

## **TENDER BRIEF**

October 2019

Tender No. 19-002

# **Drought Employment Program**

## **Goulburn Murray Irrigation District**

The Goulburn Broken Catchment Management Authority seeks to appoint a contractor with recognised and proven skills in the provision of professional services to undertake the above project.

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## 1 Introduction

On 1 October 2019, the State Government of Victoria announced an extension of the East Gippsland Drought Employment Program (DEP) to the Goulburn Murray Irrigation District (GMID). The program is designed to provide support to the irrigated dairy, cropping, horticulture and their supporting industries in the GMID, who are now in a state of transformation due to a range of factors such as: drought, Murray Darling Basin Plan, industry pressures and changing water policy.

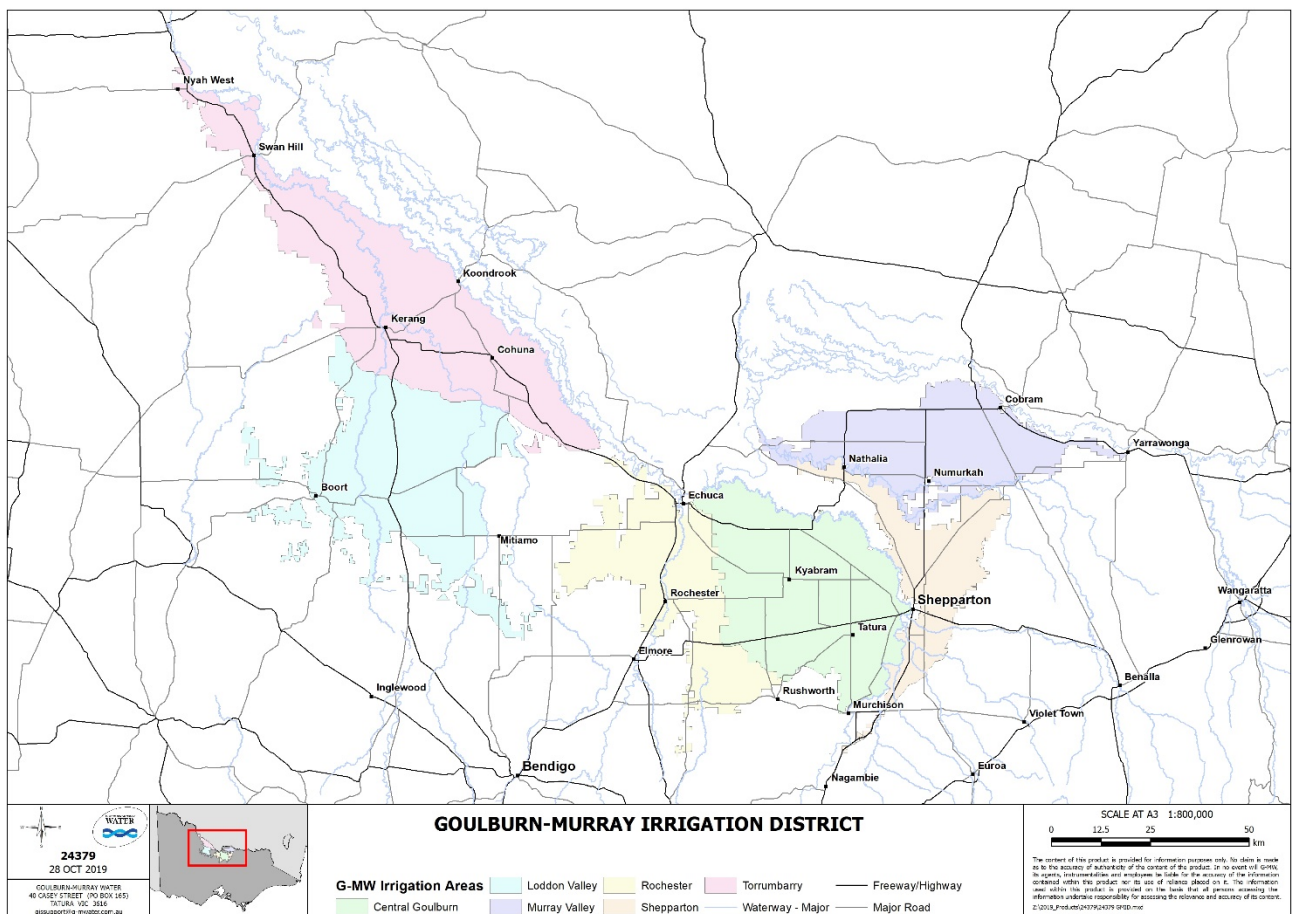
The Victorian Government has provided \$1.5 million to the Goulburn Broken Catchment Management Authority (CMA) to conduct an employment program (in conjunction with regional partners) focusing on supporting drought affected farmers and farm workers.

## 2 Program Aim

To deliver the Drought Employment Program (DEP) for the GMID. The Program will identify eligible participants and provide opportunities to engage them in employment off-farm on various public good projects (i.e. weed control, fencing, administration and business support etc) and provide positive engagement ensuring social interaction, peer support and the development of employability skills with a view to support participants develop resilience for the rapidly changing GMID conditions.

## 3 Program Area

Goulburn Murray Irrigation District covers the Goulburn Murray Water (GMW) Irrigation Areas of Shepparton, Murray Valley, Central Goulburn, Rochester-Campaspe, Loddon Valley and Torrumbarry in northern Victoria.



