

THE FLINDERS RANGES COUNCIL



The Flinders
Ranges Council

WARREN GORGE MANAGEMENT PLAN

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Executive Summary

Warren Gorge has long been a popular destination for bush campers and day visitors who are attracted to the area by spectacular rock outcrops, shady creek lines flanked by River Red Gums and the fauna, particularly the Yellow Footed Rock Wallabies, who inhabit the surrounding rocky slopes.

The Gorge is located on Council and private land and has not been actively managed to prevent erosion, vegetation removal and soil compaction which has resulted from this prolonged use.

Warren Gorge is an important tourist attraction in the Quorn area, and The Flinders Ranges Council is committed to increase tourist numbers in the region by upgrading visitor facilities and rehabilitating degraded areas within the Gorge. To affect this, the following significant improvements to facilities and management practices are required –

- regulation of camping in designated camping areas
- additional toilets and provision of shelters and picnic facilities
- a defined day visitor node including picnic areas, toilets, barbecues and car parking
- a designated waste station
- new signage to better orientate visitors and interpret environmental and heritage values
- a fee based camping permit system to recover costs associated with the management and maintenance of the Gorge
- confining camp fires to constructed fire places and requiring visitors to purchase fire wood from Quorn, with collection onsite prohibited
- revegetation to rehabilitate degraded areas.

To achieve these improvements The Flinders Ranges Council will need to commit to the Warren Gorge Management Plan, seek ongoing grant funding and Annual Business Plan allocation to ensure management practices improve.

The continued liaison, including the formation of a Friends Group, will assist with the management practices detailed in the Warren Gorge Management Plan.

The result of this commitment and investment will allow visitors to enjoy a vastly improved Gorge area which is well managed for a range of sustainable visitor uses while protecting surrounding environmental and landscape values.



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1. Introduction

1.1 Location

Warren Gorge is located in the central Flinders Ranges, 20 kilometres north west of the township of Quorn. The gorge is a popular attraction within the Flinders Ranges due to its scenic quality, its wildlife, particularly the Yellow Footed Rock Wallaby, and its easy access from Quorn via the all weather Arden Vale Road.

The Management Plan encompasses the Reserve and an area which extends approximately 400 metres north into private property which is utilised under lease agreement between the landowner and The Flinders Ranges Council. (refer Appendix 1)

1.2 The Need for a Management Plan

Long term unregulated use within Warren Gorge has resulted in a number of adverse environmental impacts and, in combination with minimal facilities and management, visitor experience of the area is diminished.

The Management Plan is required to improve management practices and define new facilities to provide a better and more expansive visitor experience, and to ensure that visitor use of the Gorge is sustainable.

The Management Plan will ensure that increased levels of visitation can be accommodated sustainably within the Gorge and that the facilities provide opportunity for a range of visitors, including campers, caravaners and self contained recreational vehicles.

1.3 Development of Plan

The Management Plan has been prepared by The Flinders Ranges Council's Warren Gorge Management Committee and includes consultation with the adjoining landowners and residents of the Council district.

2. Background

2.1 Existing Use

There has been a long tradition of bush camping and day visits to Warren Gorge. Peak periods for camping in Warren Gorge are school holiday periods and the Easter and October long weekends. Outside of these peak periods, camping occurs during the tourist season between March through to November. Visitors arriving in self contained recreation vehicles can stay for extended periods.

Due to heat and dry conditions little camping occurs within the Gorge between the months of December through to February.

Activities occurring in the Gorge are bushwalking, camping, rock climbing, observation of fauna and flora and unmanaged off road incursions.



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The whole Gorge area is also used for sheep grazing.

Past years have seen two large events held in Warren gorge. Both the 'Opera in the Outback' and 'Sounds under the Southern Cross' have seen large audiences attend each event.

2.2 Tenure

Warren Gorge occupies Lots 103 & 104 FP34585 Hundred of Yarrah. The section is under the care and control of The Flinders Ranges Council and is designated as a reserve. The area most commonly used for camping, and also accessed by visitors extends north into Section 145 & 146 and Lot 101 FP34585 which is privately owned. A lease agreement is in place between private property owner and Council for use of this portion of the Gorge. (refer Appendix 1)

2.3 Values

Recreational values

- The Gorge area has significant recreational values including opportunities for day visitation, walking and camping in a scenic, natural environment characteristic of the Flinders Ranges landscape. This area is particularly valuable because it is easily accessible.

Natural values

- The area is valued as a key habitat for the Yellow Footed Rock Wallaby.
- Plant communities in Warren Gorge are comprised of *Callitrus columellaris* (Native Pine) low woodland, *Eucalyptus camaldulensis* woodland and *Eucalyptus intertexta* low woodland. Uncontrolled use has affected all communities.

Agricultural values

- The area is used for grazing.

2.4 Current Management

The Flinders Ranges Council is responsible for the management of the Warren Gorge area. Current Council management practices are limited to maintaining toilets, and a weekly refuse collection.

Walking trail maintenance is assisted by a Council volunteer.



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3. Strategic Directions

3.1 Vision

Warren Gorge will be a focal point for future tourists in the Quorn area. A future visitor to Warren Gorge will enjoy a well managed and well known area that is easily accessible from Quorn.

Visitors will be clearly directed to areas designed specifically for day visitation and camping. Campers will enjoy a sustainable bush camping experience on level sites along the shade of the creek gullies and by campfires lit with wood purchased in Quorn. Campers will be well serviced with appropriate signage, clean toilets and provision of waste containers. To assist with the cost of maintaining these necessary services, and the provision of additional services to ensure that camping is sustainable, campers will accept the need to purchase a permit.

Day visitors will be provided with car parks close to picnic facilities by the creek line under a spectacular rock outcrop. The car parks will be accessible for a range of vehicles. Visitors seeking to undertake one of the range of walks available in the area will start from the trail head at the car park and will be well informed of the walking conditions and the areas of cultural and environmental values.

The Flinders Ranges Council will manage the area efficiently with the support of relevant landowners and stakeholders to ensure that visiting Warren Gorge is an enjoyable and sustainable experience.

3.2 Key Management Objectives

The objectives of the Management Plan are to –

- manage the environmental impact of visitors to the Gorge area to ensure sustainable future use
- enhance visitor experience of the area through improved facilities and management
- rehabilitate degraded areas through revegetation
- secure ongoing public access to the area.

