Item	Description	unit	Rate excluding GST
	Break out existing drainage pit and remove from site.	each	
7.7	**PRECAST CONCRETE ENDWALLS**		
	Supply, bed and place precast concrete endwall		
	300 mm Dia, pipe.	each	
	375 mm Dia. Pipe	each	
	450 mm Dia. Pipe	each	
	Additional cost for Mornington Peninsula Shire Standard MP207 "Fluted entry" (over standard kerb and channel/tray cost)- for side entry pits (when placed in conjunction with kerb works at same location) (as per item 8.11 below)	per metre	
8.0	**CONCRETE KERB WORKS**		
	Supply all materials, plant and labour to construct the following concrete works all to Mornington Peninsula Shire or VicRoads standard drawings and specifications, including bedding.		
8.1	Barrier Kerb and Channel MP104 or MP117	per metre	
8.2	Barrier Kerb and Tray MP105, or MP118 or Barrier Kerb for one way cross fall MP106	per metre	
8.3	Rollover Kerb and Channel MP101, or MP109	per metre	
8.4	Rollover Kerb and Tray MP102, or MP110 or MP114	per metre	
8.5	Concrete Edge Strip MP107 or MP111	per metre	
8.6	Open Invert Channel MP103 or MP116	per metre	
8.7	Semi-Mountable Kerb MP112 (or VicRoads SM1)	per metre	
8.8	Fully Mountable Kerb Only (VicRoads standard drawing SD 2001 type M1)	per metre	
8.9	Concrete Vehicle Crossing Layback MP108	per metre	
8.10	Concrete Pram Crossing MP115 including tactile indicators.	each	

CIC

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Item	Description	unit	Rate excluding GST
8.11	Additional cost for Mornington Peninsula Shire Standard MP207 "Fluted entry" (over standard kerb and channel/tray cost)- for side entry pits (when placed in conjunction with kerb works at same location)	per metre	
9.0	**ASPHALT KERBING**		
9.1	**ASPHALT KERBING (with asphalt wearing course)**		
	Supply and lay asphalt kerbing as detailed in Standard Drawing MP701 as specified.	per metre	
9.2	**ASPHALT KERBING (with bituminous seal)**		
	Supply and lay asphalt kerbing as detailed in Standard Drawing MP 702 as specified	per metre	
10.0	**CONCRETE PAVING**		
	Supply all materials, plant and labour to construct the following concrete works all to Standard Drawings and the Shire's standard specifications, including bedding.		**CIC**
10.1	**CONCRETE FOOTPATH -75mm thick (MP901)**		
	Construct plain concrete footpath 75mm thick over 50mm compacted depth of 20mm Class 3 F.C.R. bedding, in accordance with Standard Drawing MP901. Rate includes excavation to 125mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	
10.2	**CONCRETE FOOTPATH - COLOURED 75mm thick (MP901)**		
	Construct coloured concrete footpath 75mm thick over 50mm compacted depth of 20mm Class 3 F.C.R. bedding, in accordance with Standard Drawing MP901. Rate includes excavation to 125mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	
10.3	**CONCRETE EXPOSED AGGREGATE FOOTPATH**		
	- 75 mm thick (MP901/903)		

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Item	Description	unit	Rate excluding GST
	Construct exposed aggregate concrete footpath 75 mm thick over 50mm FCR bedding all as specified using Dromana Granite Aggregate (Brown, 10/7 graded mix) and concrete retarding agent to achieve uniform exposed aggregate finish. Saw cutting @ 1.4 metre intervals. Acid wash on finish. Rate includes excavation to 125mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	
10.4	**CONCRETE PLAIN VEHICLE CROSSINGS (MP301, MP303)**		
	Reinforced plain concrete vehicle crossings 150mm thick as detailed to Standard Drawings MP301 & MP303 including bedding. Rate includes excavation to 150mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	
10.5	**CONCRETE COLOURED VEHICLE CROSSINGS (MP301, MP303)**		
	Reinforced coloured concrete vehicle crossings 150mm thick as detailed to Standard Drawing MP301 & MP303 including bedding. Rate includes excavation to 150mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	$
10.6	**CONCRETE EXPOSED AGGREGATE VEHICLE CROSSINGS (MP301, MP303)**		
	Reinforced exposed aggregate concrete vehicle crossings 150mm thick as detailed to Standard Drawing MP301 & MP303 including bedding. Saw cutting @ 1.4 metre intervals. Acid wash on finish. Rate includes excavation to 150mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	$
10.7	**TACTILE GROUND SURFACE INDICATORS**		
	Supply all plant labour and material to lay type "B" and "C" tactile ground surface indicators, as per Standard Drawing MP115.	sq.m.	$
10.8	**PATTEN CONCRETE INFILL TO ISLANDS**		
	Concrete infill 200mm thick reinforced with F72 mesh coloured and finished with texture i.e. faux brick or other pattern surface.	sq.m.	$

CIC

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Item	Description	unit	Rate excluding GST
11.0	**FLEXIBLE PAVEMENTS – LESS THAN 4,000 SQ. M.**		
	Supply all materials, plant and labour to construct the following pavement works all to Standard Drawings and to the Shire's standard specifications.		
11.1	**EARTHWORKS**		
	Earthworks including excavation, filling, forming, trimming, and compaction of subgrade, removal and disposal of excess spoil, grading and blending of naturestrips to match surroundings including stockpiling of topsoil. Cut per cubic metre (solid)	cu.m.	
11.2	**PROFILING EXISTING PAVEMENT**		
	Profiling existing pavement 150mm in depth, spread, trim, shape and compact (minimum density of 95% modified) in readiness for placement of FCR overlay.	sq.m.	
11.3	**150mm IN-SITU LIME STABILISATION (3%)**		
	In-situ stabilisation of existing subgrade/pavement to a depth of 150mm with lime added at an application rate of 3.0% by weight.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Lime	sq.m.	
11.4	**150mm IN-SITU CEMENT STABILISATION (3%)**		CIC
	In-situ stabilisation of existing pavement/subgrade to a depth of 150mm with cement added at an application rate of 3.0% by weight.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Cement	sq.m.	
11.5	**150mm IN-SITU LIME AND CEMENT STABILISATION (3% & 2%)**		
	In-situ stabilisation of existing subgrade to a depth of 150mm with lime and cement added at an application rate of 3.0% and 2 % by weight respectively.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Cement	sq.m.	
	Adjustment for each Additional 1% Lime	sq.m.	

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Item	Description	unit	Rate excluding GST
11.6	**150mm IN-SITU FOAMED BITUMEN STABILISATION (3%)**		
	In-situ stabilisation of existing pavement/subgrade to a depth of 150mm with foamed bitumen added at an application rate of 3.0% by weight.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Lime	sq.m.	
11.7	**SUB-BASE COURSE 100mm Size 40mm FCR Class 3 compacted to a minimum density of 95% Standard**	sq.m.	
11.8	**SUB-BASE COURSE 150mm Size 40mm FCR Class 3 compacted to a minimum density of 95% Standard**	sq.m.	
11.9	**SUB-BASE COURSE 200mm Size 40mm FCR Class 3 compacted to a minimum density of 95% Standard**	sq.m.	
11.10	**BASE COURSE 100mm Size 20mm FCR Class 2 compacted to a minimum density of 98% [Modified]**	sq.m.	
11.11	**BASE COURSE 150mm Size 20mm FCR Class 2 compacted to a minimum density of 98% [Modified]**	sq.m.	
11.12	**ROAD SHOULDERS 150mm Size 15mm FCR Class 4 compacted to a minimum density of 95% Standard**	sq.m.	
11.13	**Prime**		
	Prime (SP30 or equivalent) using 5mm basaltic grit all as specified (Grit to be broomed and removed prior to application of first seal coat.)	sq.m.	
11.14	**Primer Seal**		
	Primer seal (SP1000 or equivalent) using 7mm basaltic aggregate all as specified	sq.m.	
11.15	**Wearing Course**		
	Asphalt wearing course. Supply all materials, plant and labour and lay 30mm compacted depth of 10mm basaltic/granitic asphalt Type L	sq.m.	
11.16	**Wearing Course**		

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Item	Description	unit	Rate excluding GST
	Asphalt wearing course. Supply all materials, plant and labour and lay 30mm compacted depth of 10mm basaltic/granitic asphalt Type N	sq.m.	
11.17	**Bituminous Seal**		
	Supply all materials, plant and labour to prepare and spray bitumen at the application rate as specified.		
	First seal using 14mm basaltic aggregate all as specified	sq.m.	
	First seal using 14mm granitic aggregate all as specified	sq.m.	
	Final seal using 7mm basaltic aggregate all as specified	sq.m.	
	Final seal using 7mm granitic aggregate all as specified	sq.m.	
11.18	**GEOTEXTILE REINFORCED BITUMINOUS SEAL**		
	Supply all materials plant and labour for the following sprayed bituminous seal, all as specified. To be applied approx. 6 months after application of primer seal. Tack Coat - Apply a Class 170 Bitumen Tack Coat at a rate of 0.6 litres/sq.m. or as directed. Geotextile - Lay a non-woven needle punched polyester geotextile fabric with a minimum mass of 140 gm/sq.m. on top of tack coat. Seal - Apply a 14mm basaltic aggregate, sprayed bituminous seal coat. Class 170 bitumen applied at a rate of 1.5 litres/sq.m. and aggregate spread at 90% of normally specified rate.	sq.m sq.m sq.m	CIC
11.19	**ASPHALT REGULATION**		
	Supply, place and compact asphalt regulation course up to 100mm thickness.	per tonne	
12.0	**FLEXIBLE PAVEMENTS – MORE THAN 4,000 SQ. M.**		
	Supply all materials, plant and labour to construct the following pavement works all to Standard Drawings and to the Shire's standard specifications.		
12.1	**EARTHWORKS**		
	Earthworks including excavation, filling, forming, trimming, and compaction of subgrade, removal and disposal of excess spoil, grading and blending of naturestrips to match surroundings including stockpiling of topsoil. Cut per cubic metre (solid)	cu.m.	
12.2	**PROFILING EXISTING PAVEMENT**		

Item	Description	unit	Rate excluding GST
	Profiling existing pavement 150mm in depth, spread, trim, shape and compact (minimum density of 95% modified) in readiness for placement of FCR overlay.	sq.m.	
12.3	**150mm IN-SITU LIME STABILISATION (3%)**		
	In-situ stabilisation of existing subgrade/pavement to a depth of 150mm with lime added at an application rate of 3.0% by weight.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Lime	sq.m.	
12.4	**150mm IN-SITU CEMENT STABILISATION (3%)**		
	In-situ stabilisation of existing pavement/subgrade to a depth of 150mm with cement added at an application rate of 3.0% by weight.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Cement	sq.m.	
12.5	**150mm IN-SITU LIME AND CEMENT STABILISATION (3%& 2%)**		
	In-situ stabilisation of existing subgrade to a depth of 150mm with lime and cement added at an application rate of 3.0% and 2.0 % by weight respectively.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Cement	sq.m.	
	Adjustment for each Additional 1% Lime	sq.m.	
12.6	**150mm IN-SITU FOAMED BITUMEN STABILISATION (3%)**		
	In-situ stabilisation of existing pavement/subgrade to a depth of 150mm with foamed bitumen added at an application rate of 3.0% by weight.	sq.m.	
	Adjustment for each Additional 50mm depth	sq.m.	
	Adjustment for each Additional 1% Lime	sq.m.	
12.7	**SUB-BASE COURSE 100mm Size 40mm FCR Class 3 compacted to a minimum density of 95% Standard**	sq.m.	
12.8	**SUB-BASE COURSE 150mm Size 40mm FCR Class 3 compacted to a minimum density of 95% Standard**	sq.m.	

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Item	Description	unit	Rate excluding GST
12.9	**SUB-BASE COURSE 200mm Size 40mm FCR Class 3 compacted to a minimum density of 95% Standard**	sq.m.	
12.10	**BASE COURSE 100mm Size 20mm FCR Class 2 compacted to a minimum density of 98% [Modified]**	sq.m.	
12.11	**BASE COURSE 150mm Size 20mm FCR Class 2 compacted to a minimum density of 98% [Modified]**	sq.m.	
12.12	**ROAD SHOULDERS 150mm Size 15mm FCR Class 4 compacted to a minimum density of 95% Standard**	sq.m.	
12.13	**Prime**		
	Prime (SP30 or equivalent) using 5mm basaltic grit all as specified. (Grit to be broomed and removed prior to application of first seal coat.)	sq.m.	
12.14	**Primer Seal**		
	Primer seal (SP1000 or equivalent) using 7mm basaltic aggregate all as specified	sq.m.	
12.15	**Wearing Course**		
	Asphalt wearing course. Supply all materials, plant and labour and lay 30mm compacted depth of 10mm basaltic/granitic asphalt Type L	sq.m.	
12.16	**Wearing Course**		
	Asphalt wearing course. Supply all materials, plant and labour and lay 30mm compacted depth of 10mm basaltic/granitic asphalt Type N	sq.m.	
12.17	**Bituminous Seal**		
	Supply all materials, plant and labour to prepare and spray bitumen at the application rate as specified.		
	First seal using 14mm basaltic aggregate all as specified	sq.m.	
	First seal using 14mm granitic aggregate all as specified	sq.m.	
	Final seal using 7mm basaltic aggregate all as specified	sq.m.	
	Final seal using 7mm granitic aggregate all as specified	sq.m.	
12.18	**GEOTEXTILE REINFORCED BITUMINOUS SEAL**		

CIC

Item	Description	unit	Rate excluding GST
	Supply all materials plant and labour for the following sprayed bituminous seal, all as specified. To be applied approx. 6 months after application of primer seal.		
	Tack Coat - Apply a Class 170 Bitumen Tack Coat at a rate of 0.6 litres/sq.m. or as directed.	sq.m	
	Geotextile - Lay a non-woven needle punched Polyester Geotextile fabric with a minimum mass of 140 gm/sq.m. on top of tack coat.	sq.m	
	Seal - Apply a 14mm basaltic aggregate, sprayed bituminous seal coat. Class 170 bitumen applied at a rate of 1.5 litres/sq.m. and aggregate spread at 90% of normally specified rate.	sq.m	
12.19	**ASPHALT REGULATION**		
	Supply, place and compact asphalt regulation course up to 100mm thickness.	per tonne	
13.0	**PATHWAYS (NON CONCRETE)**		
	- Width 1.2 to 2.5 metres		
13.1	**ASPHALT SURFACED PATHWAY – 100mm FCR Base**		
	Construct asphalt surfaced footpath including 30mm compacted depth of 7mm granitic asphalt surfacing over 100mm compacted depth of 20mm Class 3 F.C.R. Rate includes excavation to 130mm boxing depth and disposal of excess spoil and locating any underground services.	sq.m.	CIC
13.2	**ASPHALT SURFACED PATHWAY – 150mm FCR Base**		
	Construct asphalt surfaced footpath including 30mm compacted depth of 7mm grantic asphalt surfacing over 150mm compacted depth of 20mm Class 3 F.C.R. Rate includes excavation to 180mm boxing depth and disposal of excess spoil and locating of any underground services.	sq.m.	
13.3	**GRANITIC SAND PATHWAY – 100mm FCR Base**		
	Construct granitic sand pathway (Hillview Quarries product or approved equivalent) including 100mm compacted depth of pavement. Rate includes excavation to 100mm boxing depth and disposal of excess spoil and locating of any underground services.	sq.m.	

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Item	Description	unit	Rate excluding GST
13.4	**GRANITIC SAND PATHWAY – 150mm FCR Base**		
	Construct granitic sand pathway (Hillview Quarries product or approved equivalent) including 150mm compacted depth of pavement. Rate includes excavation to 150mm boxing depth and disposal of excess spoil and locating of any underground services.	sq.m.	
14.0	**SIGNS AND LINE MARKING**		
14.1	**TRAFFIC CONTROL SIGN – UP TO 600mm x 600mm**		
	Supply and place VicRoads standard traffic control sign including supply and erection of galvanised iron post. Sign to be Class 1 reflective material.	each	
14.2	**TRAFFIC CONTROL SIGN – UP TO 900mm x 900mm**		
	Supply and place traffic control sign including supply and erection of galvanised iron post. Sign to be Class 1 reflective material.	each	
14.3	**TRAFFIC CONTROL SIGN – UP TO 1200mm x 1200mm**		
	Supply and place traffic control sign including supply and erection of galvanised iron posts. Sign to be Class 1 reflective material.	each	
14.4	**STREET NAME SIGN**		
	Supply and place Mornington Shire street name sign including supply and erection of galvanised iron posts. Sign to be Class 1 reflective material.	each	
14.5	**RELOCATE EXISTING SIGN – UP TO 900mm x 900mm**		
	Remove and relocate existing traffic control sign	each	
14.5a	**RELOCATE EXISTING SIGN – UP TO 2400mm x 2400mm**		
	Remove and relocate existing traffic control sign	each	
14.6	**LINE MARKING**		
	Works to include supply of line marking machine and support vehicle, minimum of two people in crew including a traffic controller, and all plant, labour and material and set out costs. Minimum 4 hr charge-out. Beading to be applied to all line marking.	per hour	

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Item	Description	unit	Rate excluding GST
14.7	**RRPMs**		
	Supply and place RRPMs (min.No.5)	each	
15.0	**MISCELLANEOUS**		
15.1	**GUIDE POSTS**		
	Supply, place and paint 100mm x 50mm red gum guide post to VicRoads standard SD3001 including reflectors.	each	
15.2	**150mm SQUARE CYPRESS GUIDE POST**		
	Supply, place and paint 150mm x 150mm cypress post to Standard Drawing MP804 including reflectors.	each	
15.3	**SAFETY GUARD FENCE**		
	Supply and erect galvanised ARMCO guard rail (or approved equivalent as per VicRoads standard drawing SD 3500 series)	per metre	
15.4	**TIMBER RETAINING WALL**		
	Supply and construct redgum retaining wall to Standard Drawing MP801 as specified	sq.m.	
15.5	**NATURESTRIPS**		
	Prepare naturestrips and other disturbed areas with approved selected loam won from stockpile on site or imported, to a depth of 75mm, levelled, raked, fertilised and sown with an approved seed mixture all as specified.	sq.m.	
15.6	**HOUSE COLLECTION DRAINS**		
	Excavate trench, supply, lay, bed, joint and backfill (with F.C.R. under driveways) the following U.P.V.C. house collector drains to Mornington Peninsula Shire standards as specified.		
	150mm dia.	per metre	
	200mm dia.	per metre	
15.7	**REGRADING OF EXISTING FCR DRIVEWAYS**		
	Regrade existing FCR driveway to match new design levels where necessary	sq.m.	
15.8	**SERVICE CONDUITS**		

CIC

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Item	Description	unit	Rate excluding GST
	Supply, excavate, bed, lay, joint and backfill with F.C.R. 50mm dia. U.P.V.C. conduits (class 9) including capping at each end, draw strings and marking on kerb and channel.	per metre	
15.9	**BREAK OUT EXISTING KERB AND CHANNEL**		
	Break out and remove from site existing kerb and channel as required and dispose of materials	per metre	CIC
15.10	**BREAK OUT EXISTING FOOTPATH**		
	Break out and remove from site existing footpath as required and dispose of materials	sq.m.	
15.11	**UTLITY SERVICE ALTERATIONS**		
	The Contractor will be paid the actual cost for alterations of any services plus a percentage margin for project managing the works. A record of costs for service alterations must be provided to the Superintendent.	percent	10%

Note all the works under this Schedule of Rates are to be undertaken in accordance with the Mornington Peninsula Shire Specification for Road and Drainage Works and the Mornington Peninsula Shire Standard Drawings, except where otherwise specified.

Schedule A2-3 - Daywork Rates

PLANT AND EQUIPMENT RATES

Item	Description	Description (Make, model and year)	Normal Rate $/ hour	Penalty Rate $/ hour
1.	Profiler	Wirtgen 2000W	CIC	
2.	Bobcat	Mustang		
3.	Bitumen Sprayer	Inter 2000		
4.	Asphalt Paver	Bitelli 210		
5.	Multi-wheel Roller	Moore SP11		
6.	Vibrating Steel Roller	BW 210		
7.	6 cm Tip Truck With Spreader	Inter 2630		
8.	Suction Sweeper	Johnson		
9.	Bitumen/Concrete/Lime Stabiliser & Reclaimer	CMI 525		
10.	Heavy grader 130 HP	Cat 130		
11	Float	Kenworth Triaxle		

LABOUR RATES

Item	Description	Normal Rate	Penalty Rate
1	Technical Officer	CIC	
2	Supervisor		
3	Plant Operator		
4	Maintenance Labourer		
5	Traffic Controller		

The Dayworks Rates in this schedule:

(a) are only intended to apply for works with a value of less than $ I & S

(b) include administration and supervision and all other costs incurred directly or indirectly in providing the plant or labour referred to; and

(c) only apply to work carried out directly by the Contractor. Materials supply, sub-contract labour and hired plant are paid for in accordance with clause 48.5 (Daywork, without applicable Daywork Rates).

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Schedule A2-4 - Design & Investigation Fee Schedule

PERCENTAGE FEE FOR DESIGN AND INVESTIGATION SERVICES

Project Cost	Feature survey & utility location	Concept plans	Pavement design & geotechnical investigation	Feature plan with supplementary information	Detailed design	Schedule of quantities & final documentation	TOTAL%
CIC			CIC				

SCHEDULE OF RATES FOR DESIGN AND INVESTIGATION SERVICES

Item	Position Description / Service	Unit	Rate
1	Unit Manager	Hour	CIC
	Project Manager	Hour	
	Senior Design Engineer	Hour	
	Design Engineer	Hour	
2	Survey Crew including plant and equipment	Hour	
3	Design Draftsperson	Hour	

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MSC.5014.0001.0889

Item	Position Description / Service	Unit	Rate
4	Geotechnical Testing	Pit or Hour	As per Schedule of Rates - Geotechnical plus 10%
5	Road Safety Auditor	Hour	
	Construction Supervisor (inc vehicle)	Hour	
	Landscape Designer	Hour	

CIC

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MSC.5014.0001.0890

SCHEDULE OF RATES – GEOTECHNICAL

Rehabilitation/Reconstruction

(including traffic control however not including a deflection survey and associated deflection analysis)

Street Type	AADT	Project Cost
Minor	<150	CIC
Local Access	150-1000	
Collector	1000-3000	
Distributor	>3000	

Rehabilitation/Reconstruction

(including traffic control, a deflection survey and associated deflection analysis)

Street Type	AADT	Project Cost
Minor	<150	CIC
Local Access	150-1000	
Collector	1000-3000	
Distributor	>3000	

New Construction

Street Type	AADT	Project Cost
Minor	<150	CIC
Local Access	150-1000	
Collector	1000-3000	
Distributor	>3000	

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Notes on Schedule of Rates – Geotechnical Testing

1. **Location and number of sites** – the location and number of test sites will vary depending on the road type, condition, length, anticipated variability and level of confidence required. Test sites should be performed between 60m to 250m intervals, however, this will depend on the abovementioned factors, which will also need to be closely discussed between the Shire and the Contractor.