## 4 Program Objectives (or Outcomes)

The Goulburn Broken CMA is proposing to appoint a Contractor to deliver the Program, which include, but are not limited to:

- Employment of farmers and farm workers to work on public good projects meeting all OH&S requirements.
- Pathways to career transition including retraining and reskilling.
- Increased regional productivity and jobs.
- Improved river health, biodiversity and community health (both physical and mental).

## 5 Methodology

The Contractor as part of their proposal shall provide a methodology and a timeframe, including hold points (where appropriate or directed), to address each Task.

### 5.1 Task Brief

The Goulburn Broken CMA seeks to deliver the DEP by engaging a suitably skilled Contractor who will:

- Recruit, onboard and employ eligible participants on a labour hire basis to deliver public good projects through local partners including field based and indoor support positions and supervisory positions where required.
  - Potential activities to be offered to participants will be supervised primarily by host agencies (i.e. Parks Victoria, GMW etc) and delivered in work crews.
  - Activities may include tasks such as rural fencing, weed eradication, revegetation, infrastructure work including signage, repairs, basic carpentry, welding and administrative roles.
  - Where a host agency is unable to directly supervise the work crew the Contractor will need to develop a 'Team Leader' position and appoint a suitably skilled applicant from the participant pool.
- Be responsible for and manage all Human Resource (HR) functions. Including:
  - the development of position descriptions, medical checks, payroll, departure/termination.
  - Issue resolution and performance management
  - Development of work schedules and agility to respond to different host agency requirements and participant availability
- Be responsible for and manage the assessment, approval and performance management of Occupational Health and Safety (OHS) including:
  - Ensure appropriate systems are in place with host sites for the safe operation of activities, including training, induction and supervision and for the maintenance of tools/equipment, vehicles and any other required items provided by either by the Contractor or host agencies to deliver activities.
  - Support and facilitate applicants to complete appropriate OHS work suitability requirements as identified by the Contractor and host agency where applicable.
  - Identify and provide relevant Personal Protective Equipment unless otherwise agreed with the host agency.
- Supply, maintain and manage the required equipment/tools, vehicles appropriate to off road terrain and any other required items, where not supplied by host agencies.
- Source and deliver training, licensing etc. that is a requirement to undertake the host agency public good activity and/or is of benefit to any career transition plan of the participant.
  - Including at a minimum all participants holding a First Aid level 2 and Construction Induction card at completion of the program.
- Work with participants in a client-led capacity to identify the desire for a career

transition plan that considers labour force trends. This may include:

- Delivery of work ready training program to all participants to assist with current workplace and job search knowledge.
- Where appropriate, the development of a client-led career transition plan.
- Further work ready skills and/or qualifications to support viable career transition utilising existing local training and development initiatives and providing optimal value for investment in training.
- Provision of information about and support to access existing training, development and employment programs.
- Provide required reporting to the Goulburn Broken CMA as per section 10.

The Goulburn Broken CMA Project Coordinator – Drought Employment Program will:

- Be the liaison for the Contractor for the duration of the project.
- Will advise the Program eligibility criteria.
- Will identify and scope partners within the GMID who can offer relevant public good projects and refer these to the Contractor who will then arrange participants to deliver relevant activities.
- Manage all reporting and interaction between the contractor and Goulburn Broken CMA.
- Undertake spot checks of program contract compliance.

## **6 Occupational Health & Safety**

The Goulburn Broken CMA and its partners are committed to workplaces which operate to the highest standards of OHS compliance under the Victorian OHS Act 2004.

All Contractors are required to:

- Comply with the Victorian OHS Act, other relevant Acts and Regulations relevant to the project operations. A list of possible Acts & Regulations is available at - <https://www.worksafe.vic.gov.au/all-acts-and-regulations>.
- Have in place a safety program/system which demonstrates compliance with the [General Duties, Part 3, of the OHS Act 2004](#) including the protection of 'others' not in their direct employ.
- Commit to all participants completing safety inductions prior to activity/work commencing.
- Report ALL incidents and injury to the GB CMA on the day of their occurrence.
- Provide regular OHS performance reports/updates to the GB CMA that include;
  - regular activity inspection audits and issues
  - evidence of completed activity risk assessments
- Provide evidence of their knowledge of project-based risk assessments and recommend any additional risk assessments needed in consultation with the GB CMA.
- Meet all performance standards, terms and conditions as specified and understand penalties that apply if the contractor does not comply with contract conditions

Attachment 4 outlines these risks and requires the applicant to respond with their proposed management systems and must be completed as part of the Tender application. Tenderers may add additional risks/hazards and controls as they see fit.

### **6.1 Managing labour Hire employees and third-party locations**

The Contractor is required to demonstrate OHS compliance with systems evidenced that include protocols for the management of labour hire employees along with qualification and performance management of third-party process and work sites.

## **6.2 *Personal Protective Equipment***

The quotation should include a price per kit and allocation protocol for the provision of PPE suitable for field-based work, an example is provided in attachment 5. However, the PPE will be issued relevant to the individual work activity and host agency requirement.

## **6.3 *Modified Duties***

In the instance that a program participant is required to undertake modified/restricted duties the Contractor will work cooperatively with the program participants and partners to provide relevant and appropriate modified duties for a reasonable period.

# **7 Consultation**

All stakeholder consultation outside employment enquiries and assignment to projects will be managed through the Goulburn Broken CMA Project Coordinator – Drought Employment Program.

# **8 Additional information**

## **8.1 *Advertising***

All advertising is to be developed in conjunction with the Goulburn Broken CMA Media and Communications team using appropriate branding.

The Contractor will run advertising in local newspapers and/or via other appropriate communication channels to target and attract suitably skilled and eligible applicants within the GMID. The advertising for participants will include the eligibility criteria (section 8.3) and could include the draft program offer in attachment 6.