4. Strategies for Visitors

4.1 Zoning

A rational layout and separation of day visitor areas from camping areas is necessary in order to consolidate visitor facilities, minimise conflicts between campers and day visitors and provide a geographic framework for management practices and regulations. Defining the extent of the various uses of the Gorge, including spaces for occasional events is also important in managing potential environmental impacts. There is currently little separation of uses or definition of visitor areas in Warren Gorge, with camping and day visitor activities occurring in a dispersed manner through the Gorge. (refer Appendix 2)

Aim

- Create defined areas for various uses within the Gorge area in order to effectively manage use and enhance visitor enjoyment.

Management Action

- Define areas for camping, day visitor areas and event spaces as defined in Appendix 3
- Consolidate the camping zone to include all camping sites and facilities associated with camping
- Direct day visitors to the defined day visitor areas which will include all day visitor facilities, trail head for surrounding trails and car parking
- Event spaces will only be available following careful assessment of the type of event and impact on the environment. Service and support activities (ie food tents, portable toilets) may be located within the defined camping areas.

4.2 Camping

Warren Gorge has long been a camping destination for visitors and residents of The Flinders Ranges Council area, who are attracted by the scenic landscape, shady creeks, wildlife and accessible location. Camping within the gorge is concentrated in two peak periods during the Easter and October long weekends and also school holiday periods. Camping also occurs regularly in the Gorge through the months of March to October and infrequently during the summer months from November to March when high temperatures and dry conditions prevail.

From April to October the Gorge is frequently occupied by campers who may stay for extended periods. Campers use tents, camping trailers, vans and caravans, and self contained recreational vehicles.

Facilities within the Gorge include refuse collection, toilets and some signage. The development of a self registration station outside of the Gorge entrance will allow visitors to purchase a permit for entry into the Gorge and be provided with all relevant information associated with entry and use of Warren Gorge.

There are a number of environmental impacts and risks associated with camping –

- Camping and unrestricted vehicles access causes soil compaction. Soil compaction combined with grazing, results in large areas of exposed ground which then becomes susceptible to erosion, unsightly and will not support natural regeneration of vegetation.
- Camping occurs in areas which are steep, and access to these areas off the main road is causing erosion.
- Camping is occurring near springs that provide a watering point for wildlife during dry periods. Camping in these areas, particularly during peak periods, may disturb wildlife.



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- Camping is occurring within the floodplain prior to entering the Gorge. This is causing extensive soil compaction.
- Camping is occurring within areas such as creek lines, riparian zones, amongst trees, on or close to roads and in areas of potential rock fall. This is providing an unsafe environment for visitors.

Warren Gorge has been identified as having the potential for further tourism use. To market the Gorge as a major attraction, improved facilities are necessary in order to improve the quality of the experience and provide for a wider range of visitors. A more regulated approach to camping is also necessary to ensure that it occurs in a sustainable manner.

Aim

- Maintain the bush camping experience at Warren Gorge while improving facilities and managing camping in a safe and sustainable manner.

Management Actions

- Camping Sites

Directing camping to designated areas is necessary to confine camping to appropriate areas and define a sustainable capacity –

- designate camping areas
- provide a relatively flat surface at camping areas to allow for pitching a tent or parking a trailer / van / caravan / self contained recreation vehicle
- provide a range of sites that cater for a variety of group sizes (including bus tours) and camping types (tents / camping trailers / vans / caravans / self contained recreation vehicles)
- marking camping sites with totems.

- Facilities

- two toilets and tanks – relocate one existing toilet from outside Gorge into Gorge
- waste management at central point at entrance
- delineate and construct small fire places at camp sites
- ensure all shelters, toilets, signage and furniture are designed to fit with the setting, are durable and comply with legislation and Australian Standards.

- Permits

Providing improved facilities and regulating day visitors and camping entails a higher level of management at Warren Gorge to that currently employed. In order to recover some of the costs of this management the establishment of a permit system is required at Warren Gorge.

- establish a fee based permit system



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- require day visitors and campers to pay the permit fee (fee set in Council's Annual Business Plan)
- set up a self registration point at the entrance to Warren Gorge providing details of why permits are required and instructions on completing the permit, payment and display of permit
- provide resources for management and enforcement of camping permits
- introduce legislation to enforce the payment of fees.

4.3 Day Visitors

Day visitors are believed to be the major visitor group at Warren Gorge. The Gorge is popular for day visitors who come to enjoy the scenic area, explore the Gorge or its creek tributaries, paddle in the creek or catch a glimpse of the Yellow footed Rock Wallaby. There is no defined day visitor area within the Gorge and toilets and waste bins are the only facilities provided.

Day visitors are comprised of local residents, tourists travelling in their own vehicles and tourists / students travelling in tour buses. The visitors impact the environment of Warren Gorge through unregulated vehicle access and the collection of firewood.

Aim

- Provide day visitor facilities which are separated from overnight camping, enhance the visitor experience consistent with protecting the values of the Gorge area.

Management Actions

- Create defined day visitor areas and defined carpark areas
- Within the visitor areas locate picnic tables and fire places in areas that have shade and good views to the rock outcrops
- Develop day visitor areas and associated car parking including provision for buses.

4.4 Walking Trails and Associated Cycle Trails

Walking trail currently available within Warren Gorge –

- Loop Trail – 5.2 kms long and takes between 1.5 – 3 hours to complete. It is easy to moderate depending on the level of fitness. There are some loose surfaces and short, steep parts.

Opportunities for expansion of the walking trails and development of cycle trails exist and should be considered in liaison with adjoining landowners and stakeholders.

Aim

- Provide clear direction, easy access to, and information on walking trails within Warren Gorge for all visitors
- Expand walking trails
- Develop cycle trails.



Management Actions

- Establish a trail head which will be the start / finish of all walks in the Warren Gorge and its surrounds. The trail head will consist of –
 - an information shelter which informs visitors of walk distances, highlights, level of difficulty and interpretation on the environmental, cultural and historical values of each walk; shows maps of each walk and holds printed brochures.
- Mark new or expanded walking trail and cycle trails
- Leave the walk through the Gorge proper unsigned
- Promote walks and cycle trails in tourist material
- Promote best practice to prevent erosion.