2. **Inclusions** – the rates for geotechnical testing include standard inclusions for geotechnical pavement investigation and pavement design, including field testing (excavation, reinstatement, logging, sampling, field CBR testing), pavement design recommendations and laboratory testing such as 4 day soaked California Bearing Ration (CBR), Soil Classification Tests (Plasticity Index & Sieve Analysis), Standard Compaction Maximum Dry Density and Optimum Moisture Content Curves of selected base/subbase and/or subgrade samples. In most cases, design options will be discussed (particularly for rehabilitation projects) in detail prior to providing detailed recommendations.

3. **Exclusions** – on occasion, professional advice and/or testing may be requested outside the scope of the standard pavement geotechnical investigation and laboratory testing. These items may include items such as specialised traffic control, night works or mix design (for cementitious, bituminous additives and the like) for example. These services may incur additional charges in which case a provisional sum should be allowed, only if and/or when requested.

Schedule of Rates for Additional Geotechnical Services

Professional Advice / Consultancy	Cost (ex GST)
Senior Engineer – Inspections/Advice	
Technical Officer – Inspections	
Travel (if test not performed on site)	
Type of Test	
Constant Head Permeability	
Falling Head Permeability	
Plasticity Index/Linear Shrinkage	
Sieve Analysis (pavement materials only)	
Moisture Content	**CIC**
MOD Compaction Curve	
STD Compaction Curve	
MOD Laboratory Soaked CBR	
STD Laboratory Soaked CBR	
Nuclear Density Test (Processed Crushed Rock) – assigned value	
Nuclear Density Test (Non Descript Crushed Rock – Hilf rapid	
Hilf Rapid Compaction Test (Std)	
Other Specialist Test	

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Inclusions and exclusions in Design & Investigation Fee and Rates

Specific Inclusions in Percentage Fee for Design and Investigation Services are:

- Confirm client requirements in the form of a written design brief
- On-site meeting to determine scope of works
- Determine scope and extent of geotechnical investigation from consideration of nature of the project and site conditions
- Prepare a preliminary concept plan (schematic diagram including scope and extent of proposed works)
- Carry our searches with Utilities to establish locations of below ground and overhead utility services
- Conduct an engineering survey of existing conditions as determined by the design brief
- Prepare detailed existing conditions plan from the engineering survey data
- Prepare horizontal alignment including traffic management devices and preliminary drainage layout and estimate of cost
- Geotechnical investigation by NATA registered laboratory in accordance with Mornington Peninsula Shire Standards
- Investigations may include ground and existing pavement condition, where appropriate, for pavement design
- Undertake detailed design including the preparation of relevant documentation including computations, drawings, estimates of cost, quantity schedules and technical specification
- Adopt design which provides construction which will achieve an outcome consistent with nominated guidelines and standards
- Produce all drawings in AutoCad or similar format. Drawings shall generally be A1 or A3 size sheets and be suitable for photographic reproduction. Standard layout in accordance with the Shire's drafting standards
- Produce final detailed estimate of cost

Services which are charged at rates per hour (or per pit) unless noted otherwise:

- Community consultation
- Planning permit and consent under Coastal Management Act applications
- Flora and fauna assessments, vegetation and habitat assessment and landscape design
- Road safety audits as per clause A3-25.5 (Design Road Safety Audits).
- Seeking of approvals from regulatory authorities e.g. VicRoads, Department of Sustainability and Environment, Aboriginal Affairs Victoria
- Net gain analysis under *Victorian Native Vegetation Framework*
- Redesign of projects due to changes to the agreed design brief
- Tendering and construction supervision services
- Preparation of environmental and traffic management plans
- Proving of underground services will be charged at cost plus 10%
- Re-establishment of land title boundaries by a licenced surveyor will be charged at cost plus 10%
- Geotechnical testing services outside the scope of the Schedule of Rates – Geotechnical Testing -or of the type (or requiring the services) listed in the Schedule of Rates – Additional Testing/Services Provided by Geotechnical Consultants will be charged at cost plus 10% (where applicable rates are set out in the Schedule of Rates – Geotechnical Testing, these apply plus 10%)
- Geological investigations and reports will be charged at cost plus 10%
- Specialist design services for public lighting, structures, bridges, retaining walls and water and sewer alterations will be charged at cost plus 10%
- Fees and contribution charges from Utilities and Authorities will be charged at cost.

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Schedule A2-5 - Rates for Asset Inventory Changes

Item	Description	Unit	Contract Rate (CR) per annum (excl GST)			
			NM*	CM*	ARS*	RMS*
1.	**RESIDENTIAL STREETS**					
1.1	Extension of the residential street network	m^2	CIC			
1.2	Additional Local Area Traffic Management structures	Item				
2.	**RURAL ROADS**					
	Extension of the rural road sealed network	m^2				
3.	**FOOTPATHS**					
3.1	Additional concrete footpaths	m^2				
3.2	Additional asphalt footpaths	m^2				
3.3	Additional brick paved areas	m^2				
3.4	Additional sealed cycle ways/shared paths	m^2				
3.5	Additional unsealed cycle ways/shared paths	m^2				
3.6	Additional equestrian trails	Lin. M				
4.	**UPGRADE OF NETWORK ASSETS FROM UNSEALED TO SEALED**					
4.1	Carparks and Roads (Net Change)	m^2	CIC			
4.2	Conversion of Unsealed Shoulders to Sealed Shoulders (Net Change)	m^2				

* NM is Network Management
CM is Condition Monitoring
ARS is Annual Reseal Services
RMS is Routine Management Services

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Schedule A2-6 - Applicable Indices

Description	Applicable Index	%
Network Management	ABS Labour Price Index 6345 Table 2: Total Hourly rates of Pay Excluding Bonuses, All Sectors, Victoria	
Integrated Management Plan	ABS Consumer Price Index 6401 Table 1: All Groups, Melbourne	
Conditioning Monitoring	ABS Consumer Price Index 6401 Table 1: All Groups, Melbourne	
Routine Maintenance Services	ABS Producer Price Index 6427 Table 16: Road & Bridge Construction	
Annual Reseal Services	ABS Labour Price Index 6345 Table 2: Total Hourly rates of Pay Excluding Bonuses, All Sectors, Victoria	
	ABS Producer Price Index 6427 Table 11: Petroleum & Coal Products Index	
	ABS Producer Price Index 6427 Table 16: Road & Bridge Construction	
Accelerated Works Projects	ABS Producer Price Index 6427 Table 16: Road & Bridge Construction	
Schedule of Rates – General	ABS Producer Price Index 6427 Table 16: Road & Bridge Construction	
Daywork Rates for Plant & Equipment	ABS Consumer Price Index 6401 Table 1: All Groups, Melbourne	
Daywork Rates for Labour	ABS Labour Price Index 6345 Table 2: Total Hourly rates of Pay Excluding Bonuses, All Sectors, Victoria	CIC
Design & Investigation Services Fee Schedule (rates only)	ABS Consumer Price Index 6401 Table 1: All Groups, Melbourne	
Rates for Asset Inventory Change	Each rate is adjusted by the Index applicable to the Component Price to which the rate relates (by way of illustration, the rates for Network Management are adjusted using the ABS Labour Price Index 6345 Table 2: Total Hourly rates of Pay Excluding Bonuses, All Sectors, Victoria; the rates for Condition Monitoring are adjusted using ABS Consumer Price Index 6401 Table 1: All Groups, Melbourne).	
Minimum value of Resheet Services to be ordered per annum	ABS Producer Price Index 6427 Table 16: Road & Bridge Construction	
Performance Security	The overall percentage change (as determined by the Superintendent) in the MSC between Contract Year N and Contract Year N-1, as a result of the application of the Applicable Indices for all of the Component Prices (but without incorporating the Annual Value of Continuing Variations).	
Service Point Values	ABS Producer Price Index 6427 Table 16: Road and Bridge construction	

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Schedule A2-7 – Worked example of MSC Calculation

Figures quoted in this schedule are for example purposes only.

Mornington Peninsula Shire Safer Local Roads

Worked example of MSC Calculation per Annexure 2, A2-3

This spreadsheet provides a worked example of the calculation of the MSC. The spreadsheet is provided solely to assist with the interpretation of the MSC calculation methodology
The figures detailed in this spreadsheet do not represent the actual MSC to be paid
The spreadsheet details the calculation of the MSC for year 1 of the Contract (as detailed in Schedule A2-1) and also details the calculation process for year 2 of the Contract (i.e. when the MSC is next recalculated)
The calculation assumes indexation across all components of 4% per annum. In practice indexation will be applied on a component by component basis in accordance with A2-4

Base component prices per Schedule A2-1

COMPONENT PRICES
Network Management
Integrated Management Plan
Condition Monitoring
Routine Maintenance Services
Annual Reseal Services
Accelerated Works Projects
Variable Base Annual Service Charge

CIC

Assumed inflation

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MSC.5014.0001.0899

Calculation of Year 1 MSC

Contract year
Base Component Prices
Annual Value of unincorporated Continuing Variations Contract Year (A2-3 2 1)
Annual Value of unincorporated Continuing Variations Remaining Years (A2-3 2 2)
Rise and Fall Contract Year (A2-3 2 3)
Rise and Fall Remaining Years (A2-3 2 4)
Variable Base Annual Service Charge Contract Year (A2-3 2 5)
Variable Base Annual Service Charge Remaining Years (A2-3 2 6)
Variable Base Annual Service Charge Prior Years (A2-3 2 7)
Total Variable Base Annual Service Charge (A2-3 2 7)
Flat Base Annual Service Charge (Prior Years) (A2-3 2 8)
Total Variable Base Annual Service Charge (Remaining Contract Term) (A2-3 2 8)
Flat Base Annual Service Charge (A2-3 2 9)
Cash Flow Differential Contract Year (A2-3 2 10)
Cash Flow Differential Remaining Years (A2-3 2 11)
Cumulative Cash Flow Differential Preceding Year (A2-3 2 12)
Cumulative Cash Flow Differential Contract Year (A2-3 2 12)
Cumulative Cashflow Differential Remaining Contract Years (A2-3 2 13)
Maximum agreed exposure
Working capital required
Unused Facility
Unused Facility Reached

Unused Line Fee Contract Year (A2-3 2 14)
Unused Line Fee Remaining Years (A2-3 2 15)
Working Capital Fee Contract Year (A2-3 2 16)
Working Capital Fee Remaining Years (A2-3 2 17)
Establishment fee (A2-3 2 18)
Total Variable Annual Service Charge Contract Year (A2-3 2 18)
Total Variable Annual Service Charge Remaining Years (A2-3 2 19)
Total Variable Annual Service Charge Prior Years
Total Variable Annual Service Charge (A2-3 2 20)
Flat Annual Service Charge (Prior Years) (A2-3 2 21)
Total Variable Annual Service Charge (Remaining Contract Term) (A2-3 2 21)
Flat Annual Service Charge (A2-3 2 22)
Monthly service Charge

CIC

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MSC.5014.0001.0900

Schedule A2-7 –Worked Example of MSC Calculation

Year 2

Contract year	
Base Component Prices	
Unincorporated Price Adjustments Contract Year (A2-3 2 1)	
Unincorporated Price Adjustments Remaining Years (A2-3 2 2)	
Rise and Fall Contract Year (A2-3 2 3)	
Rise and Fall Remaining Years (A2-3 2 4)	
Variable Base Annual Service Charge Contract Year (A2-3 2 5)	
Variable Base Annual Service Charge Remaining Years (A2-3 2 6)	
Variable Base Annual Service Charge Prior Years (A2-3 2 7)	
Total Variable Base Annual Service Charge (A2-3 2 7)	
Flat Base Annual Service Charge (Prior Years) (A2-3 2 8)	
Total Variable Base Annual Service Charge (Remaining Contract Term) (A2-3 2 8)	
Flat Base Annual Service Charge (A2-3 2 9)	
Cash Flow Differential Contract Year (A2-3 2 10)	
Cash Flow Differential Remaining Years (A2-3 2 11)	
Cumulative Cash Flow Differential Preceding Year (A2-3 2 12)	
Cumulative Cash Flow Differential Contract Year (A2-3 2 12)	
Cumulative Cashflow Differential Remaining Contract Years (A2-3 2 13)	
Maximum agreed exposure	
Working capital required	
Unused Facility	
Unused Facility (taking into account if reached in previous years per A2-3 2 14 & 15)	
Unused Line Fee Contract Year (A2-3 2 14)	
Unused Line Fee Remaining Years (A2-3 2 15)	
Working Capital Fee Contract Year (A2-3 2 16)	
Working Capital Fee Remaining Years (A2-3 2 17)	
Establishment fee (A2-3 2 18)	
Total Variable Annual Service Charge Contract Year (A2-3 2 18)	
Total Variable Annual Service Charge Remaining Years (A2-3 2 19)	
Total Variable Annual Service Charge Prior Years	
Total Variable Annual Service Charge (A2-3 2 20)	
Flat Annual Service Charge (Prior Years) (A2-3 2 21)	
Total Variable Annual Service Charge (Remaining Contract Term) (A2-3 2 21)	
Flat Annual Service Charge (A2-3 2 22)	
Monthly service Charge	

CIC

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MSC.5014.0001.0901

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Annexure 3

Services Specification

Safer Local Roads
Contract No.1218

MORNINGTON
PENINSULA
Shire

COMMITTED TO A
SUSTAINABLE
PENINSULA

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Annexure 3 - Services Specification

A3-1. Overview of the Services

A3-1.1 Contractor's key responsibilities

The Services comprise the management of the Network and maintenance of the Assets in accordance with the specific requirements of the Contract, and so to meet the applicable Performance Standards.

Without limitation, the Contractor must:

.1 Regularly inspect the Assets and identify and record Defects;

2. Rectify Defects and plan, program and undertake work to ensure that all Defects are Rectified within their respective Response Times;

.3 Maintain and update the Asset Inventory as and when Assets are replaced in the course of performing the Services, or when new Assets are constructed as a consequence of any Ordered Work or an Accelerated Works Project and when new or reconstructed Assets are handed over by the Shire in accordance with the Asset Handover Procedure;

4. Monitor the Condition of the PCI Assessable Pavements each Pavement Performance Review Year to ensure that the Required PCI is being achieved at all times;

5. Develop and implement programs as and when required by the Contract;

.6 Perform during the Contract Term Emergency Management as required by the MERO, the MERC or any other Authority in accordance with Law and the Contract;

.7 Subject to the directions of any Authority, perform during the Contract all Call-Out Services (including Initial Response) and Emergency Pavement Repairs within the Network in a timely and responsible manner and otherwise in accordance with the Contract;

.8 Provide the MERO Services, including a nominated individual for appointment as MERO;

.9 Design and construct the Accelerated Works Projects in accordance with the Accelerated Works Program and other applicable requirements of the Contract;

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.10 During the Accelerated Works Period, maintain any unsealed roads in accordance with the requirements of the Contract for unsealed roads notwithstanding that those roads are the subject of the Accelerated Works Program;

.11 Carry out Ordered Work as and when required by the Contract;

.12 Perform all activities necessary or incidental to the performance of any of the above obligations; and

.13 Carry out any other activities which the Contractor is required by the Contract to carry out as part of the Services.

A3-1.2 **Items outside scope**

Notwithstanding any other provision of the Contract (but without any provision of the Contract relating to Variations or Ordered Work), the Contractor is not required to carry out:

.1 any work of a structural nature or reconstruction or work which would result in the creation of a New Asset (except as part of the Accelerated Works Program or an Ordered Work) or a change in the geometry of the road (except when this is an incident of resheeting);

.2 any Minor Works, Non-MSC Services or other work which requires a Work Order to initiate it until the Work Order has been issued and the Contractor has had sufficient time (having regard to the nature and scope of the Ordered Work) to mobilise;

.3 work which is to be carried out by a SIMS Contractor as identified in schedules A3-1 (Scope of Cleansing Contract), A3-2 (Scope of Furniture & Signs) or A3-3 (Scope of Parks & Roadsides Contract) (unless the parties agree in writing to include that work in the Contract);

.4 work required on property that is not an Asset, except where this is authorised by a direction of an Authority contemplated by clause A3-20 (Emergency Management); or

.5 detailed design, schedule of quantities and final documentation with respect to any Accelerated Works Project other than AWP Job 14.

A3-1.3 **Obligation to notify work outside scope**

If the Contractor identifies work that would be desirable to be done to improve the Condition of any Asset but that falls outside the scope of the Core Services, the Contractor must notify the Service Management Team of the identified work and

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must continue to maintain the Asset (to the extent required by the Contract) in its existing Condition until such time as the Shire undertakes the necessary work to fix it.

A3-2. Overview of the Assets

A3-2.1 The Assets for which the Contractor is required to provide the Services as at the Commencement Date are:

.1 all public roads owned by the Shire as set out in the Road Register;

.2 all ancillary assets which are the responsibility of the Shire and which support the structure and operation of those roads as public roads, according to their respective Road Hierarchies, limited to those assets specified in the Asset Inventory (and for the avoidance of doubt excluding any assets of the type listed in clause A3-2.2); and

.3 equestrian trails, carparks, stormwater pumps, easement drains, silt traps, retarding basins, off-road footpaths, boat ramps, jetties and seawalls belonging to the Shire and included in the Asset Inventory.

A3-2.2 The following assets are excluded from the Contract:

.1 assets for which the state government is responsible;

.2 Furniture and Signs including lines and line markings (being the assets the subject of the Furniture and Signs Contract); and

.3 Parks and Roadsides (being the assets the subject of the Parks and Roadsides Contract.

A3-2.3 The Assets are subject to change from time to time by Asset Inventory Changes made in accordance with the Contract.

A3-2.4 The Road Hierarchy used within the Contract (road classification A, B, C and D) is based on the adopted hierarchy used by the Shire and the Register of Public Roads. The Shire reserves the right to review the Road Hierarchy at any time during the Contract and may make any adjustments as a result of any review as part of the Annual Review.

A3-2.5 For the purposes of the Contract, the Asset Inventory is conclusive of the extent and content of the Assets at any point in time (unless it can be established at that time that the Contractor has not been maintaining the Asset Inventory properly in accordance with the requirements of the Contract).

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A3-3. Core Services

A3-3.1 Description

The Core Services are grouped roughly into 6 classes for the purposes of the MSC Calculation Schedule:

.1 Network Management – all activities specified in the Contract and concerned with the management of the Network and of the Services including inspections, identification and recording of Defects; scheduling and planning work; design of appropriate treatments and programming; contract management; servicing the Service Management Team; customer service and liaison and all other activities to ensure the management of the Network in accordance with the Contract,

.2 Integrated Management Plan – all activities specified in the Contract and concerned with the preparation and maintenance of the Integrated Management Plan and the management of quality, environmental and safety compliance in the performance of the Contract,

.3 Condition Monitoring – all activities specified in the Contract and concerned with the collection and analysis of data in each Pavement Performance Review Year for the purposes of ensuring and measuring past and future compliance against the Required PCI and, subject to agreement in accordance with clause A5-9 (Performance Standard 9 -Pavement Condition), of calculating adjustments to the Required PCI to take account of Asset Inventory Changes,

.4 Routine Maintenance Services – all activities specified in the Contract and concerned with the delivery of the Services as required by the Activity Specifications (other than the Non-MSC Services),

.5 Annual Reseal Services – all activities (including analysis and design) specified in the Contract and concerned with the development and implementation of the Annual Reseal Program to maintain the Required PCI, and

.6 Accelerated Works Projects – all activities (including design and construction) specified in the Contract and concerned with delivery of the Accelerated Works Projects in accordance with the Accelerated Works Program.

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A3-3.2 **Payment**

The Core Services, and all work, labour, plant and materials required to carry out the Core Services are included in the Monthly Service Charge, except where the Contract expressly provides otherwise.

A3-3.3 **Performance of the Core Services**

The Contractor must carry out the Core Services as and when they are required during the Contract Term so as meet the applicable Performance Standards, Contractual Time Requirements and other requirements of the Contract.

A3-3.4 **Deighton Software Licence**

The Contractor must, at its own cost, procure a single user licence and a basic level of ongoing support and maintenance (including upgrades) for the Shire of the Deighton Software for a minimum duration equivalent to the Contract Term.

A3-4. Annual Reseal Program

A3-4.1 The Contractor must prepare and submit to the Service Management Team a draft Annual Reseal Program for each Contract Year by 31 July.

A3-4.2 The Annual Reseal Program must provide for works to be undertaken so as to achieve the Required PCI.

A3-4.3 The Service Management Team must review the draft Annual Reseal Program and, if agreed (following amendment or otherwise), submit it to the Senior Representatives by 31 August with a recommendation for approval.

A3-4.4 If the Service Management Team has not made a recommendation to the Senior Representatives in relation to the Annual Reseal Program for any Contract Year by 31 August of that Contract Year, the Senior Representatives may make their own determination (without the need for any referral under clause 9.18).

A3-4.5 If no decision has been made by the Senior Representatives on the Annual Reseal Program for any Contract Year by 30 September in that Contract Year, the Annual Reseal Program for that Contract Year will be as determined by the Contractor.

A3-5. Adjustment of Accelerated Works Program

A3-5.1 The parties acknowledge that certain of the projects nominated in the Accelerated Works Program may be, or become, Third Party Funded Projects during the Accelerated Works Period.

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A3-5.2 If this occurs prior to the commencement of construction of any Accelerated Works Project (subject to any constraints imposed on the Shire by Law):

.1 the Third Party Funded Project will be removed from the Accelerated Works Program and will be submitted for competitive tender, unless otherwise determined by the Superintendent in the Superintendent's sole discretion,

.2 upon notification by the Superintendent that a Third Party Funded Project will be so removed, the Contractor must immediately cease work on the design and other activities associated with that Third Party Funded Project,

.3 the Service Management Team must determine an alternative project with a value equivalent to the value of the removed Third Party Funded Project ("removed project") to be substituted into the Accelerated Works Program. (If the Service Management Team fails to agree on the substitute project, the substitute project will be as identified by the Contractor (except that the Shire may dispute the value equivalence of the project in accordance with the Dispute Resolution Process)),

.4 the Contractor must carry out the substitute project in accordance with the Contract to the same standards as it would have carried out the removed project and within a reasonable time determined by the Superintendent, having regard to the requirements of the substitute project,

.5 where a removed project (other than AWP Job 14) has been designed (in whole or in part) by the Contractor prior to its removal, the Shire must pay the Contractor for the design and other activities itemised in the Design & Investigation Fee Schedule (to the extent completed), at a price to be determined by reference to the Design & Investigation Fee Schedule (if fully complete, the full percentage is payable; if partly complete, the price is to be determined on an hourly rates basis). Upon payment under this clause (or in the case of AWP Job 14, upon its removal from the AWP), ownership of the design (to the extent completed) will transfer to the Shire and may be used by the Shire for its competitive tender process, and

.6 in addition to design costs under clause A3-5.2.5, where the Contractor has reasonably incurred costs in carrying out a removed project (other than AWP Job 14) prior to its removal, the Shire must compensate the Contractor for those reasonable costs, determined on an open book basis. Upon payment under this clause, ownership of any item or work purchased by the Contractor for the removed project will transfer to the Shire and may be used by the Shire for its competitive tender process.

