

# REQUEST FOR QUOTE

Community Assist Lawn Mowing Program (CALM)

DUE DATE: 10.00AM, Wednesday 23 April 2025

# 1. INVITATION AND CONDITIONS

## 1.1. Background

The City of Parramatta Council is located 24 kilometres west of the Sydney CBD, with the LGA encompassing some 83 square kilometres and comprises a population of approximately 269,000 people from a range of diverse cultures, lifestyles and experiences.

The City of Parramatta's Community Care team deliver the Community Assist Lawn Mowing Program under the Commonwealth Home Support Program (CHSP) funding. The program supports up to 170 individuals who reside across the suburbs of the Parramatta Local Government area.

## 1.2 Project scope and deliverables

- Each customer that has been assessed as eligible for Commonwealth Home Support Program (CHSP) funding by My Aged Care is entitled to twelve (12) subsidised services per financial year.
- Unused subsidies cannot be rolled over to the next financial year.
- Customers will call and book their services directly with the contractor as required. An AM or PM slot should be allocated, with mention of earliest and latest mow times to expect.
- Services will be carried out by contractors, and each allowable service will be subsidised to the amount of \$30.00 per subsidy used and are paid to the contractor by way of invoice to Council. The balance of the cost will be paid by the customer direct to the contractor on the day of supply. The contractor is responsible for customer collection of costs.
- At times, customers may choose to use two (2) or more of the subsidies toward the total cost if the grass is particularly long. Customers will negotiate this with the contractor, and then the Job Sheet must have a signature for each voucher claimed. In this event, subsidised services will remain at twelve (12) per year.
- Customers need multiple payment methods made available to them including an electronic payment method.
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- Should customers request any additional work other than the allowable twelve (12) subsidised Lawnmowing/Minor Gardening services; they are free to negotiate directly with contractors.
- City of Parramatta Council will not be responsible for any additional charges.
- The contractor shall nominate the names of key members of the team who will undertake the work. A broad outline of the technical experience of each of the team members, their current classification and current Criminal Record Check is required.
- All last-minute customer cancellations should appear on your Job Sheet, so these customer records can be updated with this information.
- In the event that the contractor (you) need to cancel a booking, the contractor must contact and speak with the customer before the scheduled time, in order to re-schedule.
- Contractors are to greet the customer prior to starting out of courtesy, and also to confirm with them your attendance for the job.
- Customers must be at home at the time of service to sign contractor Job Sheet.
- Customers and contractors will negotiate any property access issues.
- Contractors are responsible for any debt recovery from customers.
- Contractors will be responsible for informing Council of the services carried out and lodging requests for payment.
- Invoices must be lodged monthly by email by the first Monday after the end of the month.
- Payment will be made via direct credit to a nominated bank account.
- Any changes to service arrangements must be communicated to customers to avoid customer anxiety and subsequent impacts on Council.

- Contractors are expected to maintain their machinery according to manufacturers' specifications, with regular tuning of machines and mower blade sharpening to reduce the tearing of grass blades which increases the risk of disease.
- For all 2-stroke petrol equipment, contractors must ensure that they follow the manufacturer's instructions in regard to correct fuel to oil ratios. Non-compliance with ratios will result in excessive smoke i.e. air pollution being generated from rich mixes.
- All 2 stroke and 4 stroke petrol equipment must be regularly serviced according to manufacturers' specifications so as not to generate air pollution/excessive smoke (e.g. blown rings) or excessive noise (e.g. hole in muffler).
- In accordance with the Protection of the Environment Operations (Noise Control) Regulation 2017

**Column 1 – Division 3 Grass Cutting Machines**

**Article**

Article	Sound power level
lawn mowers with a cutting width of more than 620 millimetres but less than 950 millimetres	105 dB(A)
edge-cutters	100 dB(A)
string trimmers	105 dB(A)
brush cutters	110 dB(A)
grass-cutting machines with cutting edges of 950 millimetres or less (other than grass-cutting machines referred to elsewhere in this table)	100 dB(A)

- To improve local air quality, mowing equipment must be fuel-efficient with minimal exhaust emissions. Council's preference is for electric mowers.
- To minimise local noise pollution, mowing services are to be undertaken only between the hours of 7am and 8pm Monday to Friday, then 8am – 8pm Saturday, and Sundays and Public Holidays.