4.5 Events

Warren Gorge was the venue for the 'Sounds Under the Southern Cross' and the 'Opera in the Outback'. Both events attracted large crowds and occurred over two days.

Warren Gorge is an attractive site for such events because of scenic qualities enhanced by lighting rock outcrops during the events), its proximity to Quorn and its quality as a natural amphitheatre. The events have been important to and well supported by the local community.

Meticulous consideration should be given to any proposed future events to ensure the environmental sustainability of the defined event zone within the Gorge is not compromised. (refer Appendix 2)

Aim

- Permit appropriate activities within the Gorge while ensuring that there is no degradation of the environment or visitor facilities.

Management Actions

- Proposed event plan be provided to The Flinders Ranges Council for evaluation
- As a condition of any permit issued, a bond from event organisers be collected and only returned after the Gorge area is cleaned of all litter, facilities and other material associated with the event, and an environmental audit for environment damage has been undertaken and approved by The Flinders Ranges Council
- Day visitors and camping to be managed during any proposed event
- Ensure that all stages, stadiums and arenas are located in suitable areas
- Prohibit any works associated with a proposed event that will degrade the environment within the Gorge precinct, including, but not excluded to earthworks, vegetation removal and rock alteration.

4.6 Camp Fires

Camp fires are an important aspect of the bush camping experience. There are currently few regulations governing camp fires in the Gorge which are lit in informal rock fire places scattered through the Gorge area and moved frequently by campers. Camp fires have a number of impacts –

- Firewood collection has led to the depletion of fallen and dead timber, and the removal of tree limbs throughout the Gorge area, reducing habitat and degrading vegetation
- Visitors have dismantled fencing within the Gorge to access fence posts for fire wood
- Collection of river stones for fire places disturbs the creek bed
- Visitors access surrounding paddocks to collect firewood.

Traditionally, in natural environments the management approach to camp fires has been to direct visitors to carry in their own firewood.

Aim

- To permit camp fires in designated fire pits outside of the Fire Danger Season
- To permit use of gas fires except on Total Fire Ban Days.

Management Actions

- Prohibit the collection of firewood within Warren Gorge and along any roads
- Encourage visitors to bring / purchase a bag of wood from Quorn for use within the Gorge
- Roster the commercial provision of bags of wood through a local business or organisation and make available at Quorn
- Advise visitors of the requirement to purchase firewood via signage located on the edge of Quorn and through information provided on brochures and at the Flinders Ranges Visitor Information Centre
- Construct camp fire pits with swing away hot plates within designed fire places in camp sites and day visitor areas.

4.7 Litter

A trailer with waste bins is currently located just inside the entrance to Warren Gorge. The bins are emptied on a weekly cycle by The Flinders Ranges Council and a twice weekly cycle during peak periods including the Easter and October long weekends and school holiday periods.

Aim



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- Provide an appropriate waste collection system that does not detract from the scenic quality of the Gorge, is not accessible to feral animals, is efficient to collect and convenient to access
- Encourage users to separate waste and recyclable material.

Management Actions

- Maintain and continuously improve waste collection system at the Gorge
- Provide signage directing all users to deposit all litter within the waste collection system provided
- Relocate waste collection system to self registration station at entrance to Gorge.

4.8 Visitor Orientation and Information

Providing clear information and direction to visitors is an important management role and contributes substantially to the visitor experience through increasing knowledge, guide use and orientating the visitor.

Limited directional signage is currently available at the Gorge which limits first time visitors and misses the opportunity to interpret the rich environmental, cultural and historical heritage of the Gorge area.

Aim

- Orientate visitors to the Gorge and its features
- Enhance visitor's enjoyment and understanding of the natural and cultural values of the Gorge area.

Management Actions

- Provide orientation, interpretative and regulatory information on the Gorge at the self registration station at the entrance to the Gorge
- Provide similar information at the Information Bay located at the Thompson Memorial Playground, Quorn
- Provide specific information at day visitor and camping areas, at walking trail heads, and on totems throughout the Gorge
- Prepare an interpretation strategy for the Gorge in collaboration with local stakeholders
- Develop signage along the Arden Vale Road to Warren Gorge
- Review the 'Warren Gorge' brochure which includes information on access, features of the Gorge, a gorge map and regulatory information. Distribute this brochure to user groups and via the Flinders Ranges Visitor Information Centre. Publicise information on Warren Gorge on regional tourism web sites

4.9 Vehicle Access and Circulation

All visitors access Warren Gorge along the Arden Vale Road, with most travelling north from Quorn.

The entrance road into the Gorge is well defined. On passing through the Gorge the road network becomes less defined. After the main road crosses the first gully line the road network is poorly defined with numerous tracks leading many directions. As a result vehicle circulation is confusing.

With limited directional signage the main road is not well defined and there is a web of small tributary roads and many vehicles inadvertently drive off road through the Gorge precinct.

This access leads to significant soil compaction and rill and gully erosion where small roads traverse steep slopes. This results in soils and vegetation damage and contributes to the cause of large exposed areas within Warren Gorge which cause dust and detract from the scenic setting.

Aim

- Provide and maintain a clear and appropriate road network throughout Warren Gorge.

Management Actions

- Rationalise the existing road network by closing roads with natural barriers to allow revegetation
- Provide a vehicle pull over area off the main entrance and ensure the pull over areas are of a sufficient size to accommodate all vehicles accessing the Gorge
- Evaluate and remedy drainage issues associated with road access
- Define the main entrance road by resurfacing it with light coloured, locally sources aggregate to differentiate road from surrounding earth colour.

4.10 Dogs

Dogs are currently permitted on lead within Warren Gorge.

Warren Gorge is one of the few areas within the Flinders Ranges that permits camping and day visitation within a natural area with a dog, which fulfils this particular need of the sector of the community.

Off lead dogs have the potential to disrupt native fauna and visitors, and pose a threat to sheep within the Gorge area. Although the area is signed as a dog on lead area only, it is suggested that there are many occasions when dogs are unleashed during their visit.

Aim

- Protect native fauna, sheep and the natural experience sought by most visitors.

Management Actions

- Permit dogs on lead within the Gorge area
- Ensure brochures reflect relevant information relating to dogs on lead within the Gorge precinct

- Provide relevant interpretative signage at self registration station and within Gorge precinct to dogs on lead
- Provide animal waste stations.