A3-5.3 Money paid under this clause is to be paid as an OP or NCV and is not to be attributed to the Accelerated Works Program (with the intent that the Contractor is still required to carry out Accelerated Works up to the full value of the Accelerated Works Program).

A3-5.4 The Contractor is free to tender for any Third Party Funded Project, even if the Contractor was responsible for its design or any other pre-construction activity relating to it.

A3-5.5 The Contractor must mitigate any losses incurred by it as a consequence of the substitution of an Accelerated Works Project in accordance with this clause. The amounts paid to the Contractor in accordance with clauses A3-5.2.5 and A3-5.2.6 are in full and final satisfaction of any claim the Contractor may have (whether under the Contract or otherwise) for work done in respect of a removed project.

A3-6. Ordered Work

A3-6.1 Ordered Work

In addition to the Core Services, the Contractor is required to carry out Ordered Work as and when required by Work Orders issued in accordance with the Contract.

A3-6.2 Scope of work that must be ordered

Subject to clause A3-8 (Scope of Minor Works) and without limiting the Superintendent's power to issue Work Orders in any other circumstances:

.1 the Contractor is entitled to carry out all Non-MSC Services and Minor Works required by the Shire with respect to the Assets during the Contract Term, and

.2 if the Shire requires any Non-MSC Services or Minor Works at any time during the Contract Term, the Superintendent must issue a Work Order:

A3-6.3 Payment for Ordered Work

Payment for Ordered Work is outside the Monthly Service Charge and, in each case, is on the basis specified in the applicable Work Order Documents. Where the Activity Specifications specify a basis of payment for any Ordered Work, that basis of payment applies, unless the parties agree otherwise in writing.

A3-6.4 Performance of Ordered Work

Ordered Work must be carried out and Completed in accordance with:

.1 the requirements of the applicable Work Order Documents, and

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.2 if the Ordered Work is a Non-MSC Service, the applicable requirements of the Activity Specifications.

A3-6.5 **Quantity of Ordered Work**

Subject to clause A3-6.6 (Annual value of Resheet Services), the Shire gives no guarantees regarding the quantity of any Ordered Work issued under the Contract.

A3-6.6 **Annual value of Resheet Services**

The total annual value of Resheet Services to be undertaken by the Contractor in each Contract Year must be determined by Service Management Team (but must not be less than CIC Indexed)).

A3-7. Initiation of Ordered Work

A3-7.1 Ordered Work will be initiated by the issue of a Work Order. Work Orders must be issued in accordance with the Work Order process in schedule A3-5 (Work Order Process), unless otherwise agreed by the parties.

A3-7.2 All Work Orders incorporate applicable terms of the Contract.

A3-8. Scope of Minor Works

A3-8.1 Subject to this clause and to the issue of a Work Order, it is the intention of the parties that the Contractor will undertake all Minor Works that are consistent in nature and type with the Core Services and that are consistent with the Contractor's skills, expertise, resources and availability at the time the Minor Works are required.

A3-8.2 The Shire has no obligation to award a particular Minor Works to the Contractor if any of the following apply:

.1 The price quoted by the Contractor for the Minor Works is not acceptable to the Shire.

.2 The Shire has reason to believe that the Contractor would be unable to provide the quality required for the Minor Works (for example because the quality of other or similar Minor Works has not been adequate).

.3 The Contractor is not available to carry out the Minor Works for a price considered reasonable by the Shire at the time required by the Shire.

.4 The Minor Works is required urgently or in response to an Emergency, accident or other unforseen occurrence. (In this case, but without limiting the scope of this exclusion, the Shire may have work done by whatever resources are

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considered to be most conveniently available at the time, whether they be resources of the Shire itself, the Contractor, emergency services personnel, another contractor or any other person or Authority).

.5 The Contractor is in breach of any material obligation under the Contract or the Shire has a contractual entitlement to issue a Show Cause Notice or terminate the Contract.

.6 The Minor Works are incidental to another contract awarded by the Shire.

.7 Applying the SLR Objectives, the Shire determines that the Minor Works should be bundled with other works (including other Minor Works) and put to competitive tender.

A3-9. Management of other work on the Network

A3-9.1 When Shire Works are being undertaken on the Network, the Contractor is excused from performance of the Services in so far as they pertain to the site of the Shire Works, except to the extent set out below:

.1 at all times - the Contractor must continue to provide Call-Out Services in a manner compatible with the Shire's or Other Contractor's responsibility (as the case may be) for the site of the Shire Works (but the Contractor must endeavour to contact the Shire and the Other Contractor wherever practicable prior to taking any action with respect to the Shire Works or any property of the Other Contractor), and

.2 after practical completion of the Shire Works and during their defects liability period – the Contractor is responsible for monitoring the Condition of the Shire Works and for notifying the Shire of any deficiencies in the Condition of the Shire Works in sufficient time to enable the Shire to procure rectification during the applicable defects liability period.

A3-9.2 The Superintendent must:

.1 provide the Contractor with reasonable advance notice of any Shire Works including a copy of the specification and an outline of the relevant terms on which the Other Contractor will be engaged (not including any terms which the Shire considers to be commercial in confidence), and

.2 keep the Contractor informed of relevant dates and progress of the Shire Works including the date the Other

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Contractor takes over responsibility for the site of the Shire Works, the dates for and of practical completion and the anticipated date of expiry of the defects liability period.

A3-9.3 To the extent applicable, the Asset Handover Procedure will apply to Shire Works, as well as works by third parties.

A3-9.4 Where works by Utilities and other third parties (not including Shire Works) are being conducted, the Contractor must continue to deliver the Services so far as reasonably practicable in a manner that minimises detriment to the works of Other Contractors, employees of Other Contractors and the Environment.

A3-9.5 The Contractor must undertake changes to scheduled works as necessary to facilitate the proficient and safe execution of Shire Works and work Lawfully undertaken by others.

A3-9.6 The Contractor must liaise with Other Contractors and Utilities so as to avoid disruption, delays or possible conflicts with the Services.

A3-9.7 The Shire does not warrant the performance of third parties responsible for activities and functions relating to the Assets. The Shire will however use all reasonable efforts to ensure that its Other Contractors:

.1 are bound by appropriate contractual obligations consistent with standard Victorian local government practice (including a defects liability period on all capital works of not less than 12 months);

.2 comply with their contractual obligations to the Shire; and

.3 co-operate as appropriate with the Contractor.

A3-9.8 The Shire through its representation on the Service Management Team and Operations Team will keep the Contractor informed of the activities and planned activities of Other Contractors insofar as such activities may impact upon the Services.

A3-9.9 The Contractor must liaise with Utilities so as to facilitate such Utilities providing 24 hours notice directly to the Contractor of commencement of works generally in accordance with the Code of Practice: *Management of Road and Utility Infrastructure in Road Reserves* and as required by the Road Management Act 2004.

A3-10. Working hours

A3-10.1 The Contractor must perform the Services when they are required, including at any time of any day, unless the Contract

or a direction of the Service Management Team specifies otherwise.

A3-10.2 Except where the Contract expressly states otherwise, the Monthly Service Charge covers provision of the Core Services regardless of:

.1 the working hours specified or required to undertake obligations under the Contract; and

.2 any restrictions on working hours specified by the Contract or which may be imposed by any Authority as contemplated by the Contract.

A3-11. Integrated Management Plan

A3-11.1 The Contractor must establish, implement and maintain an Integrated Management Plan in accordance with this clause and the requirements of AS/NZS ISO 9001 – 2000.

A3-11.2 The Integrated Management Plan must be designed specifically to ensure compliance with the Contract and to minimise risks and liabilities associated with performance of the Services (including, without limitation, risks and liabilities in respect of persons, Assets and the Environment).

A3-11.3 As part of the Integrated Management Plan, the Contractor must establish and maintain a systematic program for identification, assessment, control and review of all matters relating to occupational health and safety, environmental management and quality assurance of processes used in the performance of the Services.

A3-11.4 The Integrated Management Plan must include procedures (including work method statements, work instructions and safe operating procedures, as appropriate) and other measures to ensure compliance with the Contract (including the Performance Standards) and with Laws relating to protection of the Environment and OH&S.

A3-11.5 A complete Integrated Management Plan covering performance of the Core Services must be submitted to the Superintendent for review by 31 March 2007.

A3-11.6 The Contractor is responsible for the quality assurance of the Services and work processes under the Contract in accordance with the Integrated Management Plan.

A3-11.7 The Contractor must continually monitor the effectiveness of the Integrated Management Plan to meet the outcomes and standards required by the Contract and must make improvements and adjustments to the Integrated Management Plan as and when required by the SMT.

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A3-11.8 The Integrated Management Plan does not limit any obligations of the Contractor under the Contract, notwithstanding any review or approval by the Service Management Team, the Superintendent or the Shire.

A3-11.9 The Contractor must, when requested by the Superintendent, provide evidence of the Integrated Management Plan and of the Contractor's ongoing implementation of the Integrated Management Plan.

A3-12. Management of the Contract

A3-12.1 Contractor's responsibility

The Contractor must undertake all duties and responsibilities for the proper management of the Services and its obligations under the Contract including:

.1 appointment of sufficient and competent personnel to manage the Contract,

.2 effectively undertaking all its obligations pertaining to the operation of the Service Management Team,

.3 dealing in a timely manner with all matters that contribute to the effective running of the Contract, and

.4 dealing with the Shire in a professional manner in accordance with the SLR Objectives.

A3-12.2 Supervision

The Contractor is responsible for the supervision of the Services.

A3-12.3 Operations unit

The Contractor must establish an operations unit incorporating the positions set out in the organisation chart in schedule A3-4 (Contractor's organisation chart). Changes to the organisation structure shown in the organisation chart require the approval of the Service Management Team.

A3-12.4 Systems interfaces

All of the Contractor's IT and management systems used in performing the Services must be able to interface with those of the Shire and must follow the principles of transparency and auditability.

The Contractor must not change any IT or management system which would reduce the inter-operability of the system with the Shire's systems in relation to matters such as software compatibility, data protection, data integrity, virus protection and website compatibility. Any change by the Shire to its IT or to a management system that affects the inter-operability of the

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Contractor's system with the Shire's system will be treated as a Variation.

A3-12.5 **Monitoring of customer satisfaction**

The Contractor must provide the Shire with such information as is necessary to effectively monitor customer satisfaction with the Services including records of all customer transactions.

The Shire must make available and the Contractor must use the Shire corporate system to enter records of all transactions with customers of the Shire under the Contract.

A3-12.6 **Contractor to monitor own performance**

In addition to audits by the Shire under clause A3-37 (Audit), the Contractor must regularly monitor its own performance to ensure compliance with the Contract by:

.1 self-measurement,

.2 independent checking,

.3 audit of compliance against the Integrated Management Plan, and

.4 audit of compliance with Work Orders.

The results of such audits must be made available to the Service Management Team on request.

A3-12.7 **Reporting**

The Contractor must regularly report to the Service Management Team in relation to the performance of the Services.

Specific reporting requirements are as follows:

.1 Contractor to report monthly to the Service Management Team in relation to completed reseal and rehabilitation work using the shire codes and other mandatory data fields and in the formats required by schedule A3-6 (data formats and reporting) and schedule A3-7 (Monthly reports)

.2 Contractor to report to the Service Management Team in March of each Contract Year in relation to treatment unit rates using the mandatory data fields and format required by schedule A3-8 (Reporting of treatment unit rates)

.3 Sustainability Report to be provided annually in an approved format

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.4 Annual programs to be submitted in line with the Shire's budget timeline

.5 Impact of Indexation on the Price is to be forecast annually and reported to the Superintendent in line with the Shire's budget timeline – forecasts are to be based on the most recently published indices available at the time the report is required

.6 Special reports to be submitted within the specified time as requested by the Superintendent or the Service Management Team, as the case may be

.7 Adopted programs and other information of general public interest relating to management of the Asset to be submitted for placement on the Shire website on a regular basis

.8 All records and registers to be maintained and updated and made available in accordance with the terms of the Contract.

A3-13. Inspections

A3-13.1 Program of inspections

The Contractor must plan and implement a program of inspections of the Network which:

.1 identifies Defects in a timely manner,

.2 prioritises Defects requiring immediate and urgent attention because they are likely to create a danger or serious inconvenience to users,

.3 is responsive to reports or complaints from users, the police or other relevant organisations,

.4 takes account of major accidents or other adverse incidents affecting the Network,

.5 collates data to monitor performance of the Network and to establish priorities for future works and maintenance operations,

.6 incorporates all requirements for inspections described in the Contract,

.7 maintains a detailed record of all works undertaken on the Network and associated sites, and

.8 enables monthly reporting to the Shire.

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Inspections must be carried out at intervals designed to establish programs of periodic maintenance, rehabilitation and improvement works consistent with the requirements of the Contract.

A3-13.2 **Compliance with Road Management Plan inspections**

The applicable inspection requirements of the Road Management Plan must be complied with at all times. Without limitation, the Contractor must comply with minimum inspection regime set out in the following tables:

ROADS		
Category	**Safety Inspection**	**Asset Inspection**
D (but excluding car parks)	6 Monthly	6 Monthly
C	6 Monthly	6 Monthly
B and car parks	Fortnightly	3 Monthly
A	Weekly	Monthly

OTHER ASSETS		
Location of Asset	**Safety Inspection**	**Asset Inspection**
Shared Paths	3 Monthly	3 Monthly
Shopping Centres	Monthly	Monthly
Residential Areas	6 Monthly	6 Monthly
Equestrian Trails	3 Monthly	3 Monthly
Schools	Monthly	Monthly
Foreshores	Monthly – High profile* 6 Monthly - Others	Monthly – High Profile* 6 Monthly - Others
Parks	Monthly – High profile* 6 Monthly – Others	Monthly – High profile* 6 Monthly - Others

* High profile sites are identified in the Asset Inventory.

A3-13.3 **Other planned inspections**

In addition to the planned minimum inspections set out above, the Contractor must undertake all inspections required by the Activity Specifications in accordance with the frequencies set out in the Activity Specifications.

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A3-13.4 **Ad-hoc and other unplanned inspections**

In addition to the above planned inspection regimes, the Contractor must also undertake:

.1 ad-hoc inspections in response to reports, complaints, notifications or other representations made to the Contractor (either directly or via the customer enquiry system) or inspections by work crews (this type of inspection is known as an 'Ad Hoc Inspection' for the purposes of the Road Management Plan); and

.2 inspections following particular events notified to the Contractor or which the Contractor is aware of, limited to such events as the movement of an abnormal heavy load, a road opening or special event or other events likely to have caused Defects to arise in the Asset (this type of inspection is known as a 'Triggered Inspection' for the purposes of the Road Management Plan).

A3-13.5 **Review of planned inspection programs**

Irrespective of the extent of planned inspections proposed in any year, the program of planned inspections must be reviewed and revised if necessary taking a risk management approach to take account of events which could lead to sudden deterioration of parts of the Network, such as a prolonged or wet winter, or to take account of events which might suggest a reduced risk of deterioration, such as sustained periods of dry weather.

A3-13.6 **Standard of inspections**

Inspections must be carried out by trained personnel.

Safety Inspections must include inspection of both carriageways and paths.

All inspections must be arranged so as to minimise disruption and delays to users of the Assets.

A3-13.7 **Inspection records**

The results of all inspections (including "nil returns") taken in carrying out the Services must be recorded into AMIS within 2 hours of completion of inspection.

A3-14. Initiation of work

A3-14.1 As soon as practicable after identifying and logging a Defect (whether as a result of inspection or otherwise), the Contractor must initiate action to Rectify the Defect within the applicable Response Time.

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A3-14.2 Where an immediate response is not required, the Contractor must ensure that the Defect is prioritised and programmed for Rectification within the appropriate Response Time.

A3-14.3 Subject to clause A3-14.4, where the Activity required to Rectify the Defect is one that is wholly or partly subject to an annual program of works (as specified by the Activity Specification), the Contractor satisfies its obligations under the Contract by:

.1 recording the Defect and programming it for Rectification as part of the following year's program of works, and

.2 continuing to monitor the Defect so as to ensure that the Defect does not reach Compulsory Intervention Level before it is programmed for Rectification.

A3-14.4 The Contractor must Rectify any identified Defect before it reaches Compulsory Intervention Level or, at the very latest, within 24 hours of identifying that it has reached the Compulsory Intervention Level.

In the case of Activities not covered by the Monthly Service Charge, the Contractor satisfies its obligations under this clause and clause A3-14.3.2 by reporting the Defect to the Superintendent before it reaches Compulsory Intervention Level or, if it has already reached Compulsory Intervention Level at the time it is identified, by reporting it to the Superintendent within 2 hours of identifying it.

A3-15. Records of actions taken

A3-15.1 All actions taken by the Contractor in response to Defects must be recorded in AMIS within 24 hours of completion of that action or part of action. The location of all completed works must be referenced in accordance with the Shire's location referencing (using Shire Road Blocks).

A3-15.2 Where those actions involve modifications, changes or additions to, or deletions from, the Assets, they must be recorded in AMIS within 24 hours of the modification, change, addition or deletion taking place.

A3-15.3 For the purposes of this clause, the Contractor must ensure that the data fields in AMIS are consistent with the reporting formats set out in schedule A3-6 (Reporting formats), and that on each occasion all applicable data required to populate those data fields is recorded.

A3-16. Provision of AMIS and other data

A3-16.1 All data recorded in or for AMIS for the purposes of this Contract must be accessible by the Shire by electronic means

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in accordance with clause A3-38 (Additional asset and data management requirements).

A3-16.2 Condition data collected for PCI measurement must be available to the Service Management Team on request.

A3-16.3 The Contractor must provide all road condition and other surveys in an agreed format supported, where required, by unprocessed data.

A3-16.4 Without limiting any of the foregoing, the Contractor must provide electronic access to outputs and other system constraint data from dTims, AMIS and other associated database programs relating to reseal and rehabilitation programs and PCI calculations including but not limited to:

.1 condition data (calculated and unprocessed);

.2 condition resets;

.3 deterioration factors;

.4 proposed future work programs; and

.5 audit trails,

in order to substantiate final measured PCI from unprocessed survey data.

A3-17. Asset Inventory

A3-17.1 Throughout the Contract Term, the Contractor must keep the Asset Inventory updated to take account of works carried out by it and other changes made to the Network and notified to the Contractor.

A3-17.2 By 1 March 2008, the Contractor must ensure that the Asset Inventory:

.1 is functionally integrated with the Shire's GIS; and

.2 has been verified against all of the data sets held by the Shire.

A3-17.3 The parties acknowledge and agree that:

.1 the Asset Inventory contained in Annexure 9 (Asset and Network Description) may not provide a complete data-set of the Assets as they stood at the Commencement Date; and

.2 they will work together to create an accurate and up to date shared data-set of all Assets (include the pre-existing Assets) by 31 December 2007.

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A3-17.4 A hard copy of the Asset Inventory must be submitted by the Contractor to the Service Management Team within thirty (30) days after receipt at any time of a request from Service Management Team.

A3-17.5 The Shire must provide details of New Assets in accordance with clause 39 (Asset Inventory Changes) and of any other work done in respect of an Asset as soon as practicable after completion of the work and at the latest within one month. This information must be uploaded by the Shire into AMIS in accordance with and subject to clause A3-38.

A3-17.6 Subject to clause A3-17.7, where the Contractor has replaced an existing Asset with a new Asset of the same standard or where the replacement is of a higher standard, the Contractor must:

.1 record the following details, as relevant, in the Asset Inventory:

- Asset item
- Construction/placement date
- Location by coordinates
- Asset type
- Dimensions and quantities
- Location including running chainage with side of road reference to the Shire road segments
- Installation dates
- Materials
- Description and Specification e.g. dimensions
- Replacement costs
- Existing Asset ID (where existing Asset is replaced, moved or partially disposed of)
- Other relevant information e.g. asset number
- Amount of material recycled and the savings or extra cost associated with its use; and

.2 provide this information to the Shire's Asset Management Specialist within one month of completion of the replacement works.

A3-17.7 The Contractor must work with the Shire's Asset Management Specialist in developing the details to be supplied and reporting systems and procedures necessary to have in place to meet the Shire's requirements under clause A3-17.6.

A3-17.8 All disposals e.g. removal of old culverts, must be recorded including whether or not any residual value has been realised.

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Where materials have not been recycled or are not available for recycling they must be valued to take into account all costs associated with the new replacement materials.

A3-18. Customer service & community liaison

A3-18.1 The Contractor is the primary point of contact for customers in relation to matters concerning the management of the Network during the Contract Term, except where otherwise provided or required by the Shire.

A3-18.2 The Contractor must undertake all functions necessary to process and close out customer requests in accordance with Performance Standard 5 (Interface with Shire and Customers).

A3-18.3 The Contractor must develop and implement a system of consultation with stakeholders in accordance with the Contract with particular emphasis on consultation and notification relating to major works and residents with special needs.

A3-18.4 Not used.

A3-18.5 The Contractor's staff must:

.1 present in a friendly, honest, courteous and efficient manner to members of the public, the Shire and any other people they encounter in the performance of the Services;

.2 not commit the Shire to any liability or obligation or compromise the position of the Shire at any time; and

.3 be suitably trained in relation to the requirements of this clause.

A3-18.6 The Contractor must conduct a customer satisfaction survey (in a form approved by the Service Management Team) at least every 6 months during the Contract Term.

A3-18.7 Where customers contact the Shire to report any issues relating to the Network and the Shire determines that resolution of the issue is part of the Services, the Shire will report the issue to the Contractor and enter it into the Shire's corporate systems.

A3-19. Call Out Services

A3-19.1 **Call Out Services generally**

The Contractor must provide the Call Out Services in accordance with clause A4-27 (Call Out Service) and other applicable provisions of the Contract.

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A3-19.2 **Resources**

As part of its Call Out Services obligations, the Contractor must provide, maintain and have accessible the following resources at all times:

.1 designated staff to act as duty officer/controller and others nominated as 'on call' on a 24 hour basis; and

.2 an initial response unit containing:

- warning signage;
- temporary pedestrian barrier webbing;
- small chainsaw;
- initial spill response materials;
- other equipment as necessary to make the site of the Call Out Service safe.

A3-19.3 **Training**

The Contractor's staff must be properly and specifically trained in the provision of Call Out Services, consistent with the obligations of the Contractor.

A3-20. Emergency Management

A3-20.1 **Training**

The Contractor's staff must be properly and specifically trained in the provision of Emergency Management, consistent with the obligations of the Contractor.