All communications and marketing should be developed using simple English.

There will be additional media delivered by the Goulburn Broken CMA to recognise the program from time to time. It is expected that the Contractor would support this and provide input as required.

## **8.2 *Employment Enquiry Management***

All employment enquiries will be managed in the preferred method of the Contractor and an enquiry database maintained by the contractor using their proprietary method of client management.

Candidate management will be in accordance with normal labour hire practices.

## **8.3 *Selection Criteria***

It is mandatory that applicants (to be eligible for participation in the program) complete a statutory declaration (confirming eligibility for first dot point below) giving details of home address, previous work and industry circumstance.

The current eligibility criteria that applies (without exception) is:

- Must be farmers or farm workers living or working within the Goulburn Murray Irrigation District (since April 2019).
- Be able to work between 2 – 4 days per week within the GMID area.
- Be able to work for a minimum of two months.
- Be willing to undertake minimum level of training in OHS and first aid.

- Be able to work 7.6 hours per day between the hours of 7 am and 5 pm (depending on weather conditions).
- Must be physically able to work in a crew on a range of public good projects in the region.
- Be willing to undertake a medical check.

Please note: these criteria may change

#### **8.4 Minimum Training**

It is anticipated that an unknown proportion of participants will require OHS Construction Induction and First Aid Level 2 training as a minimum. It is the responsibility of the Contractor to obtain training certification records of participants to establish training needs.

The proposal should include details for the delivery of training, including as a minimum:

- Training Provider Name & Location
- Training Venue
- Duration
- Pre-requisites
- Support materials e.g.: books, catering
- Any cancellation fees

##### **8.4.1 Additional Training:**

Where a new works activity offered by a host agency requires the development of skills or qualifications in addition to those available the Contractor will identify and implement the required training program with support and guidance from the Goulburn Broken CMA.

In the latter stages of the Program it is intended that the Contractor will develop and deliver a program focused on identifying and developing an individual career transition plan for participants which may include further work ready skills and/or qualifications to support viable career transition to another industry where appropriate.

The total budget available for all Additional Training is capped at \$1,500 per participant.

## **9 Management Arrangements**

### **9.1 Steering Committee**

A Steering Committee has been established comprising key partners who will support this Program in the GMID. The committee will meet regularly and be managed by the Goulburn Broken CMA. The Contractor is required to attend and provide updates to this committee.

### **9.2 Project Management**

The contractor shall report directly to the Project Coordinator – Drought Employment Project – contact details will be supplied at tender award.

Program Manager: Megan McFarlane, Manager – Irrigation and Strategy

### **9.3 Project Meetings**

The Contractor will be expected to work closely with the Goulburn Broken Catchment Management Authority during the program. The Contractors representative will be required



to meet with the GB CMA Project Coordinator and Program Manager to confirm project planning and schedule (Project Initiation Meeting), and then at regular intervals with the Project Coordinator to coordinate the work plan and review progress.

## 10 Reporting of Deliverables / Project Outputs

A monthly summary of the program progress will be prepared. The Contractor is to supply the following information:

- How many people were employed in the program (and basic statistics i.e. age, location, sex and previous occupation or industry if farmer).
- Number of hours participants worked on projects.
- Numbers, location and types of projects.
- Hours spent on training and upskilling.
- Placement and training outcomes to date.
- Expectation and evaluation by participants of the program (survey at entry and exit).
- OHS Hazard/Incident Reports.
- Budget expenditure summary.
- Other information as relevant to the program or contract.

### 10.1 Progress Reporting

Within 14 days of the contract commencement date, the Contractor shall prepare, in consultation with the client, an Inception Report which provides an adequately detailed overview of the tasks, timing and expenditure profile of the project.

## 11 Project timetable / Milestones

The following indicative program timetable is proposed:

Step	Date due by
Closing date for submission of brief	14 November 2019
Contractor appointed	15 November 2019
Program initiation meeting	18 November 2019 (PM)
Recruitment Call Commences	25 November 2019
Induction Training Completed	Early Dec 2019
Field Crews Commence	Dec 2019
Program Completion	June 2020
Labour Hire Participant Evaluation and Final Report	July 2020

## 12 Form of Response / Tender Process

Proposals will need to clearly demonstrate the contractor has the necessary capacity, skills and experience to achieve the project objectives. To establish a consistent basis of comparison, it is mandatory that the proposal be submitted in the following standard format (see attachments for templates):

- A covering letter referring to the four attachments and dated and signed by a person authorised to enter into a contract. The letter should identify the key contact person for further information and contact details including email address.
- **Attachment 1** - Executive Summary [This part should be less than two (2) pages. It is to provide a description of the essential elements and virtues of the proposal].
- **Attachment 2** - Experience in work of this nature, nominated resources - names, qualifications and relevant experience of key personal.

- **Attachment 3** - Detailed costs associated with performance of the tasks (as per section 5); fee structure for appointment (including hourly rate for participants plus labour hire on cost, itemised costs for support / disbursements (training, PPE, materials, vehicles / km rate as used etc.) Please note that the materials budget will need to be negotiated with the successful contractor and Goulburn Broken CMA depending on partner projects requirements.
- **Attachment 4** - Details of Occupational Health and Safety Management Systems should be provided as a separate attachment.
- **Attachment 8** – Commitment Letter
- **Attachment 9** – Insurance Details

Proposals should be short and concise, with the minimum of superfluous marketing information.

Proposals that do not conform to the required format may be excluded from the selection process at the Tender Assessment Committee's discretion.