4.11 Rock Climbing

Rock climbing on the northern side of the Gorge wall is a popular activity that has been occurring for many years. The Gorge is attractive for climbing because there is a range of routes which are easily accessible.

There are a number of environmental impacts associated with rock climbing –

- Heavy use within this concentrated areas has caused soil compaction and vegetation damage at the base of the rock face (on the northern face of the Gorge)
- The rock face is within the habitat of the Yellow Footed Rock Wallaby and rock climbing can disrupt wallaby habitat.

Aim

- Manage rock climbing to maintain a range of climbing opportunities while protecting fauna and the environment within the Gorge.

Management Actions

- Develop a management plan for Warren Gorge in conjunction with Rock Climbing SA
- Provide relevant interpretative signage and information
- Negotiate with Rock Climbing SA to facilitate activity
- Ensure The Flinders Ranges Council risk exposure is mitigated.

5. Strategies for Management

5.1 Boundaries and Private Land Agreements

A large area of the Warren Gorge precinct is located outside of the Scenic Area Reserve on private land (refer Appendix 2), and public access to this land has been based on the long term good will shown by the current landowner. A formal lease agreement between the current landowner and The Flinders Ranges Council divests the landowner of liability associated with public access across affected areas of his land. This lease agreement does not however bind the landowner to providing public access.

Ongoing public access to this area of private land is essential to provide an appropriate visitor capacity within the Gorge precinct, enable appropriate management within the Gorge and to maintain a quality visitor experience. The day visitation and camping areas identified in this Plan, along with any associated facilities, is located within this land.

The current landowner does not have an interest in selling this land to Council and requires access to this area for grazing.



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Support from the current landowner for public access to his land is strong. However, should this land be sold or circumstances with the current landowner change in the future, there is a risk that the public could be denied access to a large part of the Gorge area. Providing for surety for public access is therefore an important component of the Management Plan and Council needs to consider investment in infrastructure and continue to liaise with the current landowner for the future purchase of the leased area of Warren Gorge.

Aim

- Secure ongoing public access to Warren Gorge precinct and seek to bring the precinct under public ownership in the long term.

Management Actions

- Secure a longer term lease prior to development of infrastructure to ensure -
 - ongoing public access to Warren Gorge
 - the landowner is divested of public liability associated with public access
 - the landowner is able to continue grazing of stock in the Warren Gorge area
- Formalise arrangement for giving Council the right of first refusal for the future purchase of private land within Warren Gorge
- Council to purchase the private land within Warren Gorge at the first opportunity and exclude grazing of stock.

5.2 Regulations and Enforcement

Regulation on the use of the Gorge is currently limited and Council and private landowners rely on visitors to act in an appropriate manner within the Gorge.

The Management Plan recommends a number of regulations to define behaviour of visitors, ie requiring visitors / campers to pay an entrance fee, to purchase firewood etc) in order to protect the Gorge environment. Although most visitors to nature areas, ie within the Flinders Ranges National Park, behave in an appropriate manner, effective management requires enforceable regulations.

The safety of all visitors is of a major concern to Council when a total fire ban day is declared by the South Australian Country Fire Service.

Aim

- Create enforceable regulations to help in the effective management of the Gorge to protect the environment, visitor experiences and ensure visitor safety.

Management Actions



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- Develop Council By-laws to enable Council officers to enforce regulations within Warren Gorge precinct and charge on the spot fines if regulations are not being followed
- Implement the following management actions via brochures, self registration station and interpretative signage and totems on –
 - requirement for visitors and campers to purchase a permit at the self registration station prior to entry to the Gorge area
 - need for visitors and campers to utilise designated areas
 - risk of falling tree limbs and rocks, and flash flooding
 - protection of wildlife
 - why not to feed wildlife
 - ensure dogs are on lead at all times
 - protection of environment –
 - products that can pollute water
 - driving and walking only on defined tracks
 - use of waste facilities
 - purchase of appropriately sourced firewood from Quorn
 - use of designated fire pits for wood fires
 - responsible dog ownership
 - protection of grazing stock.
- Develop strategies required to ensure safety of visitors to Warren Gorge on total fire ban days declared by the South Australian Country Fire Service.

6. Strategies for Resource Conservation

6.1 Revegetation

Large areas of disturbed ground exist within Warren Gorge as a result of soil compaction through camping and off road vehicle access and stock grazing. These exposed areas are unsightly and create dust.

Revegetation will improve the visual impact of the area, help reduce dust, provide additional shade for visitors and enhance the habitat value of the Gorge area. Revegetation and natural barriers can also be used to define camping and day visitor areas, to close roads and restrict vehicle access to riparian zones.

As grazing occurs with the Gorge area all areas of revegetation will require fencing.

Aim

- Protect and enhance environmental values and improve visitor experiences through revegetation.

Management Actions

- Revegetate areas



- Develop partnership with Department of Environment, Water and Natural Resources staff and Greening Australia staff for assistance with development of revegetation strategies
- establish Friends Group to engage community to support development of and revegetation of Gorge area.

6.2 Manage Flora

Aim

- Improve the diversity of flora encourage regeneration.

Management Actions

- Develop partnership with Department of Environment, Water and Natural Resources staff and Greening Australia and other stakeholders for management plan for Warren Gorge area
- Investigate strategies to manage die-back
- Assess the risk associated with dead limbs and remove if required.

6.3 Managing Feral Animals

Feral animals, particularly cats, foxes and rabbits exist within the Gorge area and threaten the habitat of native fauna. The consolidation of animal proof waste bins has reduced the food source for feral animals and control programs will reduce populations within the Gorge area.

Aim

- Protect and enhance environmental values by controlling feral animals in the Gorge area.

Management Actions

- Protect and enhance environmental values by controlling feral animals in the Gorge area.
- Develop partnership with Department of Environment, Water and Natural Resources staff and surrounding landowners to identify practical measures to control feral animals, including baiting, shooting and trapping.

7. Strategies for Partnerships

7.1 Friends Group / Volunteers / Stakeholders

Friends groups, volunteers and stakeholders can bring enthusiasm, knowledge and valuable assistance to the management of natural areas, and can foster community support, share knowledge with authorities responsible for management and assist in the maintenance of these areas.



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The Flinders Ranges Council has given approval in principle for the formation of a Warren Gorge Friends Group, which will become active following finalisation of the Management Plan.

Aim

- Encourage volunteer and stakeholder involvement in managing Warren Gorge.

