelines
- have under construction no greater length or amount of work than can be completed in a day with due regards to the rights of the public. Finish each section before beginning work on the next
- have completed a JSA before commencing work on site
- leave all sites in the same or better condition on completion of any works under this agreement
- be responsible for first aid
- be responsible for proper use and maintenance of all plant, vehicles and equipment

The contractor shall provide and maintain for those entering the site an environment that is safe and without risk to health.

Typical supporting documentation may include but is not limited to:

- evidence of competencies in the form of licenses, permits and certificates etc... typically required to perform contract related tasks
- maintenance and pre-start records as evidence that plant and equipment to be used is safe, regularly checked and maintained to the required standard
- evidence in the form of training records and certificates that contract employees are adequately equipped, trained, experienced and aware of safety issues relating to the contract tasks to be undertaken

#### **Performance Reports**

Detailed reporting based on specific KPI(s) as defined by the Member.

#### **Road Closures**

Where the Contractor considers that the closure of a road or part of a road is required to ensure a safe work site for both the public and contractors, then the Contractor shall contract the Member to organise such closures. The Member shall then inform the Contractor of when the road closures can take place.

#### **Underground Services**

The Contractor shall:

- be responsible for identifying the location of underground services (such as gas pipelines, and electrical and telephone cables), and act with the utmost care and diligence to ensure that underground services are not damaged. The Contractor will be liable for any damage or loss caused
- identify and locate any underground services near the site of any works involving excavation. If the Contractor is unsure of the exact location of underground services, then, before commencing work, the Contractor shall obtain all information available from the Dial Before You Dig service and/or a location device, on telephone number 1100
- obtain and maintain documentary evidence of underground service checks that have been made prior to commencing the performance of works, and shall produce such evidence for review by the Member as required

#### **Residents' Complaints or Requests**

Any complaints or requests by a Member of the public beyond the work orders issued by the Member or outside this specification shall be referred to the Member for decision and response.

Works undertaken without the authority of the Member will not be paid, and the Contractor will be liable for any ensuing damages. All requests made to the Contractor, from members of the public, are to be responded to in a polite, courteous and helpful manner.

#### **Works Safety**

The Contractor shall be solely responsible for the safety of the works and, until the works are completed, solely liable for injury to, or death of, persons or damage to property.

The Contractor shall conduct the work with regard for adequate safety conformity with all applicable State or local safety regulations or ordinances, in line with agreed quality management OH&S systems.

Job Safety Analysis document complete prior to task.

A Safe Work Method Statement needs to be completed for all works undertaken for a Member for works that are considered to be of high risk nature.

### **8 Response Times**

The contractor will be required to respond to Member work requests as agreed.

The Contractor must have the ability as a minimum to attend to a site within the following times lines:

- Emergency - immediate response (30 – 60minutes)
- High Priority – attend on day of notification (24 Hours)
- Medium Priority – attend within 5 working days
- Low Priority - routine works within 14 working days or as agreed

The contractor may be asked to provide services after hours for emergency works by the Member.

### **9 Induction**

Contractors may be required to undergo an induction carried out by the Member prior to the commencement of any works under this contract.

### **10 Equipment/Plant**

Contractor is to supply all equipment and plant unless advised otherwise by the Member, and will be responsible for all aspects to include; operation, licenses, insurances, and work safe practices.

Plant will only be used for fit for purpose uses.

## 11 Occupational Health and Safety

Contractors are responsible for undertaking all work(s) in accordance with Occupational Health and Safety legislative requirements in their respective State, and any special Occupational Health and Safety conditions determined by the Member.

Register of Sub-Contractors and Work Method Statement forms must be submitted to, and assessed by, the Member prior to the commencement of works on site.

The Contractor is to note the list of identified issues listed below. The list is not exhaustive and it is the Contractor's responsibility to identify all risks associated with the works.

Identified issues include but are not limited to:

- Traffic hazards
- Manual handling
- Contact with heat
- Contact with electricity
- Exposure to noise
- Contact with chemicals
- Contact with radiation
- Struck against
- Struck by object
- Slips and falls
- Caught between
- Overstress
- Ergonomic hazards
- Operational intermingling with general public

Typical supporting documentation shall include but is not limited to:

- evidence of competencies in the form of licenses, permits and certificates etc. typically required to perform contract related tasks;
- maintenance and pre-start records as evidence that plant and equipment to be used is safe, regularly checked and maintained to the required standard;
- evidence in the form of training records and certificates that contract employees are adequately equipped, trained, experienced and aware of safety issues relating to the contract tasks to be undertaken.

Contractors are required to advise the Member's representative of any accident or incident involving contractor employees, members of the public or which results in property damage, and ensure the conduct of an appropriate investigation.