Proposals that do not provide details of an Occupational Health and Safety Management System will be excluded from the selection process.

### 13 Fee basis

A detailed fee basis for this contract is to be provided as per attachment 3 (including hourly rate of pay for participants, total loaded hourly rate and relevant Award reference). Any specialist sub-contractors should be detailed and costed into the proposal.

Payments for the contract will be made by the Goulburn Broken CMA at monthly intervals in line with delivered milestones and documentation of expenditure on employment and other costs (as per attachment 3). The final payment will be made after acceptance of the final report by the Project Manager.

### 14 Indicative budget

Funding for the contract is in the order of \$900,000, subject to funding availability. The final contract funding amount will be approved by the Project Manager after consideration of the submitted proposal.

The lowest quotation will not necessarily be chosen as the successful tender. The proposed methodology, staff resources / expertise and track record of the tenderer will be taken into account when assessing tenders.

### 15 Assessment of Proposals

The evaluation criteria and weighting, as established by the Tender Assessment Committee, to be used to assess proposals follow:

Price	20%
Management skills	30%
Relevant experience	20%
Methodology	20%
Time performance	10%

Preference will be given to contractors with an approved quality assurance and OH&S management program. Proposals shall remain valid for acceptance for two calendar months after the date of submission. The Goulburn Broken Catchment Management Authority reserves the sole right to

accept or reject any Proposals, and no correspondence will be entered into regarding the unsuccessful Proposals.

All work undertaken by contractors in the preparation of their Proposals shall be entirely at the contractor's cost. Goulburn Broken CMA shall not be held liable for any costs incurred by contractors in the preparation of Proposals. All contractors that submit proposals will receive written notification (email or hard copy post) of the final selection decision, and individual debriefing sessions for unsuccessful contractors will be available upon request.

## **16 Lodgement of response**

Two copies (one electronic and one bound) of the proposal are to be sealed in an envelope or package, which should be endorsed CONFIDENTIAL and clearly marked to:

**Goulburn Broken Catchment Management Authority  
Proposal Drought Employment Program**

**The envelope should be addressed to:  
Drought Employment Program (Confidential)  
Goulburn Broken Catchment Management Authority,  
168 Welsford Street, Shepparton 3630  
or P.O. Box 1752, Shepparton 3632**

The proposal must be provided with a covering letter certifying the accuracy of all information supplied, providing the name of the authorised contact and signed by a senior contractor of the organisation.

Proposals may be delivered by Australia Post or lodged in the tender box in the foyer at 168 Welsford Street, Shepparton, prior to the closing date. In lodging a proposal, the organisation is deemed to have accepted the terms and conditions of the Consultancy Brief. All responses shall become the property of the Goulburn Broken Catchment Management Authority.

## **17 Closing date**

The closing time for the lodgement of responses is **4:00 pm on Thursday 14<sup>th</sup> November 2019**. Late responses will not be considered.

## **18 Confidentiality**

The Goulburn Broken Catchment Management Authority undertakes to treat all information received in proposals as strictly confidential and commercial-in-confidence. The information will only be made available to the GMID DEP Tender Assessment Committee. On completion of the selection process, only one copy of the information will be maintained on a secure file and all other copies will be destroyed. The intellectual property contained in Proposals remains the property of the contractor that lodged the submission.

## **19 Terms of Engagement**

The terms of engagement will be the Goulburn Broken Catchment Management Authority's standard conditions of engagement as specified in the contract (Attachment 7).

This Brief and the contractor's proposal will form part of the contract documentation.

Any contract awarded or entered into by the Goulburn Broken Catchment Management Authority with any other person or corporation shall be on the basis that all outputs produced directly or

indirectly from the work or services the subject of the contract shall become and remain the sole property and copyright of the Goulburn Broken Catchment Management Authority and shall be freely available for the Goulburn Broken Catchment Management Authority to use in its absolute discretion in any of its projects or works, reporting requirements and/or as the basis for follow-on consultancies. All such outputs shall be provided to the Goulburn Broken Catchment Management Authority by the contractor in such forms or formats as the Goulburn Broken Catchment Management Authority shall reasonably require and without fetter or restriction by password or code or otherwise. The contractor and partner organisations will be able to access and publish all data following approval by the Authority.

#### *19.1 Supplier Code of Conduct*

The Victorian State Government's Supplier Code of Conduct is available at the Victorian Government Purchasing Board website:

<https://buyingfor.vic.gov.au/sites/default/files/2018-10/Supplier-Code-of-Conduct.pdf>

Updates and amendments to the Code will also be made available at this website.

Tenderers are to familiarise themselves with the Supplier Code of Conduct and must include in their tender response a Commitment Letter substantially in the form provided in Attachment 8.

#### *19.2 Insurance*

It is the responsibility of all Suppliers to hold current insurance for the duration of any contract with the Goulburn Broken CMA and provide Certificate of Currency for all relevant Insurance Policies prior to commencing work.

- Public Liability Cover Insurance must be >\$10M
- WorkCover
- Professional Indemnity Liability (if applicable)

Upon renewal of policies the Supplier is to provide new certificates of currency to continue work.

Please include relevant insurance details as requested in attachment 9.

The Supplier must advise the Goulburn Broken CMA immediately of any change to the original policy.

## **20 Further Information**

The point of contact for further information of a technical or explanatory nature should be:

Kate Montgomery

People, Safety and Wellbeing Manager

Goulburn Broken Catchment Management Authority

E-mail: [katem@gbcma.vic.gov.au](mailto:katem@gbcma.vic.gov.au)

Requests for further information will only be responded to if submitted in writing. Every endeavour will be made to respond in writing to questions within two working days of receipt.