Management Actions

- Support establishment of Warren Gorge Friends Group
- Support volunteers and stakeholders
- Seek grants for the development of the Friends Group and provide the Group with training if required
- Involve all stakeholders in the management of Warren Gorge
- Develop a program of works and activities with the Friends Group and volunteers.

8. Implementation

The Flinders Ranges Council will be responsible for implementing the Management Plan as funding becomes available, and undertaking the management of the Gorge area.

Subject to funding, the Management Plan implementation program will occur over several stages.

The actions required to implement the Management Plan are –

8.1 Funding

- Commit annual Council funding for development and maintenance, and monitoring and enforcement
- Seek ongoing funding and resources from external sources.

8.2 Administration

- Refer to the Management Plan as a basis for all decisions in the Warren Gorge area, including the issuing of permits for events
- Negotiate a long term lease with the current landowner
- Develop operational plans for the enhancement and upgrade of Warren Gorge
- Develop detailed designs for self registration station, infrastructure, signage, totems
- Develop an interpretation plan
- Review brochure
- Develop by-laws so that regulations are enforceable
- Support the Friends Group and volunteers
- Foster community supply and sale of firewood in Quorn
- Continuous review of Management Plan by steering committee twice per year.



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8.3 Works

- Develop a staged works program in conjunction with strategies of Management Plan, to be submitted to steering committee for approval. (refer Appendix 4)

8.4 Maintenance

- Develop maintenance plan for Warren Gorge to include –
 - waste management
 - infrastructure
 - environment
 - risk management
 - walking tracks
 - rock climbing.



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APPENDICES

- Appendix 1 Plan of Warren Gorge – reserve area and leased private property
- Appendix 2 Plan of Warren Gorge – defined areas for day visitors, camping events
- Appendix 3 Environmental Audit – event zone (to be used following an event) – to be developed
- Appendix 4 Construction Guidelines
- Appendix 5 Rock Climbing Map – to be developed
- Appendix 6 Flora and Fauna Map – to be developed
- Appendix 7 Walking Trail Map
- Appendix 8 Risk Management Plan – to be developed



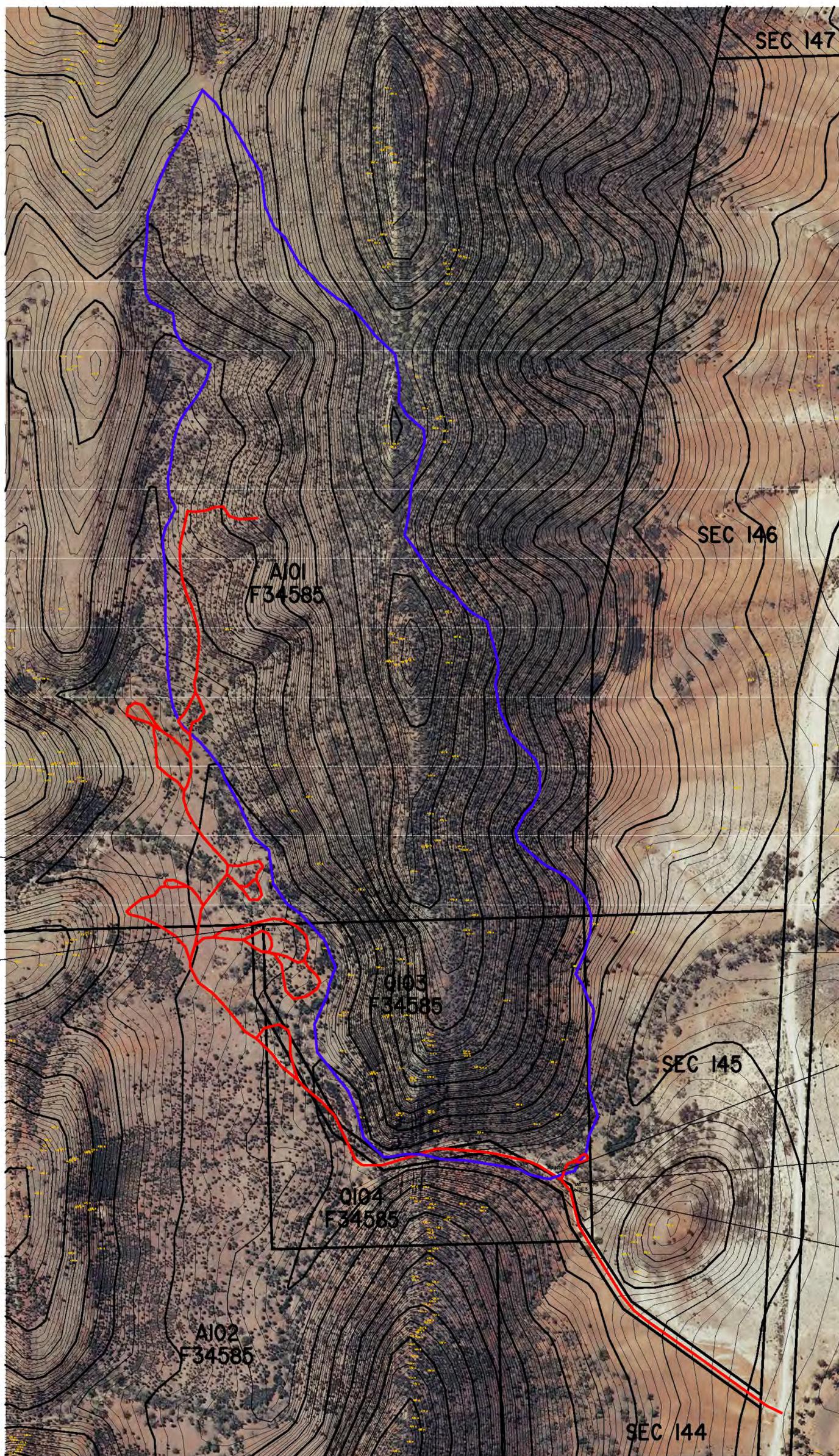
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Appendix 1

Plan of Warren Gorge – reserve area and leased private property



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 T | 08 8223 5220 F | 08 8223 5226
 E | info@lesterfranks.com.au
 W | www.lesterfranks.com.au

NO	DATE	DRN	CHKD	DESCRIPTION
00	13/3/14	KS	DLG	FIRST ISSUE

This plan is not intended for attachment to sale contract documents

NOTE:
 UNDERGROUND UTILITIES HAVE NOT BEEN SURVEYED AND
 REQUIRE VERIFICATION ON SITE BEFORE CONSTRUCTION.
 CONTOURS AND AERIAL PHOTO SUPPLIED BY AEROMETRICS.