A3-20.2 **Establishment of key relationships**

The Contractor must ensure that a close working relationship is developed with the Victoria Police and all Emergency services Authorities to ensure that Emergency responses are undertaken in a co-ordinated and effective manner.

A3-20.3 **Provision of Emergency Management**

The Contractor must make its resources available to respond to any EMA Emergency at the request of an Authority.

A3-20.4 **Directions of Authorities**

All directions and supervision for Emergency Management must be through the MERO or the MERC. Notwithstanding this, the Contractor must comply with directions given to it directly by all relevant Authorities in an Emergency.

A3-20.5 **Payment**

The provision of Emergency Management (to the extent not included in the provision of MERO Services, Initial Response or Emergency Pavement Repair) will be paid for on a Daywork or Schedule of Rates basis, with the cost determined after completion.

A3-21. MERO Services

A3-21.1 The Contractor must nominate one of its employees for appointment by the Shire as the Shire's municipal emergency resource officer (MERO). If approved, the Contractor's nominee will be appointed, subject to the specific terms of his or her appointment, as MERO to exercise functions, duties and powers conferred on the MERO by the Emergency Management Act 1986.

A3-21.2 Terms used in this clause have the meanings given to them by the Emergency Management Act 1986 or by custom and practice associated with the implementation and operation of that Act.

A3-21.3 The Contractor must ensure that any nominee of the Contractor who is appointed by the Shire as the MERO performs the following tasks and any other functions and duties imposed on that person by the Emergency Management Act 1986 (Vic) and the Municipal Emergency Management Plan:

.1 co-ordination and commission of municipal resources in emergency response;

.2 organising and providing the resources available in and around the Mornington Peninsula Shire for the purposes of meeting EMA Emergencies (including the Contractor's own resources), when those resources are requested by emergency service Authorities or the Police ;

.3 maintaining effective liaison with emergency Authorities within or servicing the Shire;

.4 maintaining an effective contact base so municipal resources can be accessed on a twenty-four hour basis;

.5 keeping the municipal emergency co-ordination centre(s) prepared to ensure prompt activation if needed;

.6 liaising with the Municipal Emergency Manager (MEM) and the Municipal Recovery Manager on the best use of municipal resources;

.7 organising any response debrief requested by the Municipal Emergency Response Co-ordinator (MERC), an appointee of Victoria Police;

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.8 ensuring procedures and systems are in place to monitor and record activities and expenditure by the Shire in relation to Emergencies;

.9 co-ordinating, chairing (in the absence of a nominated Councillor) and providing administrative support for all meetings of the Municipal Emergency Management Planning Committee (MEMPC);

.10 assisting in preparing and maintaining the Municipal Emergency Management Plan and participating in the three yearly audits undertaken by the Director of Victoria State Emergency Service and responding to any audit report within three (3) months;

.11 ensuring that all key personnel and volunteers engaged in emergency response are appropriately trained with regular update training being provided;

.12 preparing an annual report on Emergency Management activities including details of any associated expenditure and submitting it to the Shire's Executive Group and Council;

.13 attending as required all fire prevention committee meetings and any other relevant committee as directed by the Service Management Team;

.14 on a bi-monthly basis or other frequency as agreed, meeting with the Regional Officer of the State Emergency Service;

.15 completing and maintaining, in consultation with MEMPC, the Community Emergency Risk Management workbook;

.16 co-ordinating and organising any requirement of the Municipal Emergency Management Planning Committee including the conduct of an annual emergency management exercise;

.17 attending at the Divisional Emergency Response Planning Committee meetings (typically twice yearly) and other Divisional sub committee meetings as deemed appropriate; and

.18 maintaining effective communication with other emergency services personnel.

A3-21.4 The Contractor must support the MERO with the provision of administrative and other resources necessary or desirable for the performance of the MERO Services. The Contractor must also provide administrative support to the MEMPC.

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A3-21.5 The Contractor must ensure that a close working relationship is developed with the Victoria Police and all Emergency services Authorities to ensure that Emergency responses are undertaken in a co-ordinated and effective manner. The Contractor's obligation under this clause extends to ensuring that any nominee of the Contractor appointed as MERO also complies with this clause.

A3-21.6 The Shire must, and must ensure that its Agents:

.1 co-operate with the MERO;

.2 comply with all directions of the MERO during an EMA Emergency or otherwise in relation to the planning or preparation for, or the management of, EMA Emergencies and the performance of MERO Services; and

.3 make its resources available promptly and immediately in response to a direction of the MERO.

A3-21.7 Without limiting any other provision of the Contract, the Contractor must liaise and brief the Superintendent as soon as practicable on any incident, crisis or disaster to ensure that agreement is reached on resources required, anticipated costs and any budgetary approvals.

A3-21.8 The Contractor must have regard for the document "Guidelines for Municipal Emergency Management Planning" in the performance of its emergency management obligations.

A3-21.9 The Shire warrants that it has the legal capacity to appoint the Contractor's nominee as MERO and will ensure that the appointment of any nominee of the Contractor as MERO is duly undertaken in accordance with Law.

A3-21.10 The Shire indemnifies the Contractor and any nominee of the Contractor appointed as the MERO (or otherwise undertaking the MERO Services as required by the Contract) against any claim, action, loss or liability suffered or incurred by the Contractor or its nominee arising out of or in connection with:

.1 the performance in good faith of the MERO Services; or

.2 any deficiency in the capacity of the Shire to appoint the Contractor's nominee as MERO or in the process of appointment.

A3-21.11 The MERO Services are included in the MSC.

A3-22. Dead or injured animals and unattended stock

A3-22.1 The Contractor must report all dead or injured animals to the Cleansing Contractor for removal and/or burial.

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A3-22.2 The Contractor must immediately notify the Superintendent of any unattended stock. The Superintendent may require the Contractor to remove the unattended stock from the road reserve under Daywork, or may make arrangements for others to do this.

A3-23. Not used

A3-24. Extraordinary vehicles

A3-24.1 As part of the Services, the Contractor must assist where required with the safe movement of emergency or other extraordinary vehicles such as over-width/over-length loads, movement of special goods and persons with associated security escorts or processions through the Network. This includes the temporary movement, or suspension of operation, of Worksites and their restoration to normal.

A3-24.2 Permits for oversize and overweight vehicles will be issued by the Shire's delegated officer. Prior to approving any permit, the Shire's delegated officer must refer the permit request to the Service Management Team for consideration and recommendation as to any suggested rules or conditions to be associated with any approval.

A3-25. Design & construction of Accelerated Works Projects

A3-25.1 **Design submission**

Design & Investigation Services will be undertaken by the Contractor using the following subcontract resources:

.1 the MPSC Design Team in accordance with the Design & Investigation Fee Schedule; or

.2 if the MPSC Design Team is not available at the time the design is required, a suitably qualified and experienced consultant or consultants appointed by the Shire and charged to the Contractor (with such charges being capped at the rates and fees set out in the Design & Investigation Fees Schedule).

A3-25.2 **Design & Investigation Subcontract**

The Contractor must enter into an agreement with the Shire for the provision of sub-contract services by the MPSC Design Team ('Design & Investigation Subcontract'). The Design & Investigation Subcontract must set out the requirements for the delivery of Design & Investigation Services and the parties must use their best endeavours to ensure that the Design & Investigation Subcontract is formally executed within one month of execution of the Contract.

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A3-25.3 **No payment for pre-commencement Design & Investigation Services**

For the avoidance of doubt, the parties agree and confirm that:

.1 Notwithstanding clause A3-25.1 (Design submission), the Contractor is not liable to pay the Shire for any Design & Investigation Services carried out by the MPSC Design Team prior to the Commencement Date in developing the Accelerated Works Program and Accelerated Works Projects, and

.2 Notwithstanding clause 46 (Price), the Shire is not liable to pay the Contractor for any Design & Investigation Services carried out by the MPSC Design Team or the Contractor prior to the Commencement Date in developing the Accelerated Works Program and Accelerated Works Projects.

A3-25.4 **Default by MPSC Design Team**

In the event that the MPSC Design Team fails to perform the Design & Investigation Services requirements to the agreed programs or in a manner consistent with the obligations of the Contractor under the Contract, the Contractor may:

.1 engage a design consultant to undertake or complete the Design & Investigation Services affected by the default or delay (any design consultant engaged by the Contractor under this clause is required to apply the same or substantially the same design standards and specifications as were required by the Design & Investigation Subcontract), and

.2 recover from the Shire the difference in cost between:

(a) the amount that would have been payable to the Shire if the MPSC Design Team had complied with its obligations under this agreement and the Design & Investigation Subcontract, and

(b) the amount paid by the Contractor to the external design consultant).

Where the Service Management Team determines that any delay or default in the delivery of Design & Investigation Services by the MPSC Design Team was due to external factors beyond the control of the MPSC Design Team, the Service Management Team may direct that the works program or any other affected requirement be amended and that this clause not apply. Where this occurs, the Contractor's associated obligations with respect to the amended program or other contractual requirement must also be adjusted.

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A3-25.5 **Design road safety audits**

If a road safety audit is required in connection with any design by the terms of any applicable standard, the provisions of clause A3-37 (Audit) apply.

A3-25.6 **Design standards**

The standards applied in carrying out any Design & Investigation Services must be the standards applicable as determined by the Service Management Team after consultation with the MPSC Design Team and must generally comply with accepted industry standards. Design innovation must be incorporated wherever possible to ensure minimum "whole of life costs" for the Asset the subject of the design.

Existing culverts within the road to which a design relates, including those across entrances to private property, must be removed and replaced with new pipes or culverts of minimum 300 mm diameter where existing pipes are non-functional or of a lesser standard.

A3-25.7 **Approval of design**

When the Contractor considers the design of any Accelerated Works Project to be complete (to the extent required by the Contract), the Contractor must submit the design and any associated specifications and drawings to the Service Management Team for approval. Upon approval by the Service Management Team, the design becomes the Approved AW Design.

A3-25.8 **Entrances to private properties**

As part of any Accelerated Works Projects, the Contractor must, where necessary replace and/or construct vehicle entrances to private property where such entrances already exist or are designated by an existing gateway suitable for vehicles. The standard of rehabilitation must be in accordance with the Shire's Standard Drawing No. MP-305 - Rural Road Crossing.

A3-25.9 **Construction standards**

The Contractor must construct each Accelerated Works Project in accordance with its Approved AW Design.

A3-26. Manner of work

A3-26.1 **No road closures**

Wherever possible, the Services will be undertaken without road closure and accordingly the Contractor must provide traffic management.

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A3-26.2 **Co-ordinated works programs**

The Service Management Team and the Contractor must consult with the Shire, Utilities and Other Contractors in the planning and programming of the Services so as to ensure that all works programs are co-ordinated wherever possible.

A3-26.3 **Standards of materials and workmanship**

All materials and workmanship used in performing the Services (including materials incorporated into any Asset) must comply with the standards and specifications set out in the Contract.

If there are no applicable standards in the Contract, Australian Standards apply where appropriate, unless otherwise approved by the Service Management Team.

A3-26.4 **Test methods to be applied**

Where test methods are appropriate, the Contractor must use Australian Standard test methods, except where otherwise approved by the Service Management Team.

A3-26.5 **Testing and results**

The Contractor must undertake all testing required by the Contract and must make test results available at the request of the Service Management Team or Superintendent.

A3-26.6 **Fire restrictions**

During fire restriction periods, bitumen heaters must not be operated on grassed areas and extreme care must be taken when lighting and operating heaters. Before and during fire restriction periods, the Contractor must inspect and maintain spark arresters on all plant to ensure effective operation. Knapsack pumps, fully charged and in good condition, must be carried on all items of automotive plant and trucks during fire restriction periods.

A3-26.7 **Compliance with Road Management Plan**

The Contractor must comply with the Road Management Plan as it affects the Services at all times.

The parties agree that, whenever the Road Management Plan is modified, the equivalent modifications will be made to the Contract to ensure ongoing consistency with the Road Management Plan. Where changes to the Contract are required pursuant to this clause, those changes will be implemented by way of Continuing Variation (accompanied, as considered appropriate by the Superintendent, by a deed of variation).

The Shire must nominate the Contractor as a stakeholder to be consulted in any review of the Road Management Plan.

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A3-26.8 **Disturbance of Assets**

Any Asset disturbed as a result of the performance of the Services must be reinstated to a Condition equivalent to that existing prior to disturbance within:

.1 the lesser of the applicable Response Time and a period of 4 weeks, if the disturbance has caused a Defect to arise; and

.2 a maximum period of 4 weeks if there is no Defect.

A3-26.9 **Smooth junctions with existing works**

Any Services carried out adjacent to or adjoining existing works must make smooth junctions with the existing works.

A3-26.10 **Care of Utilities and other installations**

Prior to the commencement of any excavation or other work below or affecting the surface of an Asset, the Contractor must verify the location and depth of all Utilities and any other installations likely to be located in or below the Worksite.

The Contractor is responsible for any damage caused to Utilities or other installations whose existence was known or should have been reasonably contemplated by the Contractor or was identifiable from the making of standard enquiries.

A3-26.11 **Use of Deighton Software**

Unless otherwise approved by the Superintendent, the Contractor must use Deighton Software as its pavement modelling and analysis software in preparation of the Annual Reseal Program and in carrying out any other Services to which the Deighton Software has application. If the Contractor requests a change from the Deighton Software to another software package, the Contractor bears all costs associated with the change (including all of the Shire's costs associated with any such change). If the Shire requests the change, all costs are to the Shire's account.

A3-27. Safety

A3-27.1 The Contractor must plan, manage, design and carry out the Services with the objective of minimising the number of accidents and casualties within all types of user groups on the Network.

A3-27.2 At all times, the Contractor must be able to demonstrate that the safety of users and employees is a primary consideration in designing and implementing each Accelerated Works Project and in carrying out the Services generally.

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A3-27.3 The Contractor must provide a safe working environment for all its employees and implement safe working procedures.

A3-27.4 The Contractor must take account of health and safety risks in all aspects of the performance of the Services including in relation to design and disposal, as applicable.

A3-27.5 Within the bounds of clause A3-26.1 (No road closures), the Contractor must ensure that optimum use is made of all traffic management measures for operations and works to minimise overall disruption to traffic and reduce the risk of conflict between vehicles, pedestrians, other road users and the Contractor's operations.

A3-27.6 The Contractor must report in accordance with the Contract all areas of the Network where works would improve the safety of the Network which would not otherwise be improved as a consequence of the Accelerated Works Program, or the Services generally so that the Shire is fully informed at all times as to the need for safety improvement works to be carried out.

A3-27.7 The Contractor must:

.1 provide, erect, maintain, reposition, cover, uncover, or remove traffic signs as required by the Contract;

.2 ensure that all approved road closures are clearly signed at least two weeks before implementation and that all closures are reopened to traffic within the specified time; and

.3 in all instances liaise with Utilities and comply with the Code of Practice: *Management of Road and Utility Infrastructure in Road Reserves.*

A3-28. Traffic management

A3-28.1 The Contractor must comply with all applicable Laws in relation to clearways and other restrictions applicable within the Network.

A3-28.2 The Contractor is required to provide traffic management services in conjunction with all Services undertaken within the road reserve. The Contractor must ensure that those traffic management services are executed in accordance with this Annexure, AS 1742.3 and the Worksite Safety - Traffic Management - Code of Practice. The Worksite Safety - Traffic Management - Code of Practice has precedence where any conflict of requirements occurs.

A3-28.3 The Contractor must submit for review and comment by the Shire all traffic management plans (TMPs) prepared for the Services. TMPs may be prepared on a project specific basis or

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by way of standard arrangements for recurrent situations (the latter must be resubmitted each 12 months). TMPs must comply with the following conditions:

.1 All Worksite traffic management signage must comply with and be erected in accordance with a TMP approved by the Shire

.2 All TMPs should be kept on file, and be able to be accessed by the Shire upon request

.3 All Worksite traffic control signage must comply with AS 1742.3

.4 All affected residents should be notified of works

.5 If a TMP for a particular Service or works requires major traffic control items including:

(a) Worksite speed limits

(b) Portable traffic signals including "Stop Here On Red Signal" signs,

the application for review of the TMP must be accompanied by an application for referral to VicRoads to seek a Memorandum of Consent (MOC).

A3-28.3A If the Shire provides the Contractor with comments on any TMP, the Contractor must consider those comments and must use its best endeavours to accommodate the Shire's concerns.

A3-28.3B If the Shire does not comment on or reject any TMP within 10 Business Days of its submission under clause A3-28.3, the Contractor may proceed to use the TMP.

A3-28.3C Nothing in this clause prevents the Shire from commenting at any time on a TMP and making suggestions for improvement.

A3-28.4 Reference in any TMP or other document relating to traffic management (and related records and checklists) must use terminology consistent with AS 1742and SAA HB81: "Field guide for traffic control at works on roads".

A3-28.5 The Contractor must supply all necessary signs and temporary barriers to comply with this clause and must ensure that damaged signs are replaced immediately. Works must not commence or continue at any location until all signs and devices specified in the approved traffic management plan are in place. The Service Management Team will undertake regular audits of the Contractor's traffic management at Worksites to ensure compliance with the Contract and the relevant standards as defined above.

A3-28.6 The Contractor must provide for use of variable message signs (VMS), where appropriate, in its traffic management plans. The plans must clearly show which activities require the installation of VMS. The Service Management Team may direct the erection of VMS facilities where considered appropriate to provide suitable advance warning and advanced messages of work activities within the road reserve. Where such direction imposes requirements above those required by AS1742.3, compliance with the directions will be at the Shire's cost.

A3-28.7 Personnel of the Contractor engaged in traffic management must at all times be accredited as having been trained in basic work zone traffic management by the Institute of Public Works Engineering Australia (IPWEA) or another qualified training provider approved by the Service Management Team. Personnel so trained and accredited will be required to supervise provisions for traffic at each Worksite. The cost of this training with respect to provision of the Core Services must be borne by the Contractor.

A3-28.8 In carrying out the Services at any Worksite, the Contractor must:

.1 avoid obstruction or damage to roadways and footpaths, drains and water-courses and public services and other services on or adjacent to the work site which are visible or the location of which can be ascertained by the Contractor from the appropriate authority or from the Contract;

.2 have any obstruction removed immediately;

.3 at the Contractor's cost, make good all damage caused by the Contractor or any of its Agents (In the event of the Contractor's failure to do so, the Shire may have the remedial work carried out and the cost incurred will be a debt due from the Contractor to the Shire which may be deducted or recovered by the Shire); and

.4 take appropriate and reasonable measures to minimise nuisance to the owners, tenants or occupiers of properties adjacent to the site and to the public generally, in accordance with the requirements of the Shire and any relevant Authorities.

A3-28.9 Where the works at a Worksite remain uncompleted for a period in excess of one week or as directed by the Service Management Team, the Worksite must be inspected and audited at night by the Contractor in accordance with a schedule approved by the Service Management Team.

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A3-28.10 When determined by the Service Management Team, public notice in an approved form must be given for future works that may cause traffic or resident disruption.

A3-28.11 Where signs have been erected to control traffic and the works are completed, the signs must be removed from the site within 24 hours of completion.

A3-29. Protection of the Environment and heritage

A3-29.1 General

All Services must be carried out in such a manner as to avoid nuisance and damage to the Environment. Services must be executed in compliance with any Environmental codes of practice, guidelines and Laws in force at any Worksite and in accordance with the requirements of this clause.

A3-29.2 Avoidance of erosion, contamination and sedimentation

The Contractor must plan and carry out the Services to avoid erosion, contamination and sedimentation of the Worksite and its surroundings. Vehicle and machinery movements must be restricted to avoid damage to vegetation.

A3-29.3 Use of chemicals

Herbicides and other toxic chemicals must not be used on the Network without the prior approval of the Service Management Team.

A3-29.4 Protection of watercourses

The Contractor must avoid pollution of watercourses, drains and dams in carrying out the Services by taking appropriate measures to minimise erosion by surface protection of exposed areas, control of runoff water and trapping of sediments.

A3-29.5 Avoidance of nuisance

The Contractor must not make or permit unnecessary or excessive noise, smoke or other similar nuisance when carrying out the Services. Whether noise, smoke or other nuisance is excessive or unnecessary will be reasonably determined by the Service Management Team. All Services must comply with noise guidelines specified by the Environmental Protection Authority (Vic).

A3-29.6 Dust minimisation

The Contractor must ensure that dust generated by the performance of the Services is minimised by a method approved by the Service Management Team.

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A3-29.7 **Heritage and archaeological values**

The Contractor must protect features significant to heritage or of archaeological value that may be affected by the Services. Without limitation, if the Contractor uncovers anything of possible archaeological, Environmental or cultural significance (including bones or artefacts) at a Worksite or otherwise within the road reserve, it must cease operations at that Worksite or locality and must inform the Service Management Team and the Superintendent of the finding and liaise with relevant Shire officers (e.g. heritage planner, conservation officers, etc) and relevant government departments. The Contractor must not re-commence operations at the affected Worksite or locality until it receives advice from the Superintendent that it may do so.

A3-29.8 **Waste management**

Drainage spoil, unwanted shoulder material, dig-out material and other non-recyclable road-making material is not to be deposited on the roadside except in accordance with Mornington Peninsula - Westernport Roadsides Management Plan.

Bituminous material is to be taken off-site in all instances unless otherwise approved by the Superintendent or required to be recycled in order to meet Performance Standard 7 (Sustainability).

All material removed off-site (including material containing invasive weed species) must be disposed of in a manner and place approved by the Superintendent.

The disposal of all unwanted material arising from the performance of the Core Services forms part of the Monthly Service Charge.

A3-29.9 **Stockpile sites**

The Contractor must operate, maintain and secure nominated stockpile sites throughout the Shire using reasonable care, and complying at all times with applicable Laws.

A3-30. Sustainability

A3-30.1 The Contractor must ensure that in the delivery of the Services it addresses the needs of the diverse community of the Shire in accordance with the following principles:

.1 **Inter & intra generation equity** - the Services must be provided in a manner which is within the community's current financial capacity to pay, having regard to the social and environmental impacts. The Shire warrants that it has the financial capacity to pay the Contractor for the Services required by the Contract.

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.2 **Enhancement of economic and social well-being** - the Services must be provided at the level necessary to meet the community's expectations in the area of safety and security, access to work, recreation and social contacts, improved amenity and increased efficiency and operation or functioning of towns, provided that this clause does not increase specific obligations of the Contractor under the Contract.

.3 **Adopt the precautionary principle** - the design and construction of physical infrastructure (where required as part of the Services) must be based on a balanced consideration of sound technical, environmental, social, and economic principles.

.4 **Conserve non- renewable and use renewable resources** – the Services must be provided in a manner which has regard to the need to conserve resources and reduce reliance on non-renewable resources wherever this is possible consistent with the performance of the Contract. Materials and product used in provision of infrastructure should have regard for a "whole of life" accountability.