## **21 Date of brief**

The date of this Consultancy Brief is 29 October 2019.



## Attachment 1 - Executive Summary

The executive summary is to provide a description of the essential elements of the proposal.

Appreciation of the Drought Employment Program Contract Requirements
Project Manager
Structure of the Project Team
Related Experience of the Project Team
Methodology for conduct of the contract (Link to Tasks in Attachment 3).

## Attachment 2 - Experience in work of this nature

Nominated resources - names, qualifications and relevant experience of key personal.

Project Team Structure			
Team Member	Qualifications	Specialist Skill Area	Related Projects

## Attachment 3 – Project Costs and Tasks

The principle task to be costed has been populate in the table below – please provide a total cost per task. You may include detailed costs associated with performance of the tasks; fee structure for appointment, plus itemised costs for support / disbursements etc detail as you see fit.

Task	Purpose / output	Activities	Timing	Resources	Cost / Fee structure
Recruit, onboard and employ participants					
Manage all HR functions					
Manage the assessment, approval and performance management of program OHS					



Supply, maintain and manage equipment and tools, vehicles etc					
Source and deliver training etc required by participants to undertake activities					
Provide career transition support					

Report to program outputs					

# Attachment 4 - Occupational Health and Safety Management Questionnaire

It is incumbent on the Contractor to provide sufficient information to meet the OHS requirements of this contract.

**Part A** of this form asks you to provide high level OHS documentation for your organisation.

**Part B** of this form identifies specific risks for this contract and minimum control measures to address these. Please identify how your organisation will manage these risks. Additional risks identified by your organisation not included may be added.

Copies of policies, procedures, extracts from log books, samples of reports and samples of completed checklists should be included to demonstrate that your organisation has an appropriate Health and Safety Management System in place. Any procedure manuals, etc. will be returned on request. The Contractor should address each of the items in the Table.

## Review of Potential Contractor's OHS Management System

The contractor / consultant should be asked to show evidence that systems exist in order to verify their status.

Contract Name:	
Contract Description:	
Contract Manager:	Date
Contractor:	

1. OHS Policy and Management	✓ Included N/A Not Applicable
<b>Company Health and Safety Policy</b> Please attached your companies OHS policy that: <ul style="list-style-type: none"> <li>Is signed by the CEO or equivalent</li> <li>outlines clear statement of objectives relevant to company operations</li> <li>shows commitment to improve performance</li> <li>includes evidence of regular review</li> </ul>	
<b>Certified OHS Management System</b> Please provide evidence of certification of OHS Systems by an independent party. Certificates to be attached.	
<b>OHS Management System or Plan</b> Please provide the contents page of the company OHS Manual or Plan demonstrating at a minimum the: <ul style="list-style-type: none"> <li>Management health and safety responsibilities</li> <li>General occupational health and safety procedures</li> <li>Safe work procedures relevant to the activities of this contract</li> <li>Public safety procedures</li> <li>Induction and training procedures relevant to the activities of this contract</li> <li>Issue resolution and OHS consultation mechanisms</li> </ul>	
<b>Health and Safety Responsibilities</b> Please provide evidence of the health and safety responsibilities in the company.	
<b>Regular Inspections</b> Please provide evidence of: <ul style="list-style-type: none"> <li>workplace inspection schedules</li> <li>a recently completed inspection report relevant to the nature of this contract</li> <li>proposed inspection schedules for this project and inspection template</li> </ul>	
<b>Hazard Reporting form</b> Please provide evidence of the documented hazard reporting procedure and forms for your organisation.	
<b>Health and Safety Committee</b> Please provide terms of reference of the organisations OHS committee.	
<b>Employee Consultation</b> Is there employee elected Health & Safety Representatives? Please provide details of structure.	

## 2. Project Hazard Assessment Tool

Please respond to the below hazards for this project giving consideration to:

- Safe Work Procedures - The potential contractor should be able to demonstrate safe work procedures which:
  - are relevant to company operations
  - contain a description of the tasks and associated hazards
  - outline control measures & methods to minimise health and safety risks
  - make reference to any relevant Legislation, Codes of Practice or Australian Standards
- Safe Work Permits - Where relevant, the potential contractor should be able to demonstrate safe work permits for the following types of work:
  - Work in Confined Spaces / Trenches (Confined Space Entry Permits)
  - Hot Work (Hot Work Permit)
  - Lockout/Tag out permits (plant, electrical systems)
- Incident Reporting and Investigation - Potential contractors should be able to provide evidence of the following:
  - incident report and investigation form
  - incident investigation procedure
  - evidence of completed investigation forms
- Plant Safety - The potential contractor should have mechanisms in place for the identification of hazards, assessment of risks and the implementation of control measures associated with plant. This may include:
  - documented risk assessments for relevant plant or risk assessment procedure
  - copy of plant operator licences, permits
  - register of plant requiring registration
  - list of persons responsible for undertaking plant risk assessments
  - plant maintenance and inspection forms
  - pre-start daily safety inspection forms for plant
  - plant fault reporting system and forms
- Hazardous Substances - Potential contractor should provide evidence demonstrating safe handling and storage of hazardous substances:
  - manifest or register of chemicals used by the company
  - Material Safety Data Sheets for chemicals used
  - safe handling procedures, including personal protective equipment
  - relevant training documentation
- Manual Handling - The potential contractor should be able to demonstrate evidence of:
  - documented risk assessments for manual handling hazards
  - systems used to control manual handling risks (e.g.: lifting aids, work procedures)
- Health and Safety Training - The potential contractor should be able to demonstrate evidence of:
  - records of training and competencies of employees (licences, permits, certificates)
  - records of 'on the job' training
  - tool box meetings conducted
  - induction training program