Where differences of opinion arise between the Contractor and the Member over the adequacy of any safety provision, the Victorian WorkCover Authority shall be requested to resolve the issue.

The Contractor must abide by the Member's Health & Safety guidelines for each and every work instruction. To include:

- Alcohol and Drugs
- First Aid
- Incident and Injury Reporting
- Public Safety
- Personal Protective Equipment
- Site Security
- Safety Management

## 12 Standards and Codes

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 Member OH&S policies and procedures that are in any way applicable to this Standing Offer Agreement.

Where applicable the works under this contract shall be carried out in strict accordance with the following Standards and Codes:

#### Electrical

- Electrical Safety (Line Clearance) Regulations 2010 'The Code'
- The Electricity Safety Act 1998
- No Go Zone
- Regulation 319 Electrical Safety (installations Regulations 2009)
- Victorian Rail Act 2006
- Environmental Planning and Environment Act 1987
- Work Near Overhead Powerlines – Code of Practice 2006

#### Environmental

- Planning and Environment Act 1987

#### Equipment

- Code of Practice – Plant 1985
- Occupational Health and Safety (Plant) Regulations 1995

#### Dangerous Goods & Storage

- Dangerous Goods Act 1985
- Dangerous Goods (Storage and Handling) Regulations 2000
- Code of Practice – Hazardous Substances 2000
- Code of Practice – Storage and Handling of Dangerous Goods 2013

#### OH&S

- Occupational Health and Safety Regulations 2007
- Occupational Health and Safety (Noise) Regulations 2007
- Code of Practice - Noise 1992
- Environmental Protection (Residential Noise) Regulations 2008
- Occupational Health and Safety (Hazardous Substances) Regulations 1999
- Occupational Health and Safety Act 2004 and Regulation 904 of the Equipment (Public Safety) Regulations 2007
- Code of Practice – First Aid in the Workplace 2008
- Code of Practice – First Aid in the Workplace 1995
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- OH&S (Prevention of Falls) Regulation 2003

#### Tree Services

- AS 4373 – Pruning of Amenity Trees 2007
- AS 4142.1 - Fiber Ropes Care and Safe Usage 1993
- AS/NZS 1891.1 - Industrial Fall Arrest Systems and Devices 2007
- AS 2726.2 - Chainsaws - Safety requirements - Chainsaws for Tree Service 2004
- AS 2727 - Chainsaws - Guide to Safe Working Practices 1997
- A.S/NZ.S 4453.3 - Protective clothing for users of hand-held chainsaws - Protective legwear 1997
- AS/NZS1801 - Occupational protective helmets 1997
- AS/NZS 2210.1 - Safety, protective and occupational footwear - Guide to selection, care and use 2101
- Member Tree Policy – may be provided with work request

#### Traffic

- AS 1742.3 - Manual of uniform traffic control devices - Traffic control for works on roads 2009

- AS 1742.10 - Manual of uniform traffic control devices - Pedestrian control and protection 2009
- AS 1743 Safe Working Practices for Works on Road Reserves, Traffic management Signage and Flagmen 2002

Additionally, any guidelines issued by the Department of Human Services or the Victorian WorkCover Authority

Conduct of all operations in accordance with all relevant environmental legislation, and government policies.

Conduct of all operations in accordance with any codes, manuals, legislation, standards or regulations as stipulated by the Member.

### **13 Qualifications & Certifications**

In order to carry out works described in this specification you will be required to list what expertise you have in terms of qualifications and certifications (Returnable Schedule 8 – Key Personnel).

Range of qualifications, certifications and licenses required but not limited to are:

- Underground Services Certificate/License
- Certification by State
- Operator Licenses (equipment)
- Australian Standards
- Certificate 2 ESI Power line Control UET20312 BY 1ST OF April 2015 for all works wire clearance works
- Certificate III in Arboriculture
- Certificate IV in Arboriculture (assesses trees module)
- Electrical Systems Identification & Electrical Clearance Distances UETTDREL14A
- Level 2 First Aid Certificate
- Training; chainsaws and other mechanical non mechanical devices
- Elevated Work Platform (EWP) (accredited training course national license)
- General licenses relevant to the equipment or machinery being used
- Traffic Management Course – Vic Roads
- Spotters Ticket (OH&S legislative requirements)
- Tree Climbing – Certificate III Arboriculture climbing modules & on hand aerial rescue qualified staff
- Basic Traffic Management –Vic National Course Code 21783Vic-Control Traffic with a stop go bat AHCARB205A (and other State equivalents)
- Vic-21784 Implement a Traffic Management Plan
- Chemcert Certification r(acts and regulations with pesticides or herbicides)
- UET 30206 Certificate III in ESI – Distribution Line Worker or otherwise as agreed by the relevant Distribution Company for Live line Tree Clearance Works
- Agricultural Chemical Users Permit (ACUP)