.5 **Maintain & enhance biodiversity** - service and infrastructure design should reflect the need to preserve the biodiversity. Innovation and efficient maintenance and construction methods together with standards should be engaged which maintain and enhance the built infrastructure and natural environment consistent with the requirements of the Contract.

.6 **Develop community awareness & support** - community participation in the management and provision of Services should be encouraged and pursued wherever possible.

A3-31. Working areas

A3-31.1 The Contractor must arrange secure and safe parking of plant, and the siting of any temporary buildings required for its own use. All locations for parking and temporary buildings within the Network must be approved by the Superintendent.

A3-31.2 The Contractor must make all necessary arrangements for office space and depot establishment.

A3-31.3 The Services must be planned and executed so as to minimise disruptions to vehicular and pedestrian traffic.

A3-31.4 Written notice must be provided to the occupants of properties whose access is affected by works forming part of the Services.

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A3-31.5 The Contractor must provide access at the completion of each day's work to properties adjoining the works.

A3-31.6 Works directly in front of and affecting access to commercial properties must be carried out such that where properties have more than one access then access must be maintained at one access at all times. All accesses to these properties must be reinstated immediately after each operation which restricts access.

A3-31.7 Where access to private property is required to undertake any works under this Contract, except in emergencies, the Contractor must give 48 hours notice to the property owner prior to entry. A record of all notices given must be retained by the Contractor and provided to the Service Management Team on request.

A3-31.8 When it is necessary to obtain water from mains, channels, streams, drains or dams, the Contractor must obtain permission from the responsible water authority, pay all relevant fees and observe conditions laid down.

A3-32. Plant

A3-32.1 The Contractor must ensure that the Contractor's Plant complies with applicable Laws, is suitable for the purposes for which it is used and is maintained in good repair and condition.

A3-32.2 All Contractor's Plant which is engaged full time outdoors on the Services must be jointly "badged" (that is, bearing the Shire's logo or other approved insignia to indicate that plant is working for Mornington Peninsula Shire Council as well as for the Contractor) in a manner approved by the Service Management Team to ensure that a seamless service is provided to the residents of the Shire. The Shire's logo or other insignia must not be used when working for others or outside of the Shire.

A3-32.3 Plant and vehicles forming part of the Contractor's Plant must not be more than 5 years of age.

A3-32.4 The Contractor must ensure that its subcontractors are made aware of, and comply with, the requirements of this clause.

A3-32.5 The Service Management Team may exempt any specialist or temporary item of plant from the requirements of this clause (not including the obligation to comply with Law), as it determines appropriate.

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A3-32.6 If the Superintendent considers that any item of the Contractor's Plant is deficient, the Superintendent may give notice to the Contractor specifying the deficiency and directing:

.1 a date by which the deficiency is to be remedied, or

.2 that the item of the Contractor's Plant is not to be further used in the performance of the Services or otherwise in connection with this Contract.

A3-32.7 A notice given by the Superintendent under clause A3-32.6 may also direct that the item of the Contractor's Plant:

.1 is not to be used until the deficiency has been remedied, or

.2 may only be used subject to specified conditions until the deficiency has been remedied.

A3-32.8 A notice given by the Superintendent under clause A3-32.6 must give reasons for the Superintendent's direction.

A3-33. Treatment designs

The Contractor must design all treatments for the road pavement in accordance with the relevant Road Hierarchy to support all legal loads, including B-Doubles and higher mass limits trucks, during the Contract Term.

A3-34. Risk of traffic volumes and heavy vehicles

A3-34.1 Without limiting any other entitlement of the Contractor with respect to Qualifying Changes in Law, the Contractor must make its own assessment of the completeness and accuracy of the estimated traffic volumes and heavy vehicle components provided by the Shire.

A3-34.2 If the Contractor considers at any time that:

.1 there has been or will be a long term increase in heavy vehicle traffic or demand on any Asset directly as a result of the Shire's approval of any development(s) in the immediate vicinity of the Asset; and

.2 this increase in heavy vehicle traffic or demand has or will have a material adverse effect on the Contractor's costs of performing or its ability to perform, its obligations under the Contract,

the Contractor may make a claim to the Superintendent for a Continuing Variation. The Superintendent must, if it is satisfied as to the matters set out in paragraphs 1 and 2 above, direct a Continuing Variation to make appropriate adjustments to the

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Contract or the Price or both (as the case may be). Unless otherwise agreed by the Superintendent, the value of a Continuing Variation under this clause must be valued as at the date of claim by the Contractor, regardless of the date on which the change in traffic patterns occurred.

A3-35. Planning Laws and approvals

A3-35.1 The Contractor must comply with all the requirements of the Planning and Environment Act 1987, any regulations and the local section of Mornington Peninsula Shire Planning Scheme when undertaking the Services.

A3-35.2 Where a planning approval is required, e.g. removal of tree, the Contractor must prepare and obtain the necessary planning approvals.

A3-35.3 The Shire will facilitate and expedite the procurement by the Contractor of any necessary planning approvals or permits, but only where it can do so consistently with its proper exercise of statutory functions, discretions and powers.

A3-35.4 All costs associated with planning approvals, including all fees, submission costs and execution costs, are the responsibility of the Contractor.

A3-36. Innovation

A3-36.1 The Contractor must explore, develop and present to the Service Management Team potential improvement initiatives and, in a similar manner, pursue potential improvement initiatives suggested to it by the Service Management Team.

A3-36.2 The Contractor must co-operate with and accommodate the Shire and any third parties to enable such persons to trial new equipment and new methodologies on the Network as required by the Service Management Team.

A3-36.3 The Contractor, in seeking the agreement of the Service Management Team to implement a new initiative, must present for the consideration of the Service Management Team a brief report including:

.1 a description of the nature of the initiative;

.2 any previous implementation of the initiative;

.3 any identified risks involved and proposed mitigation;

.4 the time proposed to implement;

.5 any additional or reduced payment for the initiative;

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.6 benefits quantified and qualified including any safety related benefits;

.7 any proposed special conditions;

.8 proposed sharing of benefits between Shire and Contractor; and

.9 consistency with the Shire's relevant asset management policies, procedures and/or practices.

A3-36.4 The Service Management Team must assess the proposed initiative and, if it considers the initiative will be beneficial, environmentally sustainable and agreeable to both the Shire and the Contractor, make a recommendation to the Shire for its approval, including in respect of any proposed alterations to payments.

A3-36.5 In making its recommendation in respect of any alteration to payment, the Service Management Team must be guided by the principle that if any cost saving results from an approved improvement initiative which does not relax any requirements of the Contract, then there should be no reduction in payments.

A3-37. Audit

A3-37.1 **Road safety audit by the Contractor**

The Shire may require the Contractor at any time to appoint a road safety auditor. If it does so, the following provisions apply:

.1 the costs and expenses of the road safety auditor are separately payable by the Shire;

.2 the Shire bears no liability to the Contractor for any act or omission of the road safety auditor; and

.3 all audit reports prepared by the road safety auditor must be presented to the Service Management Team for review;

A3-37.2 **Road safety audit by the Shire**

The Shire may itself appoint a road safety auditor at any time. If it does so, the Shire must provide a copy of the road safety audit report to the Service Management Team for review and a copy must be provided to the Contractor at the same time.

A3-37.3 **Actions arising from road safety audits**

After reviewing a road safety audit report, the Service Management Team will provide the Contractor with a list of actions which the Service Management Team requires the

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Contractor to take arising out of that report (including the time limits for taking those actions).

The Contractor must carry out the actions required by the Service Management Team within the time limits allowed. If those actions fall within the scope of the Core Services, the Contractor must carry them out at its own cost.

A3-37.4 **SMT random audits**

The Service Management Team will conduct quality, safety, environmental and risk audits on a random basis of the Integrated Management Plan and of the safety of the Contractor's Plant.

A3-37.5 **Contractor's obligation to co-operate**

The Contractor must produce all documentation required for an audit initiated by the Shire or the Service Management Team and must assist the auditor in the conduct of the audit.

A3-37.6 **Subcontractor audits**

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

A3-37.7 **External audit**

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

A3-37.8 **Inspection of accounts**

The Shire may, at any time during normal business office hours and after giving at least 5 Business Days notice, attend the premises of the Contractor and inspect the Contractor's financial and accounting records associated with the Services.

A3-37.9 **Shire audits**

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

A3-37.10 **Contractor self-audits**

Nothing in this clause limits the obligations of the Contractor to audit and manage its own performance of the Contract in accordance with clauses A3-11 (Integrated Management Plan) and A3-12 (Management of the Contract).

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A3-38. Asset and data management requirements

A3-38.1 All data in AMIS must be accessible to Shire representatives through a network connection at all times for purposes of viewing data, running reports, data extraction, viewing deterioration algorithms and similar activities.

A3-38.2 Two concurrent user permissions are included in the MSC. The user permissions will give the Shire the access and ability, subject to this clause A3-38, to do the things specified in clause A3-38.7. Use of these user permission is subject to each user being accredited, following an approved training program, by the Contractor's Asset Management Specialist. Accreditation will be given upon satisfactory completion of the training program in clause A3-38-4 and the accreditation status of any user will thereafter be reviewed annually (and may be withdrawn for suspected or actual misbehaviour, negligence or incompetence).

A3-38.3 Without limiting any obligation of the Contractor under the Contract, the Shire must (subject to accreditation and training in accordance with this clause A3-38) update AMIS with all new condition data and Shire supplied data where applicable (i.e. updated traffic counts) within one month of data becoming available.

A3-38.4 Within the first six months of the Contract, the Contractor must provide training with regard to AMIS and dTims functionality, methodology and reporting procedures and query programming with Shire nominated representatives. As part of this obligation, the Contractor must provide up to 6 Shire employees with a 5 day training session designed to ensure that those employees are able to utilise AMIS in order to carry out their functions with respect to the management of this Contract and any other uses agreed in writing by the parties. Training will be conducted at Pymble, New South Wales and the Shire will be responsible for all travel and accommodation costs. The learning objectives of the training will include enabling the Shire personnel to access and update metadata and maintain metadata and inventory files. Metadata has the meaning given in clause A3-38.7.

A3-38.5 Queries to produce appropriate data must be written by the Contractor to satisfy regular annual reporting functions required by the Shire to meet compliance requirements. dTims must have defined fields populated for all Shire defined road segments as currently held in Shire PMS and to the satisfaction of the Service Management Team.

A3-38.6 Data for each segment to be stored within the system will include, but not limited to:

- Kerbed/unkerbed status (as defined by Service Management Team)

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- Rural/urban status
- Shire road hierarchies
- Maintenance classification hierarchies
- ADT counts and histories
- ADT count methods (as defined by Service Management Team)
- Bus routes
- Council wards
- Urban truck routes
- Rural truck routes
- Rural flood irrigated areas
- Rural steep grades (as defined by Service Management Team)
- Surfacing data and histories
- Visual condition surveys and histories
- Automated condition surveys and histories
- Pavement Condition Indices for each road segment including the Surface Condition Indices (as defined by the Service Management Team)
- Road infrastructure asset inventories and histories
- Paths
- Carparks
- Periodic maintenance e.g. major patching, rehabilitation and pavement make up
- Geotechnical data.

All of the above data must relate to existing and future Shire defined pavement management system blocks.

A3-38.7 The Contractor must provide electronic access for nominated Shire representatives to edit and/or create attribute data (metadata) attached to all Assets/data relating to the Contract (that is, Asset Inventory items, road centrelines etc) through AMIS or other software systems. To the extent that access through AMIS is required, clause A3-38.2 applies.

A3-38.8 The Contractor must provide phone support to the Shire to enable the Shire to fully utilise the benefit of the user licences granted under clause A3-38.2. The level of support included in the MSC is 2 hours per month, with unused support hours being carried forward to the next month.

A3-38.9 The Shire:

.1 acknowledges that the Contractor relies on the data contained in AMIS and its other software systems ('Contract Data') in order to perform, and manage the performance of, its obligations under the Contract;

.2 undertakes to exercise its rights of access to the Contract Data (including the editorial and creative rights under clause A3-38.7) only via accredited users and at all times

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with a high level of care, consistent with the training and any accreditation given by the Contractor (or, where applicable, a third party provider); and

.3 indemnifies the Contractor against any loss or damage which the Contractor may suffer or incur as a result of the Shire's breach of clause A3-38.8.2 or negligence by the Shire or any of its Agents in relation to its access to, or use of, Contract Data.

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Annexure 4

Activities & Routine Maintenance Services

Safer Local Roads
Contract No.1218

MORNINGTON
PENINSULA
Shire

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PENINSULA

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Annexure 4 – Activities & Routine Maintenance Services

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Annexure 4 – Activities & Routine Maintenance Services

A4-1. Introduction

A4-1.1 Overview

This document specifies:

.1 requirements for Routine Maintenance Services on specific Asset classes (clause A4-3 (Routine Maintenance Services)), and

.2 the nature, timing, standards and other requirements for Activities to be undertaken by the Contractor (see the Activity Specifications in clauses A4-5 to A4-26).

A4-1.2 Application

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

A4-1.3 Pricing

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

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

A4-2. Operation of Activity Specifications

This clause explains the operation of the Activity Specifications.

A4-2.1 Intervention Levels and Response Times

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

.1 the Intervention Level defines when a Defect arises

.2 the Response Time defines the time within which the Contractor must Rectify the Defect

.3 the Activity Definition, the Activity Standards and the Work Method Requirements define what the Contractor is required to do to Rectify the Defect and satisfy the other requirements of the Activity Specification.

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

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A4-2.2 Programmed works

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

A4-2.3 Combinations

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

.1 the Contractor must develop and deliver an approved program of works as required by the Activity Specification so as to minimise the occurrence across the Network of the Conditions identified in that Activity Specification as Performance Distress or Defects and to limit the likelihood of Defects arising; and

.2 the Contractor has no obligation to Rectify Defects within the Response Time unless the Compulsory Intervention Level has been reached or a Work Order is issued. Instead, it is sufficient to include the Defect in the following year's program of work.

A4-3. Routine Maintenance Services

A4-3.1 Context

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

A4-3.2 Road drainage

.1 The Network shall be free from any standing water during normal conditions and shall have no standing water within two hours of the cessation of any storm.

.2 All maintenance shall be carried out so as to ensure that all rural drainage systems included in the Assets continue to meet the needs of the Network relating to interception, flow and run-off of water and to Rectify any defects, including the removal of any blockage, which may interfere with the efficiency of the drainage systems to ensure to maintain flow and prevent ponding, erosion and scour.

.3 The Contractor shall carry out such liaison and management as is necessary to ensure that third parties who provide services or facilities on which the drainage of the Network relies carry out those services or provide

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those facilities so as to minimise the occasions on which for that reason the Contractor fails to meet the requirements of this Contract.

.4 Where flooding occurs and causes hazardous conditions on the Network, warning measures shall be placed in position as quickly as possible and prompt action shall be taken to protect the safety of users and to put the Network in a fully operational condition.

A4-3.3 Carriageways

.1 Sealed road pavements after maintenance shall have patches which are consistent with level, texture, colour and shape of the surrounding road surface.

.2 All patches shall have a smooth riding surface.

.3 All pavement cracks greater than 5 mm over a length greater than 2 metres leading to pavement failure are to be made waterproof by crack sealing.

.4 Edges shall be maintained in accordance with activity SEB Interventions

.5 No pavement failure is to exceed 1 square metre. All pavement failures must be Rectified within 1 week unless included in the areas to be treated under the then current Annual Reseal Program.

.6 No seal bleeding is to exceed 5 square metres. No loss of aggregate is to exceed 25 square metres.

.7 The Contractor must not allow any sealed surface to remain stripped, bleeding or in a flushed condition beyond a period of one (1) month of notification.

.8 The Contractor must not allow a stabilised and/or crushed rock repair to remain without a sealed wearing course for a period of greater than 48 hours from completion.

.9 The Contractor must maintain lane delineation until such time as permanent markings are applied. Permanent markings must be applied not more than 14 days after placement of any surfacing.

A4-3.4 Carriageway shoulders

.1 The Contractor shall maintain unsealed shoulders to a level where they can sustain occasional traffic use and also act as a drainage path for runoff drainage from the carriageway.

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.2 Unsealed shoulders shall be free from grass build up, loose, soft or slippery condition and there shall be no "drop off" at the edge of the seal or asphalt after grading.

.3 Corrugations, scouring, depressions and potholes on unsealed shoulders must not exceed 50mm in depth. Where a carriageway is approaching this level of severity, it shall be regraded within 2 weeks.

.4 The subgrade on unsealed shoulders should not be exposed / slippery for an area exceeding 9 sq.m. If the subgrade becomes exposed or any pavement becomes slippery for an area exceeding 9 sq m, the pavement must be resheeted within 2 weeks.

A4-3.5 Segmental and concrete pathways

The Contractor shall maintain brick and concrete paved pathways so that they remain firm with no loose bricks, pavement failures, grass and slip hazards or pedestrian trip hazards evident.

A4-3.6 Sealed pavements generally

Any road segment or carpark that commences the Contract with a sealed surface, or obtains a sealed surface during the Contract Term, shall not be allowed to revert to an unsealed surface at any time during the Contract Term, without the prior written approval of the Service Management Team.

A4-4. Miscellaneous

A4-4.1 Pavement reinstatement

On reinstatement following any Service (including an Activity, where applicable) paved areas must be of uniform appearance, consist of conforming or compatible material and be durable in nature.

A4-4.2 Contractor responsibility

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

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A4-4.3 Rail crossings

At railway crossings, the Contractor is responsible for providing the Services in the area beyond 2.1 metres of the outer rail. All other pavement areas in the vicinity of rail tracks are the responsibility of the Rail Authority.

The maintenance of the boundary fence and the railway signals and/or boom gates and associated signage are the responsibility of the rail authority (including outside the 2.1 metre rail zone). All other approach signs and pavement markings outside the 2.1 metre rail zone are the responsibility of the Furniture and Signs Contractor.

Prior to undertaking any work at or adjacent to a rail crossing it is necessary to liaise with the responsible rail authority to ascertain whether rail authority personnel must be present during the works. The Contractor shall audit the area within the outer rails, report any deficiencies to Vic Track and follow up to that the relevant rail authority is undertaking any work required to ensure the surface complies with the intervention standards specified in this Contract.

Personal Information

ACTIVITY SPECIFICATION	Activity: EMERGENCY PAVEMENT REPAIRS	Code: PER

A4-5. Emergency pavement repairs (PER)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers short notice pavement repairs required for safety reasons. The work may be temporary if circumstances require.

The use of this code is reserved for Emergencies that involve damage to the pavement eg. major pothole, collapsed culvert, burst water main, slippery surfacing or "flushing" surfacing.

This activity may often result from the Emergency Call Out Service.

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

Potholes, delamination, patches, corrugation, shoving, rutting, depressions or "flushing" causing a reported significant safety hazard.

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

The work is typically required to repair potholed or failed pavement that is a safety hazard. This activity is only utilised when the works are required on short notice under emergency conditions. The principle reason for the activity is to re-establish a safe road pavement.

ACTIVITY STANDARDS *(What is required?)*

The work should allow the road to remain open to traffic providing a safe condition under the prevailing conditions of weather, traffic volume, and any speed zone applicable. The work shall provide safe conditions until a permanent repair is undertaken and may require more than one operation.

CONTRACT FORMAT	WORK UNIT
Lump Sum	m^2

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Notify Superintendent if remedial work cannot provide safe conditions for expected traffic for a minimum period of at least 48 hours.
2. Notify Superintendent if road closure is required for a period exceeding 4 hours.
3. Notify Superintendent if damage has occurred or is likely to occur to property of a third party (e.g. Adjacent Landowner, Public Service, a Utility or an Other Contractor).
4. Execute necessary works as soon as possible utilising abnormal work hours when appropriate to expedite completion of the work.
5. Initiate a program for permanent rehabilitation of pavement with care being taken to match surface textures with the adjoining surface. ie asphalt to asphalt etc within 2 days of the incident.
6. For repairs on Class C & D Roads where over night signage can be provided the works can be

ACTIVITY SPECIFICATION	Activity: EMERGENCY PAVEMENT REPAIRS	Code: PER

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

delayed up to a maximum period of sixteen (16) hours from the report of the incident.

The requirement to give notice in accordance with this Activity Specification is satisfied by leaving a voicemail message on the Superintendent's mobile or sending an SMS or email or other equivalent communication technology any day or night any day of the week.

NOMINATED HOLD POINTS

Not applicable

METHOD OF PAYMENT	*Included in MSC(LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DR)*	Included in MSC

WORK UNIT	m^2

UNITS OF MEASURE IF SCHEDULE OF RATES

Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
C and D Roads & Carparks	Any situation described as hazardous by the reporter and accepted as such by the Contractor's representative after inspection or as directed by Superintendent.	16 hours (including after hours)
B Roads	Any situation described as hazardous by the reporter and accepted as such by the Contractor's representative after inspection or as directed by Superintendent.	12 hours (including after hours)
A Roads	Any situation described as hazardous by the reporter and accepted as such by the Contractor's representative after inspection or as directed by Superintendent.	Immediate

Personal Information

ACTIVITY SPECIFICATION	Activity: GRADING UNSEALED ROADS	Code: PGU

A4-6. Grading unsealed roads (PGU)

ACTIVITY DEFINITION *(What work is included?)*

This activity includes the grading and reshaping of unsealed road formations including table drains and carparks, whether the surfacing comprises imported granular material or the natural subgrade. The activity includes rolling after grading and the inclusion of water to achieve compaction. The activity also includes spot gravelling to correct potholes, scouring or general roughness and the removal of grass build up on pavements.

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

Potholes, corrugations, channels, scouring, rutting, shoving, coarse materials, loose materials.

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

Unsealed roads and carparks are graded to re-establish crossfall and superelevation, improve the ride quality and re-establish drainage in table drains. Work is intended to enhance the safety performance of the road.

ACTIVITY STANDARDS *(What is required?)*

Lateral Drainage:	Crossfall on straights is to be between 3 and 6 percent directly after grading.
Surface Defects:	Defects such as channels, scouring corrugations, rutting, shoving and soft spots are to be limited to less than 1% of the area directly after grading.
Drainage:	The invert level in table drains is to be >250mm below the surface at the edge of formation directly after grading unless a lesser standard is approved by the Service Management Team due to road terrain difficulties and the like.

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

Lump Sum & SOR

WORK UNIT

Lane km

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Table drains are to be "turned out" to cross country drainage as often as practical to re-establish the natural "water shed" (maximum spacing of turnouts to be 100m longitudinally desirable). Turnouts are not to deliver drainage directly downhill and shall minimise damage to the natural vegetation.

Personal Information

ACTIVITY SPECIFICATION	Activity: GRADING UNSEALED ROADS	Code: PGU

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

2. Any large particles, or other debris likely to pose a danger to traffic are to be removed from the formation to the outside of the table drains.

3. Grading operations shall avoid unnecessary widening of the road formation or alteration of the established drainage pattern.