**Sustainable Lawn Maintenance**

- Lawns from the rear fence to the front fence line of the dwelling including the nature strip are to be mowed including edging of pathways and gardens. Unless where blocks back onto water ways or gullies, where these can be negotiated due to safety.
- It is preferred grass is to be mowed so that the grass blade length is not scalped. Generally, only a third of the leaf length should be cut off at each mow. Longer blades of grass absorb more sunlight than short ones thus encouraging thicker turf and deeper roots. Taller grass will also shade out weeds, keep the soil moist for longer and prevent certain pests.
- Council's preference is for lawns to be mulch mowed if mowing occurs on a regular basis. If the customer prefers a catcher to be used, then this needs to be included in your quote..
- Council's preference is for brooms and rakes to be used for shifting clippings and other similar debris whenever practical.
- It is preferred that no green waste material is to be taken off the property. If green waste is removed Council prefers the responsible recycling of such waste.
- Pathways are to be left clear and tidy – the pathway is to be accessible by the customer to use safely. Organic material should be left in a compost heap, compost bin, and Council's green waste bin or mulched on site.
- Green waste must not be directed to roads or enter gutters, stormwater drains or waterways.

Key performance indicators:

- Responsive – the contractor is responsive to the needs of the customer.
- Respectful – the contractor treats customers and staff with dignity and respect.
- Communication – a high level of communication between customers, contractor and Council is maintained over the term of this contract.
- Quality – the work performed is of industry best practice and the requirements of this contract.
- Privacy – information that relates to customers is maintained as private and confidential.
- Compliance – the contractor adheres to the City of Parramatta Council Code of Conduct and Statement of Business Ethics, Drug and Alcohol Policy and the Procurement Policy adopted by Council and current at the date of publication of this Invitation.
- Customer Satisfaction – consistent high level of customer satisfaction
- Billing – contractors to supply invoice and Job Sheets on time and in formats requested.

### 1.3 Terms of Engagement

The contractor will agree to enter into a Short Form (non-Construction) contract to supply services for 12 months. The contract may be extended by a further one (1) year dependent on annual performance reviews based on compliance to the agreement and ability to meet key performance indicators as described above. These reviews will be carried out no less than one (1) month prior to the expiry of the current contract term. Terms of engagement will be in accordance with the RFQ Response Schedule submitted.

Where a contractor is not performing as per these requirements Council has the right to terminate the contract.

#### 1.3.1 Non-Exclusive Contract

The Council's engagement of the Contractor is non-exclusive, and the Council may itself perform, or contract with any third party to perform, all or any part of the service (or services similar). Our contract is with you, and it is not permissible for you to sub-contract outside of your business, under this agreement.

#### 1.3.2 Compliance with policies

By submitting a Quote, you are taken to have agreed to comply with the Code of Conduct, the Statement of Business Ethics, Drug and Alcohol Policy and the Procurement Policy adopted by Council and current at the date of publication of this Invitation.

#### 1.3.3 Rejection of Quotes

The Quote will be rejected without consideration of its merits if:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place or in the manner or both specified in this Quote.

The Principal may reject any Non-Conforming Quote.

#### 1.3.4 Confidentiality

Information is made available on condition that it is treated as confidential. Information must not be disclosed, copied, reproduced, distributed or passed to any other person at any time except:

- (a) for the purpose of enabling a Proponent to prepare and deliver a response to this Invitation to Quote;
- (b) where disclosure is otherwise permitted by law or the relevant Information is in the public domain; or
- (c) the Principal has given prior written consent to the Information disclosure.

#### 1.3.5 Quote validity

All Quotes will remain valid and open for acceptance for a minimum period of (120) days from the Deadline (the Quote Validity Period) unless extended by mutual agreement between the Principal and the Proponent in writing. Proponents may withdraw their Quote at any time after the expiration of the Quote Validity Period.

#### 1.3.6 Cost of Quote

Proponents remain responsible for all costs incurred by them in connection with their Quote whether before or after the submission date and whether incurred directly by them or their advisors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to the Invitation by the Principal at any time. For the avoidance of doubt, the Principal shall have no liability whatsoever to Proponents for the costs of any negotiations conducted in the event that the Principal decides not to accept any Quotes.