LEGEND

- ALLOTMENT BOUNDARY
- CENTRELINE OF ROAD
- WALKING TRAIL
- MAJOR CONTOUR
- INTERMEDIATE CONTOUR
- MINOR CONTOUR

OUR REF: FFZP002rev00.DWG 500135
 CONTOUR INTERVAL: 2m
 DATUM: BASED ON MGA
 SCALE: 1:4000 ORIGINAL SHEET SIZE: A1
 DATE OF SURVEY: 13/3/2014 DLG
 DRAWING No: FFZP002 REV 00 SHEET No: 1 OF 1

FLINDERS RANGES COUNCIL
DETAIL SURVEY
 WARREN GORGE



WARREN GORGE MANAGEMENT PLAN

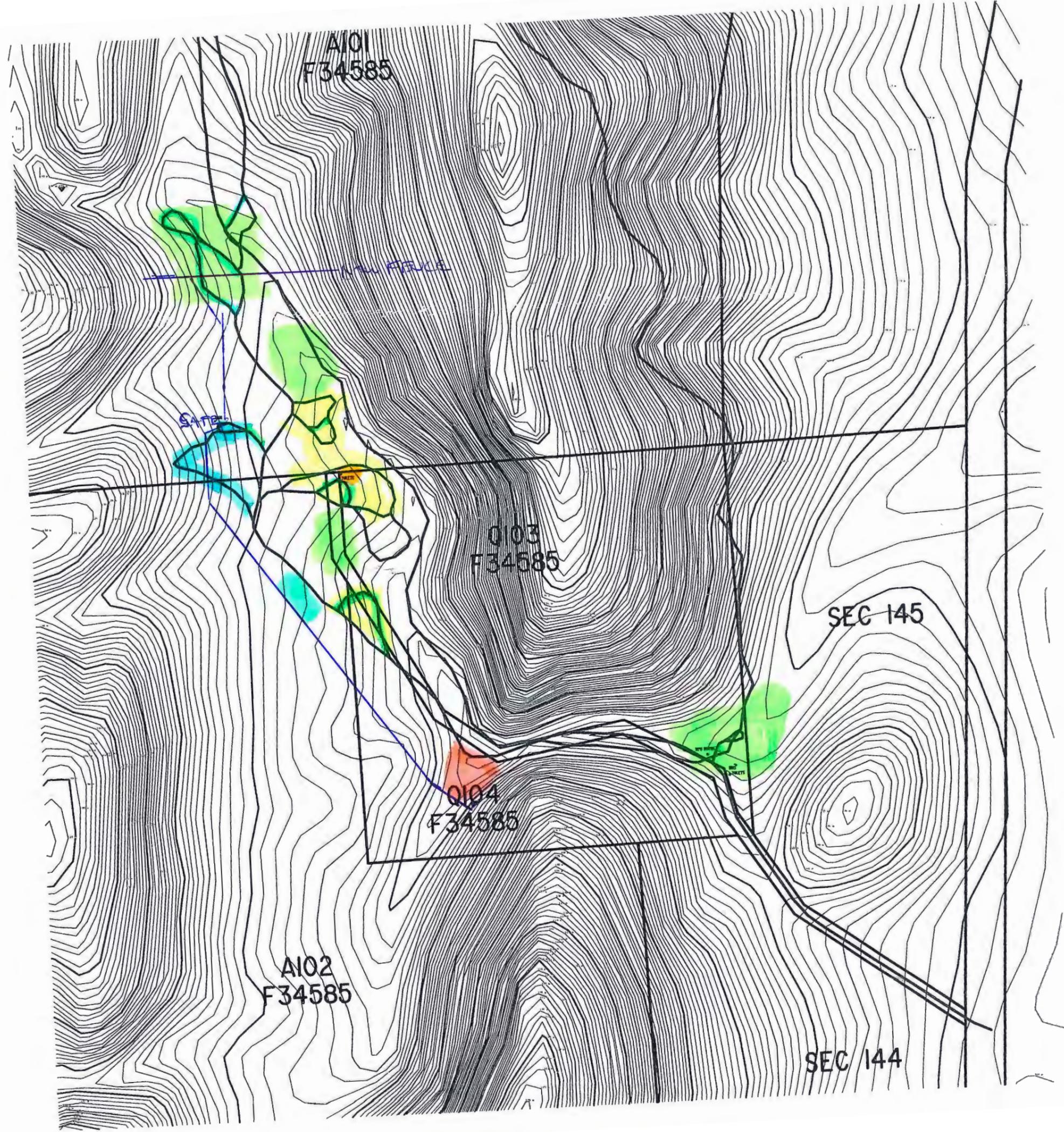
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Appendix 2

Plan of Warren Gorge – defined areas for day visitors, camping events

-  TRAIL HEAD CARPARK
-  REVEGETATION SITES
-  TOILETS
-  CAMPING AREAS
-  DAY PARKING SWATH + INTERP.
-  ROAD/TRACK REPAIRS





Appendix 4

Construction Guidelines

Visitors come to Warren Gorge to enjoy the landscape setting. It is therefore essential that visitor and camping facilities do not take away from this landscape experience, but blend in with the surround setting and reinforce the local landscape character. All built facilities within the Gorge, including roads and trails, should conform to the following principles –

- built forms should have a natural modern character
- use predominantly natural materials, sources locally where appropriate, including local stone and local timber
- use colours and materials that fit with the landscape setting
- develop forms which are simply constructed and require minimal ongoing maintenance
- develop forms, and use materials, which are strong, durable and can withstand arid environment conditions
- develop a palette of materials and forms that are used consistently throughout the Gorge
- ensure built forms must comply with regulations and Australian Standards where required.

National and Conservation Parks throughout the region provide excellent facilities, signage and camping pads that fit within the landscape setting, use predominantly locally sourced natural materials and are simply and easily maintained. These facilities should be examined and considered when developing built facilities for Warren Gorge.