4. Grading operations shall not windrow excessive amounts of material into vegetated areas and particularly around trees.

5. The cutting of drains shall wherever possible avoid areas under tree canopies or adjacent to trees where damage could be inflicted on roots, trunks and limbs.

6. Rolling is to be by rubber tyred pneumatic roller capable of maintaining a contact pressure exceeding 450 kpa or equipment specifically approved by the Service Management Team. Watering shall be undertaken to achieve compaction.

7. After grading no windrows shall remain to interrupt drainage and all damaged guideposts, signs and road furniture resulting from the grading shall be replaced.

8. Culvert inlets and outlets are to be cleared of any windrow material.

9. The road is to be left safe for traffic overnight with any hazards clearly signposted.

10. Grading shall be carried out in accordance with a grading program approved by the Service Management Team. Schedule A4-1 (Scope of Unsealed Roads Grading Program) illustrates the scope of annual unsealed roads grading program the Contractor is expected to provide within the MSC. The annual program shall address seasonal and environmental issues, and does not affect the Contractor's obligations with respect to any Defects that have reached Compulsory Intervention Level.

11. Additional grading over and above the schedule shall be paid for on a Schedule of Rates basis following the issue of a Work Order. This does not apply to rework within 7 days of grading resulting from poor workmanship, damage due to storms, floods and the like.

12. The Contractor must take active steps to keep informed of the condition of any unsealed road and must notify the Superintendent as soon as it becomes aware of any section of unsealed road that has reached Intervention Level.

13. Maintain and update on a weekly basis on the AMIS system.

NOMINATED HOLD POINTS

1. Hold Point (SMT) on an annual basis for the approval of the unsealed roads grading program.
2. Hold Point (SMT) where the Contractor proposes to amend the approved unsealed roads grading program throughout the year.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Delivery of approved grading program is included in MSC SOR applies for all other grading of unsealed roads.

ACTIVITY SPECIFICATION	Activity: GRADING UNSEALED ROADS	Code: PGU

WORK UNIT	Lane km

UNITS OF MEASURE FOR SCHEDULE OF RATES	
PGU-1	Grading unsealed roads including provision for watering, rubber tyre rolling, traffic and guide post removal and replacement per lane km. (Unit rate includes "single" and "double cut" as required.)

PERFORMANCE REQUIREMENTS - note: work to rectify these IL's will all be SOR (where grading is additional to programmed grade)

Asset	Intervention Level	Response Time
All Roads & carparks	Corrugations, scouring, depressions and potholes on unsealed roads must not exceed 35mm in depth for >30% of area of formation.	28 days
All Roads & carparks	Corrugations, scouring, depressions and potholes on unsealed roads must not exceed 50mm in depth for >30% of area of formation or any section hazardous to traffic	24hrs

Personal Information

Personal Information

ACTIVITY SPECIFICATION	Activity: POTHOLE REPAIR	Code: PPR

A4-7. Pothole repair (PPR)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the reinstatement of sealed surface faults using either base course granular material or bituminous materials. Surface faults under the intervention levels below will require infill material to reinstate the sealed or asphalt surface rather than just a surface dressing.

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

Potholes, small delaminations, localised failures.

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

The sealed or asphalt surface should be restored to smooth, free draining, water tight, well compacted, stable and safe conditions. The relevant performance criteria are ride quality, permeability (water resistance) and integrity.

ACTIVITY STANDARDS *(What is required?)*

Ride Quality:	The patch shall comply with a 1.2m straight edge test result of ± 10mm in any direction.
Permeability:	All repairs shall be provided with water tight surfaces.
Integrity:	All repairs shall comprise materials that are generally compatible with the existing pavement. Better quality materials may be used.

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

Lump Sum

WORK UNIT

Not applicable.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. For coldmix repairs use a tack coat on base and sides of pothole.
2. For asphalt on gravel pavement provide light and uniform tackcoat.
3. For coldmix patches provide a light "blinding" with sand.
4. For granular material patches provide two coat emulsion seal with 7mm aggregate to extend at least 100mm onto the existing surface.
5. The surface when completed shall match the adjoining in texture and colour. i.e. asphalt to asphalt.

Personal Information

ACTIVITY SPECIFICATION	Activity: POTHOLE REPAIR	Code: PPR

SPECIAL REQUIREMENTS

Materials are to be sourced from suppliers with established quality management systems who are prepared to certify compliance and allow access for random audit testing by either the Contractor or the Shire.

NOMINATED HOLD POINTS

.Not Applicable

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

WORK UNIT	Not applicable

UNITS OF MEASURE IF SCHEDULE OF RATES

Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Roads	Any pothole with depth ≥50mm and/or diameter ≥200mm or equivalent lateral dimension. (Where located on bicycle lanes, depth ≥20mm)	14 days
	Pothole depth >150mm or hazardous to traffic and/or diameter >0.5m or equivalent lateral dimension. (On bicycle lanes depth >30mm)	24 hrs
C Roads	Any pothole with depth ≥50mm and/or diameter ≥200mm or equivalent lateral dimension. (Where located on bicycle lanes, depth ≥20mm)	14 days
	Pothole depth >150mm or hazardous to traffic and/or diameter >0.5m or equivalent lateral dimension. (On bicycle lanes depth >30mm)	24 hrs
B Roads & Carparks	Any pothole with depth ≥50mm and/or diameter ≥200mm or equivalent lateral dimension. (Where located on bicycle lanes, depth ≥20mm)	7 days
	Pothole depth >150mm or hazardous to traffic and/or diameter >0.5m or equivalent lateral dimension. (On bicycle lanes depth >30mm)	24 hrs
A Roads	Any pothole with depth >35mm and/or diameter ≥150mm or equivalent lateral dimension. (Where located on bicycle lanes, depth ≥20mm)	2 days

Personal Information

ACTIVITY SPECIFICATION	Activity: POTHOLE REPAIR	Code: PPR

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
	Pothole depth >100mm or hazardous to traffic and/or diameter >0.5m or equivalent lateral dimension. (On bicycle lanes depth >30mm)	24 hrs

Personal Information

Personal Information

ACTIVITY SPECIFICATION	Activity: RESHEETING UNSEALED ROADS	Code: PRU

A4-8. Resheeting unsealed roads (PRU)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the provision of imported granular and fine crushed rock overlay material on unsealed roads and carparks and the grading and compaction of this material as a resheet. The activity includes preparatory grading of the formation including table drains.

Dust suppression is covered under Activity NDS.

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

Channels, Corrugations, Rutting, Shoving, Potholing.

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

This activity aims to improve the safety performance of the road under all weather conditions. The imported resheet comprises better quality material than the natural subgrade and deteriorates in condition at a slower rate. Resheeting also allows improvements to the geometry of the formation.

ACTIVITY STANDARDS *(What is required?)*

Lateral Drainage:	Crossfall on straights is to be between **CIC** directly after resheet.
Surface Defects:	The surface should be free of surface defects such as channels, corrugations, rutting, shoving or soft spots directly after resheet.
Drainage:	The channel level in table drains is to be 250mm below the surface at the edge of formation directly after resheet unless a lesser standard is approved by the Service Management Team due to road terrain difficulties and the like.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Resource Rate Item?)*	WORK UNIT
SOR	Lane km

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. The annual resheet program for Contract Year 1 shall be developed by the Contractor and submitted to the Service Management Team for approval within 3 months of the Contract commencing. The annual resheet program for each subsequent Contract Year shall be developed by the Contractor and submitted to the Service Management Team for approval.
2. Granular material for resheet is to be pre-approved by the Service Management Team as complying to test requirements. This approval is only required once for each source and type of granular material.
3. Minimum depth of imported granular material is 100mm compacted.
4. Guideposts and signs are to be removed prior to grading and are to be replaced after resheeting in accordance with the Shire specification prescribed in the Schedule of Rates.

Personal Information

ACTIVITY SPECIFICATION	Activity: RESHEETING UNSEALED ROADS	Code: PRU

5. Culvert inlets and outlets are to be cleared of any windrow material.
6. Grading operations shall not windrow excessive amounts of material into vegetated areas and particularly around trees.
7. The worksite is to be left safe for traffic overnight and under no circumstances are windrows to be left on the formation overnight.
8. Within one week of completion of works, the resheeting data shall be entered into AMIS.

NB. The Contractor shall as a matter of preference use suitable recycled materials where they are available.

SPECIAL REQUIREMENTS
Not applicable

NOMINATED HOLD POINTS
1. Hold Point (SMT) for approval of annual re-sheet program.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Schedule of Rates

WORK UNIT	Lane km

UNITS OF MEASURE FOR SCHEDULE OF RATES
Supply and Haul Material per tonne per km (one way)
Preparation, spread, trim and compact resheet material including all associated work per m^2

Personal Information

ACTIVITY SPECIFICATION	Activity: LOCAL SHAPE CORRECTION	Code: PSC

A4-9. Local shape correction (PSC)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the local correction of ruts, shoving, depressions, or abnormal crossfall by application of coldmix, asphalt or emulsion and fine aggregate seals. The activity is limited to individual treatment areas ≤25m^2. More extensive works are to be rectified as part of the Annual Reseal Services.

This activity also includes local shape correction to pavement implants including bluestone pitchers, brick pavers, segmental paving and other similar surfaces associated with the road or street surface.

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

Shoving, depressions, corrugations.

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

Shape correction provides an improvement in surface drainage and ride quality. It provides a safer driving surface.

ACTIVITY STANDARDS *(What is required?)*

Ride Quality:	The resultant surfacing should have a test result under a 3m straight edge of ≤15mm in any direction.
Rutting:	Immediately after treatment rutting under a 1.2m straight edge should be ≤10mm.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	m^2

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. The nominated and accepted treatment is to be applied such that at completion of works the surface of the treated area provides a smooth and safe interface with the driving surface of the adjacent roadway. The treated area is to drain surface water without ponding.
2. The type of surfacing and quality of surface finish is to match the existing surfacing or provide improved performance in terms of water resistance and skid resistance.

Personal Information

ACTIVITY SPECIFICATION	Activity: LOCAL SHAPE CORRECTION	Code: PSC

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

3. If the work requires linemarking, permanent reflective spotting is to be provided and permanent linemarking placed with three (3) days.
4. The flushing of bitumen spraying equipment shall be contained such that waste can be returned to the depot for responsible disposal.

SPECIAL REQUIREMENTS

Work adjacent to traffic signals shall require specific attention to traffic detector loops in the pavement so as to avoid damage to these loops.

Materials are to be sourced from suppliers with established quality management systems who are prepared to certify compliance and allow access for random audit testing by either the Contractor or the Shire.

NOMINATED HOLD POINTS

Not Applicable

METHOD OF PAYMENT	*Included in MSC (LS))* *Schedules of Rates (SOR)* *Daywork Rates (DW)*	Included in MSC

WORK UNIT	m^2

UNITS OF MEASURE IF SCHEDULE OR RATES

Local shape correction with sprayed seal surface per square metre.
Local shape correction with asphalt surface per square metre.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Roads	Any distressed pavement up to $25m^2$ in area per segment and deformation >40mm.	120 days
	Any distressed pavement up to $25m^2$ in area per segment and deformation >75mm. (except at bridge abutments and culverts where deformation >40mm)	24 hrs
C Roads	Any distressed pavement up to $25m^2$ in area per segment and deformation >40mm.	90 days

Personal Information

ACTIVITY SPECIFICATION	Activity: LOCAL SHAPE CORRECTION	Code: PSC

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
	Any distressed pavement up to 25m^2 in area per segment and deformation >75mm. (except at bridge abutments and culverts where deformation >40mm)	24 hrs
B Roads and Car Parks	Any distressed pavement up to 25m^2 in area per segment and deformation >40mm.	60 days
	Any distressed pavement up to 25m^2 in area per segment and deformation >75mm (except at bridge abutments and culverts where deformation >40mm)	24 hrs
A Roads	Any distressed pavement up to 25m^2 in area per segment and deformation >40mm.	30 days
	Any distressed pavement up to 25m^2 in area per segment and deformation >75mm. (except at bridge abutments and culverts where deformation >40mm)	24 hrs

Personal Information

Personal Information

ACTIVITY SPECIFICATION	Activity: PAVEMENT SWEEPING	Code: PSW

A4-10. Pavement sweeping (PSW)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the removal of loose material from the road surface and sealed road shoulders by hand brooming, mechanical rotary brooming, suction brooming, or drag brooming of surfaces. This includes sweeping at intersections, median kerbs, median openings, median islands, entrances into carparks, shared bike paths and within bicycle lanes.

This activity also applies to the removal of loose stones arising from resurfacing activities.

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

Areas of accumulation of aggregate, sand, dirt and other detritus occurring on pavement, medians, shared pathways or shoulders.

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

This activity aims to remove loose stones and dirt or other debris from the sealed road, medians or apron. Removal of this material enhances safety for the road user, including pedestrians and cyclists.

ACTIVITY STANDARDS *(What is required?)*

Loose unwanted material should be removed from the roadway surface so as to enhance skid resistance and the effectiveness of linemarking and RRPMs, and to provide for pedestrian and cyclist safety on the road.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	m^2

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Establish traffic control and job safety.
2. Sweeping operations shall ensure that debris does not enter the storm water drainage system.
3. All debris is to be removed and disposed of legally and responsibly.
4. If approved, material may be recycled in accordance with the principles set out in clause A3-30 (Sustainability).

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

Personal Information

ACTIVITY SPECIFICATION	Activity: PAVEMENT SWEEPING	Code: PSW

WORK UNIT	m^2

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Roads	Any area ≥40m^2 where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	28 days
	Debris accumulation so as to be hazardous due to skid resistance reduction or surface drainage deflection.	24 hrs
C Roads	Any area ≥40m^2 where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	28 days
	Debris accumulation so as to be hazardous due to skid resistance reduction or surface drainage deflection.	24 hrs
B Roads	Any area ≥10m^2 where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	21 days
	Debris accumulation so as to be hazardous due to skid resistance reduction or surface drainage deflection.	24 hrs
A Roads and Carparks	Any area ≥5m^2 where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	7 days
	Debris accumulation so as to be hazardous due to skid resistance reduction or surface drainage deflection.	24 hrs

ACTIVITY SPECIFICATION	Activity: DUST SUPPRESSION	Code: NDS

A4-11. Dust suppression (NDS)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the application of dust suppression additives to nominated road surfaces.

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

Generation of dust from unsealed pavements is causing environmental and health problems to adjoining properties.

Reduced road amenity due to dust generation causing loss of fines and safety problems.

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

This activity aims to reduce the generation of dust from the unsealed road such that the graded surface following dust suppression only generates acceptable levels of dust.

ACTIVITY STANDARDS *(What is required?)*

Gravel surface to remain safe and non slippery when wet.

Increased community satisfaction.

Reduction in grading frequency to maintain a trafficable surface.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	m^2

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. A dust suppression program for Contract Year 1 shall be developed by the Contractor and submitted to the Service Management Team for approval within 3 months of the Contract commencing. For subsequent years, a draft dust suppression program must be developed by the Contractor and submitted to the Service Management Team for approval by the end of April.
2. Prior to commencing works, the Contractor must provide written notice to all adjoining landowners.

Personal Information

ACTIVITY SPECIFICATION	Activity: DUST SUPPRESSION	Code: NDS

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

3. Remove surface defects and add gravel as required, to provide the correct shape, superelevation and crown and compact surface. Rip, grade, loosen to approximately 75mm nominal depth, apply dust suppression, mix and roll to provide a smooth trafficable surface to the correct shape and crossfall.
4. Dust Suppression shall be carried out in accordance with a Dust Suppression program approved by the Service Management Team. Schedule A4-4 (Scope of Dust Suppression Program) illustrates the scope of annual dust suppression work the Contractor is expected to provide within the MSC.

NOMINATED HOLD POINTS

1. Hold Point (SMT) for selection of dust suppression material and determination of application rate.
2. Hold Point (SMT) for determination of the annual dust suppression program.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DR)*	Included in MSC

WORK UNIT	m^2

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

Personal Information

ACTIVITY SPECIFICATION	Activity: EDGE BREAK REPAIR	Code: SEB

A4-12. Edge break repair (SEB)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the repair of broken edges of seal or asphalt surfaced pavements. The repair aims to restore the line and level of the original surfacing. Edge repair may involve restoration utilising gravel and asphalt or coldmix, or bituminous seal with fine aggregate. Edgebreak repair refers to activities on both sealed roads with unsealed shoulders and sealed roads with sealed shoulders and carparks including those with kerb and channel.

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

Cracking, edge break, edge drop off, shoving.

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

The edge of seal or asphalt should be free of excessive fretting of the surfaced width and erosion that will encourage water ingress into the pavement and result in unsafe ride quality for vehicles, cyclists and pedestrians forced to use this part of the carriageway.

ACTIVITY STANDARDS *(What is required?)*

Permeability:	The surfacing within 200mm of the edge should exhibit at least equivalent water resistance to the rest of the surfaced pavement.
Ride Quality:	Longitudinally the edge should comply with a 3m straight edge test result less than ± 20mm.
	Transversely the straight edge test result at the edge of seal should be less than ± 20mm under a 1.2m straight edge.

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

Lump Sum

WORK UNIT

Lineal m

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

Not applicable

ACTIVITY SPECIFICATION	Activity: EDGE BREAK REPAIR	Code: SEB

SPECIAL REQUIREMENTS
Materials are to be sourced from suppliers with established quality management systems who are prepared to certify compliance and allow access for random audit testing by either the Contractor or the Shire.

NOMINATED HOLD POINTS

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DR)*	Included in MSC

WORK UNIT	Lineal m

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Roads	Horizontal Fretting ≥75mm	120 days
	Reduction in original sealed width ≥150mm	24 hrs
C Roads	Horizontal Fretting ≥75mm	120 days
	Reduction in original sealed width ≥150mm	24 hrs
B Roads & Carparks	Horizontal Fretting ≥75mm	90 days
	Reduction in original sealed width ≥100mm	24 hrs
A Roads	Horizontal Fretting ≥75mm	20 days
	Reduction in original sealed width ≥100mm	24 hrs

ACTIVITY SPECIFICATION	Activity: GRADING UNSEALED SHOULDERS	Code: SGU

A4-13. Grading unsealed shoulders (SGU)

ACTIVITY DEFINITION *(What work Is included?)*

This activity covers the grading of unsealed shoulders including table drains. The activity includes rolling after grading and the inclusion of water if this is deemed necessary. This activity also includes spot filling, grading and reshaping to correct drop off and excessive cross fall from edge of seal, roughness, scouring or potholing and holding of water.

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

Edge break, edge drop off excessive shoulder cross fall and shoulder rutting.

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

The activity aims to improve the facility provided by the shoulder for occasional traffic use and its function as a drainage path for runoff drainage from the carriageway.

The activity ensures the elimination of "drop off" at the edge of seal or asphalt.

ACTIVITY STANDARDS *(What Is required?)*

Lateral Drainage:	Crossfall on straights is to be between 4% and 6% directly after grading and the increase of crossfall from the standard 4% is to be minimised.
Surface Defects:	The surface is to be tight and compact and free of defects, soft spots, weeds and other vegetation.
Drainage:	Drainage shall be effective and typically the invert level in table drains is to be ≥300mm below the surface at the edge of formation directly after grading unless prohibited by the topography.
Shape:	Throughout the length the shape of the shoulder will be continuous with the sealed pavement and reflect the superelevation or crossfall of that pavement such that grass or silt build up will not hold up water.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Shoulder km

Personal Information

ACTIVITY SPECIFICATION	Activity: GRADING UNSEALED SHOULDERS	Code: SGU

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Windrowing excessive material into vegetation prohibited.
2. Avoid where possible grading within the drip line of trees to prevent root, trunk and limb damage.
3. Windrows/drains shall be "turned out" to cross country drainage as often as practical to re-establish the natural "water shed" (maximum spacing of turnouts to be 100m longitudinally desirable). Turnouts are not to deliver drainage directly downhill.
4. Care must be taken to not progressively shift material in one direction only.
5. Operations shall be undertaken to avoid dust nuisance and associated safety hazards being co-ordinated in relation to wet weather or supported by water cart operations.
6. Traffic is not to be required to "straddle" windrowed material.
7. Culvert inlets and outlets are to be cleared of any windrow material.
8. A maximum length of windrow allowed on the traffic lane at any one time will be 1 kilometre.
9. Grading shall be followed within 24 hours by at least one pass of a pneumatic tyred roller with tyre pressure of at least 450 kpa.
10. Any permanent windrows on the outside of work will be eliminated where they affect cross drainage and at accesses or intersections.
11. At the end of each day's work the road and road shoulder shall be clear, safe and trafficable unless appropriately signposted.
12. The grading of grass shoulders is included in the MSC (where it is required), however grading of existing grass shoulders shall only be undertaken at the direction of the Service Management Team. Any remaining scallops, ruts or holes along the join between the shoulder and the seal shall be hand patched with 20mm fine crushed rock material.
13. Shoulder grading shall be carried out in accordance with a shoulder grading program approved by the Service Management Team. Schedule A4-2 (Scope of Unsealed Shoulder Grading Program) illustrates the scope of annual unsealed shoulder grading program the Contractor is expected to provide within the MSC.

NOMINATED HOLD POINTS

1. Hold Point (SMT) on an annual basis for the approval of the shoulder grading program.
2. Hold Point (SMT) where the contractor proposes to amend the approved shoulder grading program throughout the year.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

Personal Information

ACTIVITY SPECIFICATION	Activity: GRADING UNSEALED SHOULDERS	Code: SGU

WORK UNIT	Shoulder km

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Roads	Corrugations, scouring, depressions and potholes on unsealed shoulders must not exceed 50mm in depth or Edge of seal drop off >50mm for a length of 20m or more >10% of block length.	100 days
	Edge of seal drop off >100mm for a length of 20m or more >10% of block length.	24 hrs
C Roads	Corrugations, scouring, depressions and potholes on unsealed shoulders must not exceed 50mm in depth or Edge of seal drop off >50mm for a length of 20m or more >10% of block length.	100 days
	Edge of seal drop off >100mm for a length of 20m or more >10% of block length.	24 hrs
B Roads	Corrugations, scouring, depressions and potholes on unsealed shoulders must not exceed 50mm in depth or Edge of seal drop off >50mm for a length of 20m or more >10% of block length.	30 days
	Edge of seal drop off >75mm for a length of 20m or more >10% of block length.	24 hrs
A Roads	Corrugations, scouring, depressions and potholes on unsealed shoulders must not exceed 30mm in depth or Edge of seal drop off >30mm for a length of 20m or more >10% of block length.	7 days
	Edge of seal drop off >50mm for a length of 20m or more >10% of block length.	24 hrs

Personal Information

Personal Information

ACTIVITY SPECIFICATION	Activity: RESHEETING UNSEALED SHOULDERS	Code: SRU

A4-14. Resheeting unsealed shoulders (SRU)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the provision of imported granular overlay material on unsealed shoulders and the grading and compaction of this material as a resheet. The activity includes preparatory grading of the shoulder and table drains.