## Project Hazard Assessment Tool: Drought Employment Project

Activity	Hazard Type	Risk Description	Control Measures	External Delivery	Tenderer Response/Evidence
Working outdoors	Bites & Stings	Risk of snake bite	Assess surroundings & include in communications with onsite personnel & assessments. Do not disturb nests/hives. First Aid trained person on site. First Aid Kit including Snake Bite Kit on site	Evidence in assessment (SWMS) Suitably trained personnel on site First Aid Kit including Snake Bite Kit on site	
Working outdoors	Bites & Stings	Contact with wasps, ticks, ants, bees and mosquitos	Assess surroundings & include in communications with onsite personnel & assessments First Aid Kit including Snake Bite Kit on site First Aid trained person on site Do not disturb nests/hives	Evidence in assessment (SWMS) Suitably trained personnel on site First Aid Kit including Snake Bite Kit on site	
Working outdoors	Bushfire	Exposure to bushfire when at a work site	Appropriate planning for works in bushfire season. Assess surroundings for fire danger and include in communications with onsite personnel & assessments. Where Fire Danger Rating exceeds SEVERE, or there are known fires within 50 kms, all contractor work teams are to be notified and real time monitoring commenced, and the emergency evacuation processes reviewed.	Evidence in assessment (SWMS) Suitably trained personnel on site First Aid Kit on site	
Manually handling any object or implement in conducting a task	Ergonomics	Risk of muscular-skeletal injury	All Contractors /Consultants and their workers undertaking physical work shall be trained in manual handling injury awareness and safe manual handling techniques and include manual handling controls measures/restrictions when developing a site risk assessment	Evidence in assessment (SWMS) All workers should be competent in manual handling techniques	
Planting seedlings, including unloading trays of seedlings, separating seedlings and putting in ground, forming of holes for planting.	Ergonomics	Risk of muscular-skeletal injury caused by unsafe manual handling action	All Contractors /Consultants and their workers undertaking physical work shall be trained in manual handling injury awareness and safe manual handling techniques and include manual handling controls measures/restrictions when developing a site risk assessment	Evidence in assessment (SWMS) All workers should be competent in manual handling techniques	

Unloading equipment and loads from vehicles and trailers	Ergonomics	Risk of muscular-skeletal injury	All Contractors /Consultants and their workers undertaking physical work shall be trained in manual handling injury awareness and safe manual handling techniques and include manual handling controls measures/restrictions when developing a site risk assessment	Evidence in assessment (SWMS) All workers should be competent in manual handling techniques	
Weed Preparation for direct herbicide application	Ergonomics	Risk of muscular-skeletal injury caused by unsafe manual handling action	All Contractors /Consultants and their workers undertaking physical work shall be trained in manual handling injury awareness and safe manual handling techniques and include manual handling controls measures/restrictions when developing a site risk assessment	Evidence in assessment (SWMS) All workers should be competent in manual handling techniques	
Working Alone	Lone worker/working in isolation	Inability to access support in the case of a medical emergency	Working in confined spaces or at heights should not be undertaken alone Planning and assessment of the need to work alone, including consideration of known risks of the location First Aid kit including Snake Bite Kit on site	Evidence of Safe Work Procedures (SWPs) First Aid Kit including Snake Bite Kit on site	
Working in a remote and/or isolated location	Lone worker/working in isolation	Remote distance from medical support	Planning and assessment of the need to travel to a remote/isolated area, including consideration of known risks of the location Communications protocol in place including use of a personal location device designed for remote and isolated conditions Assess surroundings & include in communications with onsite personnel & assessment First Aid (Level 2) trained person on site First Aid kit including Snake Bite Kit on site	Evidence of communications protocols including remote and isolated location technology Evidence in assessment (SWMS) Evidence of Safe Work Procedures (SWPs) Evidence of 4WD training (where appropriate) First Aid Kit including Snake Bite Kit on site	
Working outdoors on any worksite	Man/Machinery Interaction	Risk of individual not being readily visible to traffic, operating Mobile Plant and Equipment	High visibility clothing must comply with AS/NZS 4602 and must be worn when: Working on a road side Working in the vicinity of Plant and Equipment Where a Risk Assessment or SWMS deems it to be a control measure Where site signage indicates	Evidence in assessment (SWMS) Evidence of traffic pedestrian separation processes and induction/communication to process Evidence of appropriate PPE including high visibility clothing	