#### 1.3.7 Registration or licensing of contractors

Where any law requires a person to be registered or licensed in order to carry out any work or services described in the Invitation to Quote, the Proponent must include in the Quote all relevant details in respect of the registration or licence held by the Proponent or any staff or contractor of the Proponent.

## 1.4 Selection criteria

Proposals will be evaluated in accordance with the selection criteria set out below.

Compliance Criteria (Mandatory)	Items
1.	Current clear Police Clearance Check
2.	\$20million Public Liability Insurance
3.	Acceptance of Project Scope and Deliverables & Terms of Engagement

Qualitative Criteria	Heading	Weighting
1.	Cost of Lawn Mowing	30%
2.	Cost of Gardening	5%
3.	Equipment age/servicing	5%
4.	Service Conditions	20%
5.	WH&S (Detailed Safe Work Method Statements)	15%
6.	Previous Supply	10%
7.	Social Work Practices – See Attachment I	5%
8.	Local	5%
9.	Environmental	5%
<b>Total</b>		<b>100%</b>

## 1.5 Clarification and request for additional information

Proponents may contact the City's Procurement Officer requesting clarification and/or ask questions. There will be a transparent process where all proponents are informed of the response issued.

Proponents should not seek information about this Request for Proposal or rely on any information relating to this Request for Proposal from any person other than the Contact Officer:

Contact Details	
Name	Maree Burke
Position	Business Coordinator
Telephone	(02) 9806 5121
Email	<a href="mailto:communitcareadmin@cityofparramatta.nsw.gov.au">communitcareadmin@cityofparramatta.nsw.gov.au</a>

## 1.6 Submission of proposal

The RFQ must be lodged by the deadline. The deadline for this Approach to Market – Request for Quotation (RFQ) is in Australian Eastern daylight savings time.

All submissions must be received in writing via email to [communitycareadmin@cityofparramatta.nsw.gov.au](mailto:communitycareadmin@cityofparramatta.nsw.gov.au) by 10am, Wednesday 23 April 2025.

Submissions should be no greater than 10MB (including maximum video file size of 5MB) in size.

All proposals will be evaluated by an internal assessment panel. City of Parramatta will assess submissions based on the selection criteria. City of Parramatta reserves the right not to proceed to contract with any of the companies providing a submission during this process.



# 2. RESPONSE SCHEDULE

## 2.1. Returnable Schedule

<b>Proponents Business Name</b>	
ABN	
<b>Business is registered for GST:</b>	<b>Yes or No (please circle)</b>
<b>Business Address</b>	
<b>Contact Details</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

## 2.2. Response schedules – Checklist

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

*(NOTE: All pages within Part 2 are to be completed and returned to the Principal as they form part of your submission).*

ORGANISATIONAL PROFILE - If you are a Sole Trader this section is NOT required.

Attach a copy of your organisation structure and provide background information on your company and label it <b>"Organisation Structure"</b> .
If companies are involved, attach their current ASIC company extracts search including latest annual return and label it <b>"ASIC Company Extracts"</b> .
Please add any relevant further detail here: - 

REFEREES – required for every submission

Attach the names and contact details of your referees, and label it <b>"Referees"</b> . You should give examples of work provided for your referees where possible.	<b>"Referees"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

### AGENTS

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your principal and label it <b>"Agents"</b> .	<b>"Agents"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

### TRUSTS

Are you acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled <b>"Trusts"</b> : (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	<b>"Trusts"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here: - 		

### SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled "Subcontractors" provide details of the subcontractor(s) including: (a) the name, address, ABN and the number of people employed; and (b) the Requirements that will be subcontracted.	<b>"Subcontractors"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

### CONFLICT OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it <b>"Conflicts of Interest"</b> .	<b>"Conflicts of Interest"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here: - 		

FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more (including any liability for costs)?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled "Financial Position" include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	<b>"Financial Position"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

QUALITY ASSURANCE

The quality assurance for this Tender. Does your organisation have any quality assurance or quality assurance systems?	Yes / No	
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	Yes / No	
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labelled "Quality Assurance".	<b>"Quality Assurance"</b>	Tick if attached <input type="checkbox"/>
Please add any relevant further detail here:- 		