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

Edge break, edge drop off, excessive shoulder cross fall, unsuitable shoulder material quality, surface defects.

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

The activity aims to improve the facility provided by the shoulder for occasional traffic use and its function as a drainage path for runoff from the carriageway. This includes elimination of potholes, corrugations, depressions, scours, grass build up, loose, soft or slippery conditions.

ACTIVITY STANDARDS *(What is required?)*

Lateral Drainage:	Crossfall on straights is to be betwee **CIC** lirectly after resheet.
Surface Defects:	The surface is to be tight and compact and free of defects in shape or soft spots.
Drainage:	The invert level in table drains is to be 250mm below the surface at the edge of formation directly after resheet unless prevented by the local topography.
Shape:	Throughout the length the shape of the shoulder will be continuous with the sealed pavement and reflect the superelevation or cross fall of that pavement.
Vegetation	Shoulder free of weeds, grass and other vegetation.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
SOR	Shoulder km

ACTIVITY SPECIFICATION	Activity: RESHEETING UNSEALED SHOULDERS	Code: SRU

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. A resheeting program for Contract Year 1 shall be developed by the Contractor and submitted to the Service Management Team for approval within 3 months of the Contract commencing. For subsequent years, the Contractor must develop the draft resheeting program and submit it to the Service Management Team for approval by the end of April.
2. The width of resheeting shall be substantially the same as the existing formation width of the Asset. The formation width shall not be excessively widened and adjacent vegetation shall not be subject to excessive damage.
3. Operations shall be undertaken to avoid dust nuisance and associated safety hazards.
4. Existing surface shall be boxed out to allow at the edge of seal a minimum depth of 100mm of new material. The existing surface shall be tyned to provide a key and the lateral mean depth of new material after compaction will be at least 60mm. Material used for resheeting shall have a maximum size of 20mm and be from an approved source.
5. Compaction shall be undertaken at a moisture content that is uniform and in the range 80-100% of optimum moisture content and shall ensure a smooth tight surface without loose material and without excessive movement under the roller.
6. Granular material for resheet is to comply with Service Management Team's requirements after submission of samples for grading and Atterburg limits undertaken by an appropriately registered NATA laboratory.
7. Guideposts are to be removed prior to grading and are to be replaced after resheeting. Any signs needed to be removed to allow the works shall also be reinstated.
8. Culvert inlets and outlets and table drains are to be cleared of any windrow material.
9. Debris or spoil shall be removed and disposed of to an approved location.
10. These works shall be undertaken in such a manner to avoid damage to the existing seal. Any seal damage must be immediately repaired by the Contractor.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	SOR

WORK UNIT	Shoulder km

UNITS OF MEASURE FOR SCHEDULE OF RATES

MATERIAL SUPPLY & DELIVERY: Purchase Material; Supply material - per tonne km

HAULAGE: Haulage - per tonne x km (Contractor advises volume hauled and distance travelled one way)

OPERATIONS: Prepare, spread, shape and compact material - per m2 completed.

ACTIVITY SPECIFICATION	Activity: LOCAL SCOUR REPAIR	Code: SSR

A4-15. Local scour repair (SSR)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the repair of scouring on batters, shoulders and drains and/or scouring adjacent to inlets or outlets to drainage structures draining the road area, open space or foreshores. The work includes action to reinstate the area affected and to prevent re-occurrence of the scour. This activity is limited to local scour distress which is deemed to comprise a maximum volume of effected material less than 10 cubic metres within a length of 100 metres on any one drainage path.

This activity also includes the inspection, reporting and programming of repair works for retaining walls (including timber retaining walls) and crib walls, but all works required with respect to retaining walls or crib walls are subject to Work Orders.

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

Erosion, scour, siltation.

Damaged or rotted timbers.

Dislodged crib units.

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

This activity aims to maintain or re-establish the effectiveness of shoulder area for occasional use by traffic, the stability of embankment batters and the hydraulic efficiency of drainage inlets and outlets. It also seeks to control or minimise soil erosion.

ACTIVITY STANDARDS *(What is required?)*

Local scour repair should re-establish embankment width and drainage paths to the as-designed dimensions.

Measures to prevent re-occurrence of scour are to be installed.

Retaining walls to maintain stability of batters adjacent to the road or street.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum, except as specified	m^2

ACTIVITY SPECIFICATION	Activity: LOCAL SCOUR REPAIR	Code: SSR

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Any embankment or subgrade material imported for in-fill is to be of a suitable cohesive material and is to be compacted thoroughly with appropriate equipment at an appropriate moisture content.
2. Any commercial product utilised to provide erosion resistance will be installed in accordance with manufacturer's instructions.
3. Do not move fill material over existing vegetation if this can be avoided.
4. Any debris or excavated material will be disposed of legally and responsibly.
5. Inspect and submit for approval maintenance works on retaining walls to the Service Management Team. Maintenance work on retaining walls and crib walls, when approved, is to be undertaken as Ordered Work.

NOMINATED HOLD POINTS

Not applicable

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Daywork Rates (DW)*	Included in MSC, except for work on a retaining walls or crib walls

WORK UNIT	m^2

UNITS OF MEASURE IF SCHEDULE OF RATES

Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Any scour occurrence length >5m and mean scour depth ≥150mm.	30 days
All	Scour undercutting a road asset with potential for major erosion or safety hazard.	24 hrs

Personal Information

ACTIVITY SPECIFICATION	Activity: MINOR REPAIR LINED DRAINS	Code: DLD

A4-16. Minor repair lined drains (DLD)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection, repair and maintenance of lined drains and outfalls. These include concrete, stone pitched drains, UPVC, plastic, Black Brute, drains permanently protected by geotextile or similar material and drains lined with galvanised corrugated iron units.

Work includes repair of scour or subsidence as well as the clearing of siltation or vegetation affecting the efficiency of the drain.

This activity excludes Services relating to pipes over 450 mm diameter and concrete spoon drains that form an integral part of the pavement. Activities relating to pipes over 450mm diameter are Non-MSC Services. Activities relating to concrete spoon drains that form an integral part of the pavement are to be undertaken as part of Activities relating to the pavement.

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

Scour (erosion), stepping, major cracking, siltation, vegetation and flooding.

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

Lined drains will be maintained to retain and direct drainage flows to their point of discharge without overflow/ flooding, significant leakage or siltation for the safety of the public and the protection of the road assets and adjacent areas including the Shire reserves, parks, roadsides and foreshores.

ACTIVITY STANDARDS *(What is required?)*

Open lined drains shall provide unobstructed free flow of water along their length, without ponding or overflow. Joints shall be maintained to prevent significant leaking/subsidence/weed growth. Vegetation shall be cleared 0.5m each side of the drain and grass shall be mowed or, with the Service Management Team's approval, sprayed with herbicide.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Lineal m/Number of Outfalls

ACTIVITY SPECIFICATION	Activity: MINOR REPAIR LINED DRAINS	Code: DLD

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Repairs where practical shall be programmed during dry weather.
2. All areas of damaged concrete, stone pitching, UPVC, plastic, black brute geotextile or galvanised iron shall be removed to provide neat, straight, regular jointing for the new work.
3. The work shall match the materials and geometry of the surrounding drain construction and surfaces shall align to a tolerance of ±15mm.
4. Any voids or scours under or adjacent to the lined drain shall be filled and made good with sound materials. Stone or concrete may be used only after the subgrade area is compacted.
5. When concrete is utilised it shall provide for a nominal compressive strength of 20 MPa unless specifically varied with Service Management Team's approval.
6. Formwork, props and falsework are not to be left in a situation where they may block the watercourse or pipe inlet and cause property or roadway flooding.
7. Large voids or scours (volumes >1m^3) fall outside the scope of the Core Services (subject to clause A4-4.2 (Contractor responsibility). Where voids or scours of this magnitude are identified, the Contractor must report them to the Superintendent, who may issue a Work Order.

NOMINATED HOLD POINTS

Not applicable

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC (except as stated).

WORK UNIT	Lineal m/Number of Outfalls.

UNITS OF MEASURE IF SCHEDULE OF RATES

Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All lined drains and outfalls (except as stated)	Stepping in jointing or other faults causing ponding or scour leading to a >10% reduction in waterway area.	30 days
	Defect causing total diversion of flow from drain or causing a public nuisance or road safety hazard.	24 hrs

Personal Information

ACTIVITY SPECIFICATION	Activity: CLEAR OPEN DRAINS	Code: DOD

A4-17. Clear open drains (DOD)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers all unlined open drains, catch drains, spoon drains, table drains and waterways that contribute to the structural integrity of the roadway, carparks, parks and foreshores. The mowing of low flow channels, table drains and catch drains, if grassed, is outside the scope of this Contract. Table drains are to be cleaned, graded or reshaped as required to remove obstructions. Watercourses may require maintenance to remove or control silt or scour in the immediate vicinity of, and affecting drainage in the road reserve. This activity also includes the clearing of ocean outfalls.

Chemical spraying in open drains may be undertaken following Service Management Team approval.

Clearing in natural watercourses is only to be undertaken with the submission and approval of a site specific work plan.

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

Scour, erosion, siltation, blockage due to vegetation and flooding.

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

Open drains shall be cleaned to promote the free flow of drainage off the pavement for the safety of road, carpark, park and foreshore users and the integrity of the pavement. Water courses below bridges are cleared to promote flow which will not cause damage to the structure.

To keep ocean outfalls operational at all times.

ACTIVITY STANDARDS *(What is required?)*

The capacity of open drains will be maintained so that the width and depth of flow will not be a nuisance, cause overflow or flooding under design flow conditions. The direction and grade of drainage in open drains is to be maintained as designed.

Erosion shall be minimised.

Out fall drains to be fully operational with full capacity to discharge to the Bay.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Lineal m

ACTIVITY SPECIFICATION	Activity: CLEAR OPEN DRAINS	Code: DOD

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

OPEN DRAINS

1. Set up a regular program of inspection of at least 6 monthly intervals co-ordinated where possible with inspection programs for other Assets. From these inspections, prepare a program for submission to the Service Management Team for the rehabilitation of open drains over the following six (6) month period.
2. The Contractor shall maintain grades in drains as designed and shall not work so as to deteriorate the function of adjacent shoulders or other areas.
3. Provide regular turn out drains when grading table drains. Maximum desirable spacing is to be 100m and spacing is to be appropriate to grade. Damage to adjoining vegetation to be kept to a minimum.
4. Ensure turn out drains direct drainage along a contour to assist in flow dispersal.
5. Avoid damage to appropriately grassed drains, reseed as required to maintain grass cover.
6. Drains are to be located by GPS and must be entered into the Asset Inventory, if they are not already recorded.

NATURAL WATERCOURSES

1. Clear when flow is obstructed by trees or other vegetation after submission and approval of a site specific work plan developed by the Contractor.
2. Control proclaimed pest plants and environmental pest plants after submission and approval of a site specific work plan, where these plants are obstructing the flow.
3. Ensure surface and ground waters are not polluted by complying with clause A3-32 (Protection of the Environment and heritage).
4.

BAY OUTFALL MAINTENANCE

1. All Port Phillip Bay outfalls shall be inspected on a 2 weekly basis in the summer and on a monthly basis in the winter to determine the work required to maintain the outlet in an operational condition.
2. Ocean outfalls on Western Port Bay shall be inspected on a two (2) monthly cycle.
3. Upon discovery or following report from a customer, the ocean outfall shall be cleared to achieve the Activity Standards.

NOMINATED HOLD POINTS

1. Hold Point (SMT) at commencement of contract to obtain approval to inspection program for drains.
2. Hold Point (SMT) for submission and approval of a work plan for work within any watercourses.
3. Hold Point (SMT) for approval for chemical spraying in open drains.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

WORK UNIT	Not applicable

UNITS OF MEASURE IF SCHEDULE OF RATES

Personal Information

ACTIVITY SPECIFICATION	Activity: CLEAR OPEN DRAINS	Code: DOD

Not applicable.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All Roads	Drain cross sectional area reduced by >30% or drainage diverted out of drain path.	28 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hrs
Carparks	Drain cross sectional area reduced by >30% or drainage diverted out of drain path.	28 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hrs
Parks	Drain cross sectional area reduced by >30% or drainage diverted out of drain path.	28 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hrs
Foreshores	Drain cross sectional area reduced by >30% or drainage diverted out of drain path.	14 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hrs
Drains in private properties and easements	Drain cross sectional area reduced by >30% or drainage diverted out of drain path.	28 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hrs
Ocean outfalls	Outfall cross sectional area reduced by up to 50%. Outfall cross sectional area reduced by up to 75%	14 days 2 days
	Siltation has made the ocean outfall inoperative	24 hrs

Personal Information

ACTIVITY SPECIFICATION	Activity: PIT /DRAINAGE STRUCTURE REPAIR	Code: DPR

A4-18. Pit/drainage structure repair (DPR)

ACTIVITY DEFINITION *(What work is included?)*

This activity is defined as works required to repair side entry pits, damaged end walls, head walls, pits, and replace surrounds, grates, lids or lintels. Scheduled inspections and reports are undertaken by the Cleansing Contractor.

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

Damaged pit, pit cover, lintels, pit frame, interrupted drainage flow, hazard to vehicles, cyclists or pedestrian traffic.

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

To maintain uninterrupted drainage flow with optimum performance of pit without hazard to the public.

ACTIVITY STANDARDS *(What is required?)*

Repairs maintain flow characteristics of pit and drainage.
Repairs maintain safety for the public.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum - Repairs SOR – Pit/Structure Replacements	No.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Where required, landowners to be notified.
2. Repairs to pits and structures to be done in accordance to the Specification for Road and Drainage Works and the Standard Drawings.
3. All debris to be removed from vicinity of work and disposed of in an approved manner.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedule of Rates (SOR)* *Dayworks Rates (DW)*	MSC for repairs SOR for replacements

ACTIVITY SPECIFICATION	Activity: PIT /DRAINAGE STRUCTURE REPAIR	Code: DPR

WORK UNIT	Culvert – Lin m. Pit Repair – Number.

UNITS OF MEASURE IF SCHEDULE OF RATES
Each replaced structure

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Inspection reveals repair is required or when drainage structure becomes non-functional.*	14 days
All	Drainage structures are damaged to the extent that there is a hazard to the public.	24 hrs
All	Inspection reveals pit lid repair required.	4 hours
All	If hazard to the public the area shall be barricaded off and public access prevented immediately.	24 hrs
All	Inspection reveals lintel repair required.*	7 days
All	If hazard to the public the area shall be barricaded off and public access prevented immediately.	24 hrs
All	Inspection reveals pit surrounds repair required.*	2 days
All	If hazard to the public the area shall be barricaded off and public access prevented immediately.	24 hrs

* Where the inspection in question has been undertaken by the Cleansing Contractor, the Response Time commences upon notification to the Contractor.

ACTIVITY SPECIFICATION	Activity: RETARDING BASIN MAINTENANCE	Code: NRB

A4-19. Retarding basin maintenance (NRB)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the routine inspections and maintenance of all retarding basins including silt traps.

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

Inlets, outlets and silt traps blocked with weed growth and/or litter.

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

To ensure that retarding basins are fully operational at all times.

ACTIVITY STANDARDS *(What is required?)*

The capacity of the retarding basins shall be maintained to ensure that they operate in accordance with the basin design and that no overflows occur that cause a nuisance or damage to adjoining properties.

CONTRACT FORMAT *(Is it a Lump Sum, or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Not applicable

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Inspect retarding basins and associated structures on a 3 monthly cycle and prepare a program for cyclic maintenance and report to the Service Management Team within 6 months of commencing the Contract and at 6 monthly intervals thereafter.
2. Attend at each retarding basin in accordance with the approved inspection schedule and record any action required.
3. Clear inlets and outlets of weed growth, litter, debris and any other foreign matter.
4. Inspect and clean any silt traps
5. Undertake mechanical removal of silt from 2 nominated silt traps within retarding basins each year and dispose of silt to an approved site.
6. Periods of heavy rain can increase the frequency of inspections and clearing required and the Contractor must respond appropriately.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

ACTIVITY SPECIFICATION	Activity: RETARDING BASIN MAINTENANCE	Code: NRB

WORK UNIT	Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All retarding basins	Capacity of inlets and outlets reduced to 30% design capacity	14 days
All retarding basins	Capacity reduced below 30% and flooding of adjoining properties could result	24 hours
All silt traps	Capacity of trap reduced to 30% design capacity.	14 days
All silt traps	Capacity of trap reduced to 0 and non functional.	24 hours

ACTIVITY SPECIFICATION	Activity: STORMWATER/DRAINAGE PUMPS	Code: NDP

A4-20. Stormwater and drainage pumps (NDP)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers routine inspections and maintenance of stormwater pumps and drainage pumps.

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

Pumps non operational.

Sumps silted up and require cleaning

Electrical malfunction

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

Pumps shall be operational and free of silt at all times.

ACTIVITY STANDARDS *(What is required?)*

Pump capacity to design levels to be available at all times

Pumps to respond to start ups at all times.

CONTRACT FORMAT *(Is it a Lump Sum, or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Not applicable

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Attend at each pump and conduct inspections and tests on a 3 monthly cycle and report on Condition.
2. Check pits for silting and blockages and remove any debris.
3. Maintain all mechanical parts necessary to keep all pumps operational.
4. Maintain contactors, control gear and switchboard in good working order.
5. Attend at all callouts within the applicable Response Times.
6. Undertake auxiliary pumping when necessary to prevent damage to surrounding Assets.
7. Prepare an emergency management plan for power or mechanical failure. Repairs due to flooding due to power or mechanical failure shall be the responsibility of the Contractor.

ACTIVITY SPECIFICATION	Activity: STORMWATER/DRAINAGE PUMPS	Code: NDP

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

8. The Sorrento sump pump shall be inspected and tested every Monday and Friday and at the start of any heavy rainfall likely to cause screen blockage or pump failure. The following specific tasks are to be performed on a weekly basis:

- Clear the inlet channel and traps of debris, and any other foreign matter;
- Inspect pump well and clean out if necessary (usually every thee months);
- Inspect structures and surrounds;
- Inspect and clean all pump fittings including filters, valves, pipes etc and check operation;
- Inspect the operation of pumps and electrical switchboards;
- Immediately make safe and arrange maintenance repairs to any damage, defects or any situation that may render the facility hazardous to users;
- Cordon-off and make safe any defective facility;
- Inspect the perimeter safety fence;
- Rubbish removed from site and disposed of appropriately.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

WORK UNIT	Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All (other than Sorrento pump)	Repairs or parts required or there is a blocked basket, as evident from a scheduled inspection	7 days
All	Pump failure, callout required	24 hrs
Sorrento Pump	Inspection reveals blocked basket or other repairs or parts required.	2 days
	Pump failure results in inconvenience to the users of Macfarlane Reserve.	24 hrs

ACTIVITY SPECIFICATION	Activity: BRIDGE & MAJOR CULVERT MAINTENANCE	Code: NBM

A4-21. Bridge and major culvert maintenance (NBM)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection and routine maintenance of concrete, steel and timber bridges and major culverts on roads and pathways (excluding structural maintenance). Works include temporary repairs to make safe, removal of dirt and gravel from kerbs and expansion joints, clear scuppers, grease bearings and moving surfaces, keep the waterway area clear and free of weeds and debris, tighten loose bolts and spikes and maintenance painting.

inspections shall cover any item that affects safety including signs, delineation, damage due to accidents, drainage systems, condition of handrails, road approaches, settlement, cracks or signs of water percolating through concrete, erosion or scours at abutments and culverts wingwalls, recording the height of any recent flooding, any obstructions to the waterway area, damaged or worn planks, white ant or borer infestations on timber bridges.

Where this Activity requires something to be made "safe", the Contractor is to take such action as is appropriate within the scope of the Contract to safeguard the safety of road users and others and to maintain traffic flow as far as possible. This may include signage, alerting appropriate Authorities, traffic control, temporary road closures, establishing detours and temporary repairs.

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

Blocked drains, loose planks, erosion and scour, gravel build up on decks, blockages or restrictions to the waterway areas, accident damage missing signs and recent flooding.

Poor delineation and safety matters.

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

Not Applicable

ACTIVITY STANDARDS *(What is required?)*

The bridge or culvert must be maintained to ensure that it is:

- Safe at all times for use by vehicular, including bicycles, and pedestrian traffic
- Waterway clear a distance of 10m upstream and downstream of structure to allow structure to function as designed
- Maintained in accordance with approved standards and works programs
- Safety issues attended to within 24 hours.
- Inspections to comply with specified requirements and are undertaken by a suitably qualified and experienced person.

CONTRACT FORMAT *(Is it a Lump Sum, or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Not applicable

ACTIVITY SPECIFICATION	Activity: BRIDGE & MAJOR CULVERT MAINTENANCE	Code: NBM

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Inspect all bridges and major culverts including timber, steel and concrete structures on a 6 monthly basis. Report on any settlement, cracks or signs of water percolating through the concrete, abutment scour for concrete bridges and damaged handrails, deck planks, missing signs etc.
2. The Contractor shall submit for the approval of the Service Management Team the level of inspection proposed and the qualifications of the personnel undertaking such inspections.
3. Report any item, which affects the safety of traffic or of the bridge, and make safe any situation requiring an immediate response.
4. Undertake temporary repairs to bridges damaged by traffic or flooding and report to Superintendent.
5. All bridge approaches, including the junction of the deck, to be kept free of holes, depressions or sudden change of grade.
6. Remove dirt and gravel from kerbs, timber decks and expansion joints, and clear scuppers.
7. Grease bearings and all other moving parts.
8. Clear large culverts of all blockages and report any cracking, opening of joints, scour or water passing through the fill outside of the pipe.
9. Keep the area in the vicinity (10m) of the bridge, including the waterway area, clear of undergrowth, rubbish, flood debris and the like.
10. Inspect after flooding and check for scours, blocked waterway areas or damage to the structure. Record any flood heights that are visible.
11. Replace any broken or worn planks and tighten loose bolts on timber bridges.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Daywork Rates (DW)*	Included in MSC

WORK UNIT	Not applicable

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

ACTIVITY SPECIFICATION	Activity: BRIDGE & MAJOR CULVERT MAINTENANCE	Code: NBM

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
Timber Bridge	Non programmed repairs	48 hrs
	Unsafe for traffic or pedestrians	24 hrs
Concrete Bridge	Non programmed repairs	48 hrs
	Unsafe for traffic or pedestrians	24 hrs
Steel Bridge	Non programmed repairs	48 hrs
	Unsafe for traffic or pedestrians	24 hrs
Major Culvert	Non programmed repairs	48 hrs
	Unsafe for traffic or pedestrians	24 hrs
All Structures	Structure unsafe for traffic or pedestrians	24 hrs

Personal Information

Personal Information

ACTIVITY SPECIFICATION	Activity: FOOTPATH REPAIRS	Code: RFK

A4-22. Maintenance of paths (RFK)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection,maintenance and repair of all concrete and segmental paving footpaths and associated crossings including shared bike paths, boardwalks and equestrian trails located adjacent to the carriageway and within other specified public open space.