Towing a Trailer	Motor Vehicles	Risk of injury resulting from collision	Maintenance and servicing process for trailers Staff should be trained in the usage of trailers including securing loads, manoeuvring and towing	Evidence of regular maintenance and servicing Training for staff	
Mixing herbicide from concentrate, application concentrate, or spray application of dilute herbicide	Other - Chemical	Exposure of workers to herbicide	Contractors and their workers must hold appropriate chemical permits and be competent in chemical usage. Practices adhere to WorkSafe Compliance Code - Hazardous Substances.	Evidence in assessment (SWMS) Licencing for chemical users Evidence of regular equipment maintenance	
Working outdoors preventing ready escape from weather events	Outdoor exposure	Exposure to extreme weather events, heat, cold, storms, high wind, lightning	Appropriate shelter should be provided to protect employees from the elements (when a structure is not available, a car may be used) When planning, consider forecast weather conditions Where weather changes, a review process is undertaken Appropriate PPE should be worn (e.g. hard hats) Where wind speed exceeds 50km/h or is forecast to exceed 50km/h, workers should evacuate or not enter forested areas until wind speed decreases significantly Operation of machinery or boating activities should not proceed in adverse weather	Evidence of planning for weather conditions (e.g. SOP, SWI, SMWS, JSA) Appropriate PPE is worn	
Working outdoors with exposure to the sun	Outdoor exposure	Risk of skin cancer or eye cataract as a result of UV exposure	When planning, consider forecast weather conditions Appropriate PPE is worn (e.g. clothing that complies with AS/NZS 4399:1996, hats, sunscreen, sunglasses) Health monitoring (e.g. skin checks)	Evidence of planning for weather conditions (e.g. SOP, SWI, SMWS, JSA) Appropriate PPE is worn	
Fence construction by driving fence posts and fixing and tensioning wire	Physical Hazard	Risk of injury to workers while completing fencing activities	Standard operating procedures for fencing activities Suitably trained and skilled workers Appropriate PPE Maintenance and servicing processes for equipment Use support tools such as wire spinner Workers should be trained in appropriate manual handling techniques	Evidence of Safe Work Procedures (SWPs) Evidence of training records Appropriate PPE is worn Maintenance and servicing process	
Working outdoors on uneven surfaces	Slips, Trips, Falls	Risk of slips, trips and falls due to uneven or unstable surfaces	Assess terrain for risk of injury (slips, trips and falls) and include in communications with onsite personnel & assessments.	Evidence in assessment (SWMS) Appropriate footwear for terrain worn	

Planning, implementation and review of Safe Work Procedures (e.g. SMWS, JSA)	Working Environment	Risk of not adequately planning for foreseeable hazards, risks, or conditions changing prior to or during contract thus introducing new unforeseen hazards.	Training in OHS Risk Assessment is provided to all employees Suitable tools and processes are in place to facilitate the assessment of risk Process in place for regular reviews once work commences Ad hoc audits are conducted on site	Evidence of training records Evidence of process for risk assessment Evidence of process for review of assessment and auditing	
Working on, above or adjacent to a waterway, wetland or dam	Working on or near water	Risk of falling into the water and drowning	SWMS is completed for high risk work (defined as work within 2m of a waterway) Fall prevention devices are used where required Fall arrest system where worker cannot be secured Appropriate PPE is worn PFDs should be worn at all times when work is in water, within 2m of water's edge on in rapidly rising water (unless SWMS/JSA indicates this is not necessary) Working in water (such as wading) should not be done alone Belt jackets are accepted when working in a team but not alone (over the head jackets should be worn) SPOT tracker should be used	Evidence of Safe Work Procedures (SWPs) Evidence of training records including the use of fall prevention systems Evidence of SWMS Appropriate PPE is worn	
<b>ADDITIONAL RISKS IDENTIFIED BY CONTRACTOR</b>					



<b>3. OHS Performance Monitoring</b>	
<p><i>Safety Performance Statistics</i></p> <p>Is there a system for recording and analysing health and safety performance statistics?</p> <p>Evidence may include:</p> <ul style="list-style-type: none"> <li>• reports on company health and safety injury trend data</li> <li>• performance targets established (e.g.: lost time injuries, person days lost)</li> </ul>	
<p><i>Health and Safety Performance Information</i></p> <p>Are employees regularly provided with information on the Supplier's health and safety performance?</p> <p>Evidence of information provided to employees:</p> <ul style="list-style-type: none"> <li>• records of who receives reports</li> <li>• types of reports produced</li> </ul>	
<p><i>Conviction of Health and Safety Offence</i></p> <p>Has the Supplier ever been convicted of an Occupational Health and Safety offence?</p> <p>If conviction reported, please include:</p> <ul style="list-style-type: none"> <li>• nature and circumstances of incident</li> <li>• corrective actions undertaken</li> </ul>	
<p><b>Comments:</b></p>	

## Attachment 5 – Personal Protective Equipment

All PPE purchased and used for this Program must conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines.

All PPE is to be used, maintained and stored in accordance with manufacturers/suppliers instructions.

Regularly inspections of PPE for wear and tear or damage are to be conducted.

### Use of Personal Protective Equipment and Clothing

#### Footwear Use

- All employees, contractors and visitors are to wear safety footwear that has appropriate ankle support and non-slip treads at all times when on Program worksites. In addition, steel capped boots are required where a Risk Assessment or signage indicates.
- Where there is an inability for an employee to wear standard footwear, special dispensation can be sought from the relevant Medical Resource to wear alternative safety footwear.

#### Eye Protection

- Eye protection which complies with the AS/NZS 1337 standards must be worn for operations of cutting, grinding, drilling, decanting chemicals, chainsaw operation and sawing, cleaning and working with rock including where a risk assessment and signage deems eye protection as a control measure.

#### Hearing Protection

- Hearing protection should be worn where a risk assessment deems hearing protection as a control measure or where signage indicates.

#### High Visibility Vests / Clothing

- High visibility clothing must comply with AS/NZS 4602 and must be worn on all worksites when working on or near a road side, working in the vicinity of mobile plant and equipment, where a risk assessment deems it to be a control measure and where signage indicates.