WORK HEALTH AND SAFETY

Tenderers must complete Appendix 3.2 "Contractor's Work Health and Safety Management System Questionnaire and submit it marked "Contractor's Work Health & Safety Questionnaire".	<b>"Contractor's Work Health &amp; Safety Questionnaire"</b>	Tick if attached <input type="checkbox"/>
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## INSURANCE

Consultants should provide details of insurance currently held and that for any proposed subcontractor/s. The minimum requirement for Public Liability is \$20 million for any one claim or series of claims arising out of one event. For the following insurances please provide a copy of the policy document that sets out the policy number, extent of cover, expiry date and name of insured / insurer:

- (a) Workers Compensation
- (b) Public Liability
- (c) Other - specify

Consultants must advise if they are prepared to increase their insurance coverage (if necessary) to meet Council's minimum requirements if deemed suitable.

Please add any relevant further detail here:-

"Insurance Coverage"	Tick if attached
A	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input type="checkbox"/>

### 2.3. Statutory Declaration

The Tenderer shall complete the following: -

I ..... (Full Name)

..... (Position)

Of .....  
..... (Company's Name and Address)

ABN ..... ACN .....

do solemnly and sincerely declare, in respect of this ITT for .....  
....., that: -

I am duly authorised by .....  
(The Tenderer)

to submit this, offer and make this declaration on the Tenderer's behalf.

1. Prior to the submission of the Tenderer's proposal, neither the Tenderer nor any servant, agent or contractor of the Tenderer who has been involved in the formulation of the Tenderer's proposal had any knowledge of the terms of:

- (a) any other potential Tender response by another person or corporation; or
- (b) any other actual Tender response by another person or corporation.

2. Prior to the submission of the Tenderer's proposal, neither the Tenderer nor any servant, agent or contractor of the Tenderer who has been involved in the formulation of the Tenderer's response disclosed to any other person or corporation the terms of the Tenderer's proposal.

3. The Tenderer's proposal has been submitted in good faith.

4. In formulating the Tenderer's proposal the Tenderer and any servant, agent or contractor of the Tenderer who has been involved in the formulation of the Tenderer's proposal has consulted with potential agents and sub-contractors on a confidential basis.

5. Neither the Tenderer nor any servant, agent or contractor of the Tenderer who has been involved in the formulation of the Tenderer's response has entered into any contract, arrangement or understanding with another person or corporation (*third party*) who has also submitted a Tender response that involves making monetary payment to the third party or providing the third party with a non-monetary benefit of any kind if the Tender response submitted by the third party is unsuccessful.

6. The Tenderer nor any servant, agent or contractor of the Tenderer who has been involved in the formulation of the Tenderer's response has a conflict of interest or a criminal conviction or both that has not been disclosed in the Tender response.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

<i>Signature of Authorised Person</i>		<i>Date</i>

I |.....|..... ***Name of authorised witness***

a |.....|..... ***Qualification to be authorised witness***

certify the following matters concerning the making of this statutory declaration by the person who made it:

\*Please cross out any text that does not apply

1. \* I saw the face of the person or \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering.

2. \* I have known the person for at least 12 months or \* I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was: |.....|.....

.....|.....|..... ***Describe identification document relied on***

.....|.....|..... ***Signature of authorised witness***

.....|.....|..... ***Date***

## Compliance criteria

Compliance Criteria (Mandatory)	Items	Yes	No
1.	Compliance with the Specification contained in this Invitation.		
2.	Compliance with attendance at any mandatory briefing or site inspection if applicable		
3.	Compliance with the Deadline.		
4.	Compliance with and completion of the Price Schedule.		
5.	Compliance with all necessary Insurances, Licences and Registrations		

### 2.4. Qualitative criteria

#### 2.4.1. Relevant Experience

Provide details of similar work – address the following information in an attachment and label it **"Previous Experience and References"**.

- a. List Company Name, or if a local council, the council and which department within that council. Include a Contact Name, Contact Number, amount of time you worked for them and a description of the work including point b, c listed below.
- b. Provide details of issues that arose during the course of these works and how these were managed.
- c. Demonstrate sound judgement and discretion.