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Appendix 7 Walking Trail Map

WARREN GORGE LOOP TRAIL

The Warren Gorge walking trail provides excellent examples of vegetation in the Flinders Ranges. You will pass through different micro-climates which are evident by the change in vegetation and geology. The trail takes you to a lookout locally known as Smoke-oh Lookout. In Australia, the term Smoke-oh is a commonly used colloquial name for a morning or afternoon tea break or other break in the working day, making it an ideal name for this lookout, which provides an excellent spot to stop and rest on the trail.

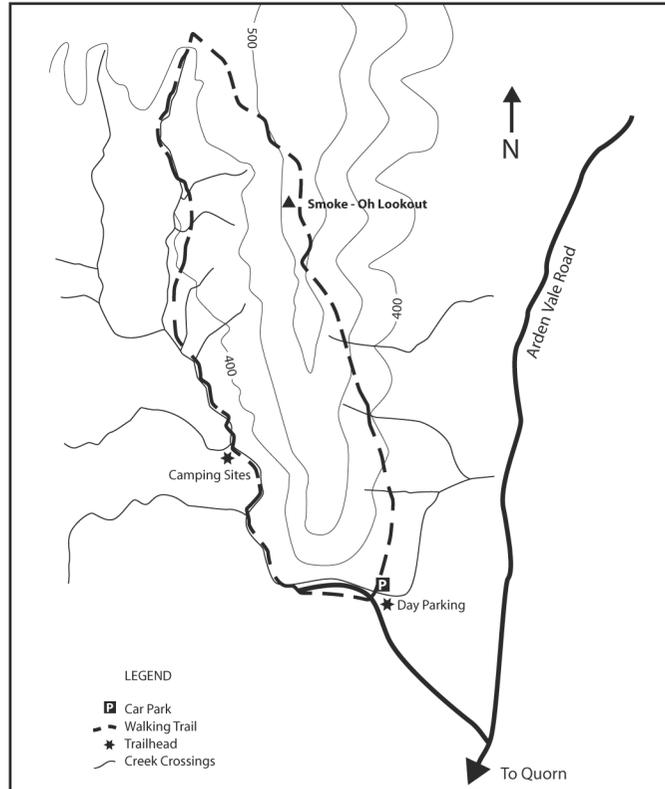


SELF GUIDED WALK

The Warren Gorge Loop Trail is 5.2kms long and takes between 1.5 - 3 hours to complete. It is easy to moderate depending on your level of fitness. There are some loose surfaces and short steep parts.

ACCESS

Approach Warren Gorge via the Arden Vale Road out of Quorn. Follow the signs on dirt roads into the Gorge. You will cross a cattle grid before approaching the day visitor's car park on the right. You can begin the walk at the trail head in this car park, or from the camp ground trailhead, approximately 1km further on.



Sources:

Ray Wood's Field Notes

Printed by:

Multi Print SA Port Augusta - (08) 8641 0900

PREPARE FOR YOUR WALK

- Wear comfortable shoes, hat and sunscreen and take drinking water.
- Wear cool clothes in summer and be prepared for bad weather in the cooler months.
- Do not damage the vegetation and stay on the marked trail
- Look after habitat – do not remove plants or dead wood, which are home to many creatures
- Keep the landscape beautiful, please do not litter – this includes cigarette butts
- No fires during fire ban season please

Warren Gorge



**The
Flinders
Ranges
Council**

Warren Gorge provides an excellent example of the many varying micro-climates that exist in pockets throughout the Flinders Ranges due to the slight changes in geology, environment and topography. While walking along the trail you may notice some spots that have quite different vegetation to the surrounding area - these pockets of temperate vegetation exist due to the different micro-climate they experience, as geology affects the local climate and soils, which then determines the type of vegetation that can grow. The sheltered gullies receive less sunlight and therefore have more moisture in the soil than that of exposed areas. It is so fine-tuned that different slope sides in the same gully may have varying vegetation. The southern slopes receive less sunlight giving them a temperate micro-climate, while the northern slopes receive more sunlight causing them to have a more arid micro-climate. In the gullies and gorges there are some small caves and hide-holes that the animals use for protection from extreme weather and predators. These spots also have little springs and puddles that are often a lifeline to the animals during the intense summer. You may be fortunate enough to see Yellow-Footed Rock Wallabies drinking from the pools of water, which whilst endangered and generally rare, are iconic to the Flinders Ranges.



Yellow-Footed Rock Wallaby

PLANT COMMUNITIES AT WARREN GORGE

The plant communities found in the Flinders Ranges are generally influenced by soil type, level of exposure to sun and wind. The ability of plants to penetrate the strata to access deeper moisture reserves is another component. Some plant communities you pass through on this walk include:

Acacia

These species are highly beneficial to the environment as they have nitrogen-fixing bacteria living on their roots. Acacias improve soil condition by taking nitrogen from the air and converting it so that plants can use it. This feature allows Acacia to grow in very poor soil where other plants cannot.

Cypress Pine

These are usually found with grasses and herbs growing like a carpet under them. There are few young pine trees in areas with grazing pressure. They were a popular building resource for settlers as they are resistant to white ants. They grow in deep red-brown clay loams. This is one example of a Gondwanan plant species that still survives today. It is the only pine tree native to South Australia.

Eucalypts

There are many Eucalypt species and each one has specific conditions that they prefer. Eucalypt trees that have multi-stemmed trunks are known as Mallees. The word Mallee comes from the Aboriginal word "mali" which means water, as some Mallee roots provide fresh drinkable water when cut. The River Red Gum (*Eucalyptus camaldulensis*), has some interesting characteristics. Predominantly found in creek beds, the roots of the River Red Gum grow very deep to tap into under ground water storages. Seedlings of River Red Gums have very long roots that enable it to survive drought and flood from a young age. When stressed from lack of water, the River Red Gum will drop whole limbs without warning, making them unsafe to camp under. They also drop a percentage of their leaves during summer and periods of drought to reduce the amount of water needed to survive. The leaves are spear-head shaped and their hard waxy surface reduces water loss by transpiration. The tree even rotates its leaves during hot days so that there is minimal amount of surface area facing the sun.