#### Solar Protection

- Solar protection is to be provided for outdoor work in the form of broad brim hats, sunglasses and sunscreen. All clothing provided will have at least elbow length sleeves and long trouser legs and comply with AS/NZS 4399:1996. The hat fabric should be UPF rated and the brim should be at least 6cms wide.
- Hats appropriate to the work situation should be worn as highlighted below and should always be used in conjunction with other sun protection. All hats will be made of close-weave material. At no time will a baseball cap be considered solar PPE.
- Close fitting, wraparound sunglasses are to be worn and can be provided for employees who regularly work outdoors. Where safety glasses are required to also be used as sunglasses they must comply with AS/NZS 1337:1992 and must be tinted for outdoor use. Where prescription lenses are required to be worn as sunglasses advice must be sort from an optometrist on the level of UV protection the glasses will provide.

### Required PPE:

Items from this list are considered standard PPE for outdoor work:

<b>Long leg trousers:</b>	Cotton drill trousers (men's and ladies)
<b>Long sleeve shirt:</b>	Cotton drill shirt – long-sleeve
	SPF30 or above outdoor long-sleeved shirt
<b>Footwear:</b>	Non-capped safety boots with ankle support
<b>Other:</b>	Knee high gaiters
	Close-weave material hat with brim
	Sunscreen SPF 30+ or greater

All clothing items must comply with Australian Standard AS/NZS 4399:1996

### Task Specific PPE:

Items from this list are examples of the likely PPE required for the nature of the activities to be delivered – but this list is not exhaustive. All task specific PPE is to be identified as part of the activity set up and will be identified in consultation with the Project Coordinator – DEP and host agency. The Contractor will be responsible for its issuing where required:

Rain jacket - minimum waist length Jacket with concealed hood (Colour Hi-Vis style)	Steel capped safety boots (AS/NZS 2210)
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Steel capped safety rubber boots (AS/NZS 2210)	High visibility vest (AS/NZS 4602:1999)
High visibility long sleeve Shirt (AS/NZS 4602:1999)	Leather work gloves (AS/NZS 2161.2:2005)
Ear Muffs (AS 2436—1981) or disposable ear plugs	Protective Helmet (AS/NZS 1800:1998)
Sun Glasses (AS1067)	Safety Glasses (AS 1337)
Waders	Personal Floatation Device (PFD) (AS1512:1996/AMDT 1:2005)
Arm gaiters or elbow length gloves of a suitable puncture proof design	Chainsaw Chaps (AS/NZS 4453.3:1997)

At all times the PPE issued to employees will remain the property of the Program. Where a participant who has been issued with PPE leaves the Program or is transferred to a position the PPE shall be returned.

## **Attachment 6 - Draft Program Offer to GMID Farmers and Farm Workers**

- Be part of a small supervised work crew.
- Work on public good projects such as weed eradication, fencing, revegetation, infrastructure maintenance etc in the Goulburn Murray Irrigation District.
- Alignment of skills and interests to available projects.
- Casual work hours 2 – 4 days per week for a minimum of two months.
- Protective clothing provided.
- Opportunity to renew or upskill minimal training in OHS and first aid.
- Individualised goal plan identifying further skills training in various TAFE or other appropriate courses, plus other career options (up to \$1500 available per participant).
- Program operating up to June 2020 (pending funding availability).

## **Attachment 7 – Sample Template Large Contract**

Please See Separate File

# Attachment 8 – Commitment Letter – Supplier Code of Conduct

Tenderer name:

Address:

Date:

Kate Montgomery  
Goulburn Broken Catchment Management Authority  
P.O. Box 1752, Shepparton, Victoria  
Phone: (03) 5820 1100  
Facsimile: (03) 5831 6254  
E-mail: [katem@gbcma.vic.gov.au](mailto:katem@gbcma.vic.gov.au)

Tender No. 19-002

## COMMITMENT TO THE VICTORIAN STATE GOVERNMENT SUPPLIER CODE OF CONDUCT

1. I acknowledge that:
  - a. the Victorian State Government (**the State**) is committed to ethical, sustainable and socially responsible procurement;
  - b. the State has a Supplier Code of Conduct (**Code**) the Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
    - i. integrity;
    - ii. ethics and conduct;
    - iii. conflicts of interest;
    - iv. gifts, benefits and hospitality;
    - v. corporate governance;
    - vi. labour and human rights;
    - vii. health and safety; and
    - viii. environmental management;
  - c. the expectations set out in the Code are not intended to reduce, alter or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
  - d. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
  - e. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.
2. On behalf of my organisation I:
  - a. confirm that the State's expectations of suppliers as set out in the Code are understood;
  - b. provide a commitment that if selected to supply goods and / or services to any State department or Consultancy Brief – Drought Employment Project, October 2019

public body my organisation will:

- i. periodically check with reasonable frequency for updates and amendments to the Code; and
- ii. aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

.....

Signature:

.....

Name:

.....

Position:

.....

Organisation:

.....

Date:

## Attachment 9 - Insurance Details

This form must be completed and returned with a copy of Certificate of Insurance from the Insurance Broker (signed and dated) for all current Insurance policies listed below.

### Public Liability

Insurance Company		
Public Liability Cover (Insurance Amount must be >\$10M)		
Policy No.		
Period of Currency	From	To

### Professional Indemnity Liability (if applicable)

Insurance Company		
Professional Liability Cover		
Policy No.		
Period of Currency	From	To

### WorkCover

WorkCover Agent		
WorkCover Employer No. / Policy No.		
Period of Currency	From	To
Do you have Work Cover Exemption?	<input type="checkbox"/> No <input type="checkbox"/> Yes, please provide details:	

**Note:** It is the responsibility of all Suppliers to forward a Certificate of Currency for all relevant Insurance Policies prior to the expiry of the current insurance period to remain active on our Suppliers register.

The Supplier must advise the Goulburn Broken CMA immediately of any change to the original policy.