#### 2.4.2. Key Personnel skills and experience

Tenderers should provide as a minimum information of proposed personnel to be allocated to this contract, address the following information in an attachment and label it **"Key Personnel"**.

- a. Their role in the performance of the Contract.
- b. Supply of National Police Certificate





## Schedule – Sustainability Practices

- Qualitative Criteria per page 5 – Point 9

Council’s policy is to support suppliers and industry groups that develop and/or apply innovative responses in relation to sustainability issues

Sustainability Issues	y/n	Additional Information
1. Is your company, or a part of your company, located in the Western Sydney region?		
2. Has your business adopted any environmental, social or economic sustainability policies, plans or objectives? I.e. Recycling, water wise, supporting local business, Social Enterprise		
3. If a registered company - Does your company report regularly on its sustainability practices and achievements?		
4. What changes has your business made to its operations to reduce energy consumption, including fuel for vehicles and updating and/or servicing machinery?		
5. What changes has your business made to its operations to reduce its waste generation? i.e. recycling		
6. Does your company maintain its own green waste bins for use when customers do not have green bins available?		
<b><i>Please attach details if they exceed the space provided</i></b>		

## Price

- Qualitative Criteria per page 5 – Point 1

<b>Supplier Name:</b> <b>ABN:</b> <b>Address for service of notices:</b>	
<b>This project requires set prices according to land size</b>	
<b>1. Fees: Inclusive of GST – LAWN MOWING</b>	Lawnmowing Charges (amount inclusive of subsidy & GST)
Small Lawn (up to 450 sq.m)	\$
Medium Lawn (up to 650 sq.m)	\$
Large Lawn (up to 900 sq.m)	\$
Extra -Large Lawn (Above 901 sq.m)	\$
Overgrown Lawns Surcharge	\$
If permission for green bin not granted – tipping fee	\$
<b>2. Fees: Inclusive of GST – MINOR GARDENING</b> Weeding, Mulching, Hand Pruning <i>(Note: No use of pesticide, ladders or power tools such as but not restricted to chainsaws. Only work which can be completed safely in compliance with WH&amp;S without lifting aids.)</i>	
Hourly Rate	\$
Minimum time charged (i.e. 15mins, 30mins or 60mins)	
<b>Agreed Costs (if any) to be reimbursed by Council:</b>	One (1) subsidy per signature on Lawnmowing Job Sheet. Maximum of twelve (12) per customer per financial year SUBSIDY AMOUNT: \$30.00
<b>Commencement Date:</b>	1 July, 2025
<b>Completion Date:</b>	30 June, 2026
<b>Council's Address for notices:</b>	9 Wentworth Street, Parramatta NSW 2150 communitycareadmin@cityofparramatta.nsw.gov.au

## Schedule - Insurances

- Compliance Criteria per page 5 – Point 1

The minimum requirement is for Public Liability Insurance in the sum of not less than \$20 million for each policy for any one claim or series of claims arising out of one event.

Copies of all Certificates of Currency are required to be submitted.

	Policy No.	Extent of Cover		Expiry Date	Name of Insurer	Copy Attached
		Per Incident / Max. Cover	Aggregate			
<b>Workers Compensation/ Accident Insurance or Income Protection Insurance for sole traders</b>						
<b>Public Liability</b>						
<b>Motor Vehicle Rego:</b>						
<b>Motor Vehicle Rego:</b>						
<b>Motor Vehicle Rego:</b>						
<b>Motor Vehicle Rego:</b>						

## Schedule – Previous Supply

- Qualitative Criteria per page 5 – Point 6

Please provide details of three recent and relevant referees for work provided:

Activity: \_\_\_\_\_ Venue: \_\_\_\_\_

Demographic of Participants: \_\_\_\_\_ Duration of Contract: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

AND

Activity: \_\_\_\_\_ Venue: \_\_\_\_\_

Demographic of Participants: \_\_\_\_\_ Duration of Contract: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

AND

Activity: \_\_\_\_\_ Venue: \_\_\_\_\_

Demographic of Participants: \_\_\_\_\_ Duration of Contract: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