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

Damaged and tripping hazards on footpaths and associated crossings.

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

To provide a safe passage for pedestrians on the footpath and associated crossings.

ACTIVITY STANDARDS *(What is required?)*

Paved areas to be uniform, free of irregularities, depressions or mounds greater than ±10mm and shaped to shed water from the footpath.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	M^2 Footpath

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. The Contractor shall prepare programs for the replacement of damaged /irregular sections of footpaths (up to a maximum of 3 contiguous bays at any one location) and for grinding of tripping hazards throughout the Network. The approved program shall be undertaken and completed within the program period.
2. Repairs to concrete footpaths to be undertaken in accordance with the Standard Drawings for concrete footpaths.

ACTIVITY SPECIFICATION	Activity: FOOTPATH REPAIRS	Code: RFK

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

3. Repairs to segmental paved footpaths are to be made to match adjacent paving, type, colour, subbase, bedding and laying pattern. Where large areas of segmental paving repair work are required, it is to be undertaken in accordance with the Standard Drawings for segmented pavement footpaths.

4. Repairs to asphalt and spray sealed surface footpath are to be made to match adjacent surface texture and size.

5. All debris, dust and dirt adjacent to the footpath is to be removed at the completion of works and disposed of responsibly.

6. The Contractor must Rectify any disturbed pathway within the applicable Response Time by undertaking temporary repairs. Where temporary repairs are not appropriate, the area shall be made safe and reported immediately to the Service Management Team.

7. Footpath lip grinding, where required, shall be undertaken using a footpath grinding machine approved by the Service Management Team.

Note: The MSC only allows for the repair (including by replacement) of 3000 m^2 of pathway repairs (materials include: concrete, asphalt, spray sealed and granitic) based on individual replacement of up to 3 bays (or equivalent) in length for each location and grinding of up to 2750lm per annum. Once this volume of work has been undertaken in any Contract Year, all further identified Defects must be reported to the Superintendent, who may require them to be undertaken as Ordered Work

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC (to the extent stated)

WORK UNIT	Not applicable

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

ACTIVITY SPECIFICATION	Activity: FOOTPATH REPAIRS	Code: RFK

PERFORMANCE REQUIREMENTS	Asset - Paths (sealed, concrete and pavers)		
Asset location	**Safety & Asset Inspection**	**Intervention Level**	**Response Time**
Shopping Centres Schools Child Care Centres Kindergartens Hospice & Palliative Care Hospitals Nursing Homes	Monthly	Damaged footpath. Misalignment >10mm – footpaths	7 days
		Defect constitutes a hazard to pedestrians. Misalignment >15mm – footpaths	24 hours
Shared Paths	3 Monthly	Damaged path. 15mm step or misalignment in path.	14 days
		Defect constitutes a hazard to pedestrians. Misalignment >20mm – footpaths	24 hours
Equestrian Trails	3 Monthly	Damaged path. >50mm step or misalignment in path >50mm Scour Depth	30 days
		Defect constitutes a hazard to horses.	24 hours
Residential Areas	6 Monthly	Damaged footpath. 15mm step or misalignment in path.	30 days
		Defect constitutes a hazard to pedestrians. Misalignment >20mm – footpaths	24hours
Foreshores	Monthly – Day Light Savings 3 Monthly – Other	Damaged path. 15mm step or misalignment in path.	14 days 30 days
		Defect constitutes a hazard to pedestrians. Misalignment >20mm – footpaths	24 hours
Parks	Monthly – high profile 6 Monthly – Others	Damaged path. 15mm step or misalignment in path.	14 days 30 days
		Defect constitutes a hazard to pedestrians. Misalignment >20mm – footpaths	24 hours

ACTIVITY SPECIFICATION	Activity: FOOTPATH REPAIRS	Code: RFK

PERFORMANCE REQUIREMENTS	Asset – Paths (crushed rock)		
Asset location	**Safety & Asset Inspection**	**Intervention Level**	**Response Time**
Shopping Centres Schools Child Care Centres Kindergartens Hospice & Palliative Care Hospitals Nursing Homes	Monthly	Damaged footpath. Misalignment >20mm – footpaths	7 days
		Defect constitutes a hazard to pedestrians. Misalignment >40mm – footpaths	24 hours
Shared Paths	3 Monthly	Damaged path. 30mm step or misalignment in path.	14 days
		Defect constitutes a hazard to pedestrians. Misalignment >60mm – footpaths	24 hours
Equestrian Trails	3 Monthly	Damaged path. >50mm step or misalignment in path >50mm Scour Depth	30 days
		Defect constitutes a hazard to horses	24 hours
Residential Areas	6 Monthly	Damaged footpath. 30mm step or misalignment in path.	30 days
		Defect constitutes a hazard to pedestrians. Misalignment >60mm – footpaths	24 hours
Foreshores	Monthly – Day Light Savings 3 Monthly – Other	Damaged path. 30mm step or misalignment in path.	14 days 30 days
		Defect constitutes a hazard to pedestrians. Misalignment >60mm – footpaths	24 hours
Parks	Monthly – high profile 6 Monthly – Others	Damaged path. 30mm step or misalignment in path.	14 days 30 days
		Defect constitutes a hazard to pedestrians. Misalignment >60mm – footpaths	24 hours

ACTIVITY SPECIFICATION	Activity: KERB AND CHANNEL REPAIRS	Code: NKR

A4-23. Kerb & channel repairs (NKR)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection and maintenance of all kerb and channel located adjacent to the carriageway and within other specified public open space. The activity includes the repair of any damaged kerb and channelling.

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

Damaged kerb and channel and interrupted longitudinal drainage flow.

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

To ensure that water in channels can flow uninterrupted to the drainage structures.

ACTIVITY STANDARDS *(What is required?)*

Kerb and channel is to be continuous with no loose or broken sections and formed such that longitudinal drainage flow is not impeded by any irregularity ≥±20mm.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum (except as stated)	Lineal m kerb & channel

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Repairs to concrete kerb and channel to be undertaken in accordance with the Standard Drawings for concrete kerb and channel.
2. Repairs to asphalt kerb and channel shall be undertaken in accordance with the Specification for Road and Drainage Works as applicable to asphalt kerb and channel repairs.
3. Repairs to bluestone pitcher kerb and channel shall be undertaken in accordance with the Specification for Road and Drainage Works as applicable to bluestone pitcher kerb and channel repairs.
4. Where kerb and channel is repaired by cast-in-place methods, sufficient space should be allowed adjacent to the existing kerb for expansion joints which should not be less than 6mm. Existing kerb and channel shall be saw cut prior to removal.
5. Where kerb and channel repairs are undertaken in an area where the kerb has been previously painted with white/yellow paint for the safety of traffic, the repaired areas are also to be painted to match adjacent sections.
6. All debris, dust and dirt adjacent to kerb and channel is to be removed at the completion of works and disposed of responsibly.

ACTIVITY SPECIFICATION	Activity: KERB AND CHANNEL REPAIRS	Code: NKR

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

7. Upon identification of a Defect in any kerb and channel, the Contractor shall make the kerb and channel safe for pedestrian use within the Response Time by undertaking temporary repairs. Where temporary repairs are not appropriate, the area shall be made safe and reported immediately to the Superintendent.

8. Repairs to asphalt and sprayed sealed surfaces disturbed as a result of removal of existing kerb and channel shall be reinstated so as to match the adjacent surface texture and size.

9. All works under this activity shall be recorded and made available to the Service Management Team on request.

Note: The MSC only allows for the repair (including by replacement) of 300 lineal metres of kerb and channel and/or kerb per annum based on individual replacement sections of up to 10 metres in length for each. Once this volume of work has been undertaken in any Contract Year, all further identified Defects must be reported to the Superintendent, who may require them to be undertaken as Ordered Work.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DR)*	MSC except where otherwise provided.

WORK UNIT	lineal m kerb & channel

UNITS OF MEASURE IF SCHEDULE OF RATES	
Remove and replace kerb and channel	- $ per lin m

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Roads	Damaged kerb and channel 25mm step or misalignment in kerb and channel.	60 days
	Defect constitutes a hazard to motorists or pedestrians. Misalignment > 50mm – kerb & channel.	24 hours
C Roads	Damaged kerb and channel 25mm step or misalignment in kerb and channel.	60 days
	Defect constitutes a hazard to motorists or pedestrians. Misalignment > 50mm – kerb & channel.	24 hours
B Roads & Carparks	Damaged kerb and channel. 25mm step or misalignment in kerb and channel or footpath.	60 days
	Defect constitutes a hazard to motorists or pedestrians. Misalignment > 50mm – kerb & channel.	24 hours

ACTIVITY SPECIFICATION	Activity: KERB AND CHANNEL REPAIRS	Code: NKR

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
A Roads	Damaged kerb and channel. 25mm step or misalignment in kerb and channel.	60 days
	Defect constitutes a hazard to motorists or pedestrians. Misalignment > 50mm – kerb & channel.	24 hours

Note: **Kerb and Channel** includes all kerbs, open inverts, channel only, edge strips, semi mountable and non mountable kerbs, spike down kerbs, asphalt kerbs and other like facilities.

Personal Information

ACTIVITY SPECIFICATION	Activity: TRAFFIC ISLAND MAINTENANCE	Code: RTI

A4-24. Traffic island maintenance (RTI)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection and maintenance of all concrete kerbed islands including all traffic calming devices located on the carriageway and within carparks including those with hard or paved infill areas. The activity includes the repair of any damaged kerbing and the removal of any defects which could constitute a safety hazard to road users and pedestrians. Sweeping of these medians and litter collection is undertaken by the Cleansing Contractor. Weed control and vegetation control on traffic islands and medians is undertaken by the Parks and Roadsides Contractor.

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

Damaged kerbing or median noses, interrupted longitudinal drainage flow, tripping hazards in hard paved areas.

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

To provide a safe refuge for pedestrians crossing the road.

To ensure that the traffic islands continue to regulate and guide traffic movements without constituting a safety hazard to road users.

ACTIVITY STANDARDS *(What is required?)*

Infill or paved area to be compact and free of depressions or mounds.
Kerbing is to be continuous with no loose of broken sections and formed such that longitudinal drainage flow is not impeded.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
CIC	m^2

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Repairs to concrete kerbing to be undertaken in accordance with the Shire's Current standard drawings for concrete kerbing.
2. Where kerb and channel is repaired by cast-in-place methods, sufficient space should be allowed adjacent to the existing kerb for expansion joints which should not be less than 6mm. Existing kerb and channel shall be saw cut prior to removal.
3. Median infill to be compacted to ensure a hard surface.
4. Where kerbing repairs are undertaken in an area which has been previously painted with white paint for the safety of traffic, the repaired areas are also to be painted to match adjacent sections.

Personal Information

ACTIVITY SPECIFICATION	Activity: TRAFFIC ISLAND MAINTENANCE	Code: RTI

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

5. All debris, dust and dirt adjacent to the kerbs and on untravelled areas are to be removed at the completion of works and disposed of responsibly.
6. Traffic Island infills shall be replaced with matching surface median eg. Concrete to concrete, segmental paving to segmental paving unless other hard standing material is approved by the Service Management Team.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DR)*	Included in MSC

WORK UNIT	m^2

UNITS OF MEASURE IF SCHEDULE OF RATES
Not applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
D Road	Damaged traffic island kerbing or infill. 50mm step or misalignment in island kerbing or paving.	60 days
	Defect constitutes a hazard to motorists or pedestrians.	24 hours
C Roads	Damaged traffic island kerbing or infill. 50mm step or misalignment in island kerbing or paving.	60 days
	Defect constitutes a hazard to motorists or pedestrians	24 hours
B Roads & Carparks	Damaged traffic island kerbing or infill. 50mm step or misalignment in island kerbing or paving.	60 days
	Defect constitutes a hazard to motorists or pedestrians.	24 hours
A Roads	Damaged traffic island kerbing or infill. 50mm step or misalignment in island kerbing or paving.	60 days
	Defect constitutes a hazard to motorists or pedestrians.	24 hours

ACTIVITY SPECIFICATION	Activity: BOAT RAMP MAINTENANCE	Code: BRM

A4-25. Boat ramp maintenance (BRM)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the inspection, cleaning, maintenance and defect reporting of recreational boat ramps, jetties and associated seawalls located in bays. Bituminous surfacing repair of approaches is to be undertaken as part of the Annual Reseal Program (or other applicable provisions of the Contract)

Signage is the responsibility of the Furniture and Signs Contractor.

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

Slippery or broken concrete ramp pavement, silt build-up or erosion of adjacent bank material.

The ramp access pavement deteriorating creating a hazard for ramp users.

Damaged kerb stops and lane dividing kerbs.

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

Boat ramps must be maintained to provide for the safe launching and retrieval of watercraft to and from their towing vehicle and the marine environment. The safety of pedestrians must also be ensured.

ACTIVITY STANDARDS *(What is required?)*

Boat ramps are to have algal growth removed to the low water mark, concrete repaired and silt buildup removed or adjacent bank erosion filled with sand.

Ramp access is to be maintained in a serviceable and safe condition.

Trailer stops to be firm and durable.

CONTRACT FORMAT *(Is it a Lump Sum, or Dayworks Rate Item?)*	REPORTING UNIT
Lump Sum	Worker hour/ramp

ACTIVITY SPECIFICATION	Activity: BOAT RAMP MAINTENANCE	Code: BRM

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Remove algal growth from the ramp pavement, to restore the non-slip surface, using approved treatment.
2. Carry out minor repairs (up to $2m^2$) to spalling of concrete pavement using concrete of minimum strength 25MPa incorporating "marine" cement (AS 3972).
3. Remove silt/sand build-up from ramp, or add sand to eroded areas adjacent to the ramp as appropriate.
4. Removed silt/sand or dredged material shall be deposited at a location approved by the Service Management Team.
5. The emptying and cleaning of fish cleaning facilities attached to boat ramps and jetties shall be undertaken by the Cleansing Contractor.
6. The Contractor shall undertake regular inspections to ensure that ramps and jetties remain operational at all times.
7. Boat ramps shall be dredged on an annual basis.

NOMINATED HOLD POINTS

Hold Point (SMT) at commencement of Contract to allow for acceptance of method for algae removal prior to use.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

WORK UNIT	Worker hour/ramp

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All ramps (Summer)	Maintenance attention is required	10 days
	Boat ramp defect constituting safety hazard to park and recreation area users.	24 hours
All ramps (Winter)	Maintenance attention is required	30 days
	Boat ramp defect constituting safety hazard to park and recreation area users.	24 hours

ACTIVITY SPECIFICATION	Activity: GRAFFITI REMOVAL	Code: CGR

A4-26. Graffiti removal (CGR)

ACTIVITY DEFINITION *(What work is included?)*

This activity includes the identification and removal of any graffiti on any Asset that is visible to the public.

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

The unwanted defacement of a surface by drawing, writing, scoring or placement of posters.

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

This activity ensures that no user of the Assets is offended or distracted by graffiti. The aesthetics of the public space environment is maintained.

ACTIVITY STANDARDS *(What is required?)*

Graffiti is removed effectively and safely in a prompt manner in response to complaints and inspections.

CONTRACT FORMAT *(Is it a Lump Sum or Dayworks Rate Item?)*	REPORTING UNIT
Lump Sum	m^2

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Undertake the identification of graffiti on the Assets that is visible/and or offensive to the public in conjunction with performance of the Services generally.

2. Note the substrate composition and texture, and the material composition of the graffiti wherever this is identifiable by inspection.

3. Prepare a generic work plan outlining for typical types of graffiti, the proposed method of removal from different surfaces, the chemicals to be utilised, and the disposal method for waste. Service Management Team's approval to the work plan is required at commencement of the Contract and whenever the plan is updated.

4. Do not use high pressure cleaning techniques for the removal of graffiti from porous surfaces or those which may be damaged by frequent use of this method. Porous surfaces include rendered concrete, brick or rough textured precast panels. The Shire shall advise of methods of removal for these surfaces on a site specific basis.

5. Where hazardous wastes cannot be confined to a 20 litre drum for responsible disposal, the

ACTIVITY SPECIFICATION	Activity: GRAFFITI REMOVAL	Code: CGR

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

Environment Protection Authority shall be contacted regarding the issue of licences.

6. Avoid any activity that results in hazardous conditions for the public adjacent to the worksite.

7. Dispose of waste material resulting from the removal process in accordance with clause A3-32.8 (Waste management).

NOMINATED HOLD POINTS

Hold Point (SMT) Submission of standard work plan for removal of typical graffiti types and typical surfaces.

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

WORK UNIT	m^2

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Graffiti visible to public.	5 days
	Offensive graffiti.	24 hours

A4-27. Call Out Service (MEC)

ACTIVITY DEFINITION *(What work is included?)*

This activity covers the provision of an effective call out service which is readily contactable 24 hrs a day, year round and which the public or others may call for assistance. The Contractor is required to make a record, or diary of calls and details and to liaise and direct urgent action, by way of inspection and appraisal. Includes initial response to ensure the safety of the public and protection of the Asset, including emergency incidents; eg flood, fires, storms, and traffic accidents that affect the safety of the public and protection of the Asset.

This activity relates to the initial response only and does not cover any work beyond that required in the first 24 hours after initial response. Any further work will approved by the Superintendent to be carried out on a Schedule of Rates or Dayworks basis,

The Contractor shall provide a report of action/incidents at least monthly.
Where Accident Damage requires repair, costs may be recoverable, information should be gathered and passed to Victoria Police for investigation.
Where Pavement Damage requires repair, refer to Activity PER.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)* — Not Applicable

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

The Contractor shall provide for the immediate public safety of all road users, whether motorists, pedestrians or cyclists and so act to minimise costs associated with accidents or damage to the Asset and minimise disruption to traffic, pedestrians and other users.

ACTIVITY STANDARDS *(What is required?)*

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

'On call' personnel shall mobilise to investigate reported events within one hour of notification.

Call Out equipment as listed below shall be available.

All call out staff shall have had appropriate training in such procedures and traffic control as are specified under the work method requirements below..

The Contractor must provide a monthly report to the Shire of incidents responded to and action taken as part of the Call-Out Service and must keep appropriate records.

CONTRACT FORMAT *(Is it a Lump Sum, SOR or Dayworks Rate Item?)*	WORK UNIT
Lump Sum	Number

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. A Duty Controller shall record all emergency calls in a log.
2. Provide communication equipment appropriate to the service (eg pager, mobile phones).

Personal Information

3. Provide alternative back up to 'on call staff'.
4. Provide vehicle with approved badging and hazard warning lights.
5. Provide 'on call' staff with suitable identification.
6. Provide Initial Response in accordance with the provisions below

Objectives

The Contractor's Initial Response must be directed at the following objectives:

(1) **Immediate public safety:** provision for the immediate public safety of all asset users, whether motorists, pedestrians or cyclists;

(2) **Minimise loss:** minimisation of costs associated with accidents or damage to the Asset; and

(3) **Minimise disruption:** minimisation of disruption to traffic and pedestrians.

Specific requirements

In carrying out Initial Response, the Contractor must comply with the following specific requirements:

(1) **Signage:** Take immediate action by way of sign posting and traffic control to make the site as safe as feasible for traffic and pedestrians

(2) **Notify & co-ordinate response by others:** Co-ordinate notification and advice to ensure appropriate repair activities. This includes notifying relevant Authorities and Other SIMS Contractors, as appropriate, where the required repair or other activity falls within the scope of their responsibility

(3) **Damage to heritage & sensitive Assets:** Notify the SMT if damage has affected environmentally sensitive or heritage Assets

(4) **Specialist or additional equipment required:** Where additional or specialist equipment is required, notify the Superintendent (or representative).

(5) **Co-operation with Emergency Authorities:** Co-operate with Emergency Authorities and their personnel

(6) **Notify responsible persons:** Where the fault is not an item for which the Contractor is responsible under the Contract, notify the responsible person and in the meantime provide such reasonably available measures as are appropriate to protect persons and property.

Traffic obstructions

If an Asset is obstructed by broken down vehicles or any other cause, the Contractor must take the following steps to safeguard traffic:

(1) **Provide traffic control:** provide signs, traffic controllers and other items necessary for appropriate traffic control to safeguard members of the public;

(2) **Contact responsible person:** if the person responsible for the obstruction can be located, instruct them to remove the obstruction immediately;

(3) **Inform Superintendent (serious cases):** in cases of serious obstruction or obstructions which may remain overnight, inform the Superintendent who may direct action to be taken by the Contractor or arrange for Victoria Police or other parties to attend:

If an obstruction is likely to remain overnight and the person responsible for it does not provide lighting for it, the Contractor must provide adequate signing and lighting to protect the public. The Contractor must advise the Service Management Team of the cost, together with the name and

address of the person responsible for the obstruction (or, if these are not known, with sufficient information to enable the Victoria Police or the Shire to investigate and discover the responsible person).

Management of spills

Where an Emergency involves a fuel or chemical spill, the Contractor must:

(1) **Notify fire service:** notify the relevant fire fighting Authority;

(2) **Record spill:** record the spill including its extent and the measures used to contain the spill (NOTE: Contractor personnel must not attempt to contain any chemical spills unless they have specific training);

(3) **Prevent spillage (as directed):** take action as directed by the Victoria Police or the Environmental Protection Authority to prevent spillage from entering watercourses; and

(4) **Safeguard personnel:** identify the materials spilled by the HAZCHEM symbols and ensure that all personnel are suitably protected from any ill-effects.

Programming of Rectification work

Where traffic can be accommodated safely by use of signs, lane closures and/or detours, Rectification work required (including Emergency Pavement Repairs) must be programmed for execution during normal working hours.

7. The "Call Out" Response Staff shall respond with an "Initial Emergency Response Unit" containing:
   - signage,
   - temporary pedestrian barrier webbing
   - small chainsaw
   - initial spill response materials
   - other equipment as necessary to make the site safe, or manage the site until specialised equipment is available

8. Provide an adequate and maintained store of goods and equipment capable of providing a safe environment while other specialised resource travel to and respond to the issue.

9. Maintain a comprehensive list of after hours contact numbers for public utilities, SIMS Contractors and the Shire to assist with the response that may require additional resources / action outside the scope of this activity

Personal Information

SPECIAL REQUIREMENTS
The Contractor is the first line of response for all of the SIMS Contracts and is required to respond in the first instance for call outs. Should additional or specialist equipment be required the Contractor is required to take such action to make the situation safe and then report to the Superintendent for further direction.

Code:

METHOD OF PAYMENT	*Included in MSC (LS)* *Schedules of Rates (SOR)* *Dayworks Rates (DW)*	Included in MSC

WORK UNIT	Number

UNITS OF MEASURE IF SCHEDULE OF RATES
Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	When any call is received which reports public safety in jeopardy.	Inspect within 1hr or as soon as practical