# 3. APPENDIX

## 3.1. Contract Terms and Conditions

- The Contractor must supply all tools, facilities, materials and other resources necessary to perform the Lawnmowing Services and Minor Gardening and must ensure that all such resources are appropriate for performing them.
- The Contractor must ensure that all personnel deployed to perform the Lawnmowing Services (including personnel of any subcontractor) have a current Criminal Record Check which has been forwarded to the Council prior to commencement and that they are competent and professional and have appropriate qualifications, experience to perform the Lawnmowing and Gardening Services.
- If the Council requests that the Lawnmowing & Gardening Services be performed by specified personnel, the Contractor must ensure that the Lawnmowing and Gardening Services are performed by those persons.
- The Council may (without giving reasons) require the Contractor to withdraw nominated individuals from performing the Lawnmowing & Gardening Services and the Contractor must promptly comply and substitute an appropriate person.

### 3.2. Contractors work health and safety management system questionnaire

This questionnaire forms part of the Principal's Tender evaluation process and is to be completed by tenderers and submitted with their Tenders and labelled as **"Contractor's Work Health and Safety Questionnaire"**. The objective of the questionnaire is to provide an overview of the status of Contractor's safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

WHS Policy and Management	YES	NO
Is there a written company health and safety policy? If Yes, provide a copy of the policy. Comments	•	•
Does the company have an WHS Management System? If Yes, provide details.	•	•
Does the WHS Management System comply with AS/NZS 4801:2001?	•	•
Is the WHS Management System audited or reviewed on a regular basis? If Yes, provide details of last audit and outcomes.	•	•
Is there a company WHS organisation chart? If Yes, provide a copy. Comments	•	•
Are Health and safety responsibilities clearly identified for all employees? If Yes, provide details.	•	•
Are line managers held accountable for health and safety performances? If Yes, provide details.	•	•
Safe Work Practices and Procedures	YES	NO
Has the company prepared safe operating procedures or specific safety instructions relevant to it operations? If Yes, provide a summary listing of procedures or instructions.	•	•

Comments

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	YES	NO
Are safe operating procedures or specific safety instructions issued to employees? If Yes, please explain how this is done.	•	•

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Does the company have any permit to work systems? If Yes, provide a copy of a standard incident report form.	•	•
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Which company personnel are responsible for investigating incidents?

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Do incident reports contain prevention recommendations?	•	•
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Who is responsible for implementing remedial measures recommended?

Are these procedures to maintaining, inspecting and assessing the hazards of Plant operated/owned by the company? If Yes, provide details.	•	•
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Are their procedures to storing and handling hazardous substances? If Yes, provide details.	•	•
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Are there procedures for assessing and controlling risks associated with manual handling? If Yes, provide details.	•	•
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Work Health and Safety

Describe how work health and safety training is conducted in your company?

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Provide a summary or examples of work health and safety training courses provided for, or undertaken by employees during the past 12 months.

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Is a record maintained of all training and induction programs undertaken for employees in your company? If Yes, provide examples of safety training records.	•	•
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Provide details of any company safety induction programs for company employees and or/Sub contractors.

Workplace Health and Safety Inspection

Are regular health and safety inspections at work sites undertaken?	•	•
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If Yes provide details.

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	YES	NO
Are standard work place inspection checklist used to conduct health and safety inspections?		

If Yes, provide details or examples.

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Who normally completes workplace safety and health inspections?

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How are workplace safety and health inspection reports dealt with?

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Is there a procedure by which employees can report hazards at workplaces? If Yes, provide details.	•	•
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Health and Safety Consultation	YES	NO
Is there a workplace safety committee? If Yes, provide details.	•	•

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Are there guidelines on procedures governing the safety committee operation?	•	•
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Are there employee elected health and safety representatives If Yes, provide details.	•	•
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Is there a company safety officer? Comments:	•	•
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#### Health and Safety Performance Monitoring

Is there a system for recording and analysing and safety performance statistics? If Yes, provide details.	•	•
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Is safety performance on the agenda of management meetings? If Yes, provide details.	•	•
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Is senior management involved in analysis of safety performance statistics?	•	•
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Has the company ever been convicted of an work health and safety offence If Yes, provide details.	•	•
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