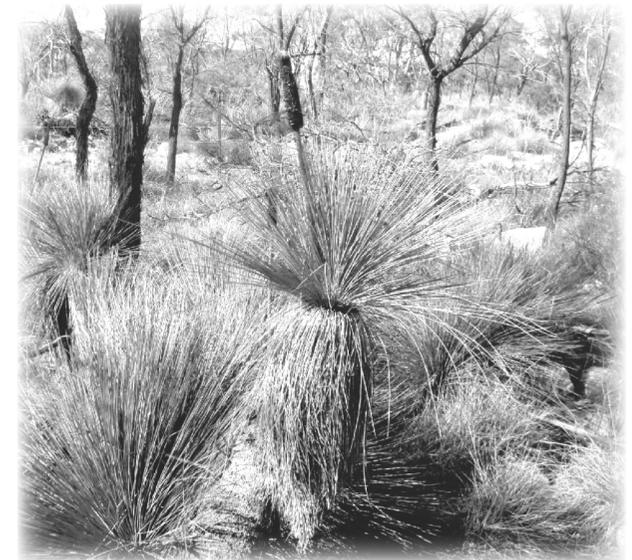
Grassland

This can consist of Hummock and Tussock grasses (e.g. Spear grass) that tend to grow on wide-open plains in the region. Both types of grasses are found on poor quality soils and stony hills. These communities are particularly useful as habitat for a diverse range of rare and common insects, reptiles and birds. As the name suggests, Porcupine Grass (commonly called Spinifex) is very prickly when touched. This type of grass is able to grow in poor quality soil and on stony hills where it forms dense communities. Spinifex grasses grow from the centre outward, and when the middle dies, it creates a ringlike structure. Kangaroos often lie in these rings for protection from the wind. Spinifex contains highly flammable compounds that burn intensely in a fire. Many natural fires in the Flinders Ranges are caused by Spinifex being set alight by lightning strikes.

Yakka

Found on skeletal soils on ridge tops, the Yakka grows well in poor soils. They are very slow growing, respond well to fire and are endemic to Australia. Endemic floras are species of plants that can only be found in a particular region, state or country. The Yakka is a highly evolved member of the sclerophyll community - thriving on poor soils and being highly adaptable to fire, making it a hardy and unique plant.

The Yakka has many uses; the resin extract can be used as an adhesive, the fleshy heart shaped bulb inside the trunk can be eaten, and the external parts of the trunk can be burnt and inhaled to improve the sinuses.





The Flinders
Ranges Council

Warren Gorge Redevelopment

RISK MANAGEMENT PLAN



November 2014

Contents

Subject

Risk Management Plan

Appendix A – FRC Initial Risk Assessment for site works for FRC employees (Nov 2014)

Appendix B – FRC Risk Management Policy (August 2012)

Appendix C – FRC Work Health Safety and Injury Management Policy (August 2013)

Appendix D – FRC WHS Contractor Management Policy (May 2013) and FRC WHS Contractor Management Procedure (May 2014)

Risk Management Plan

Council has standardised risk management processes, recognised in both policy and procedures documents.

A copy of The Flinders Ranges Council Risk Management Policy is provided in Appendix B.

A copy of The Flinders Ranges Council Work Health Safety and Injury Management Policy is provided in Appendix C, as it is also considered a relevant key document.

Council also manage risk associated with external contractors through The Flinders Ranges Council WHS Contractor Management Policy and Procedures (see Appendix D) and through policies and procedures that form part of standard South Australian Local Government Association tender documents and contracts.

Risk Management Planning for the Redevelopment of Warren Gorge falls into three distinct areas:

ONE: The supply, installation and commissioning of those components of the project that will be delivered by external contractors/suppliers, eg shade structures, seating, pitching-stone wall and realignment and resurfacing of road. Such procurements will be made in line with Council's Procurement and Disposal Policy.

Any external contractors engaged in the project are required to undertake a Council worksite induction as part of our normal contractor WHS procedures and associated risk management.

TWO: There are components of the project that Council employees may undertake, eg removal of old seating and infrastructure; levelling of the site; installation of signage. Such works may be considered as part of or an extension of the everyday work practices of Council's Works Department staff, i.e. use of hand-tools, bobcats, trucks and front end loaders in minor works. As such a documented risk management plan would not be a normal procedure.

However, in line with Council policy, daily and ongoing risk assessment/hazard identification is a normal requirement of Council workers, to be undertaken prior to commencing work/a job and on an ongoing basis. The Works Manager in conjunction with staff members have completed an initial Work Health & Safety Risk Assessment for Proposed Works at Warren Gorge for the works Council employees will undertake (a copy is provided in Appendix A).

Prior to project on-site works commencement (anticipated March 2015), the Works Manager in conjunction with staff members will review and upgrade this Work Health & Safety Risk Assessment, to take into account any new circumstances and to meet AS/NZS ISO 31000:2009 (Australian and International risk management) standards.

THREE: There are risks associated with the overall project management and administration and these are identified, along with mitigation measures, etc. in the following Risk Register.

The following risk matrix is used as the basis for identifying risk levels:

Risk Assessment Matrix

E – Extreme risk – detailed action plan required
H – High risk – needs senior management attention
M – Medium risk – specify management responsibility
L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to Low or Medium.

		Consequence							
People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.				
Reputation	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or ACT Auditor General's Office, or Inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of Inquiry or adverse national media.				
Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.				
Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M				
	Insignificant	Minor	Moderate	Major	Catastrophic				
	1	2	3	4	5				
Likelihood	>1 in 10	Is expected to occur in most circumstances	5	Almost Certain	M	H	H	E	E
	1 in 10 - 100	Will probably occur	4	Likely	M	M	H	H	E
	1 in 100 - 1,000	Might occur at some time in the future	3	Possible	L	M	M	H	E
	1 in 1,000 - 10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	H
	1 in 10,000 - 100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	M	H

Risk Register

Identified Key Risks and Consequences	Consequence Rating (1-5)	Likelihood of the Risk Occurring (1 - 5)	Actions Taken or to be Taken to Mitigate the Risks	Timeframes	Responsible Person(S)	Residual Risk (Low, Medium, High, Extreme)
Grant funds withheld <u>Possible consequences:</u> <ul style="list-style-type: none"> Council required to borrow funds / increase debt to complete the project Loss of reputation as a project manager Damaged inter-government relations Increased burden on ratepayers Damage to local reputation 	4	1	1) Meet all grant agreement conditions 2) diligent monitoring and review of contractors and staff involved in the project, to ensure compliance and adherence to conditions and timeframes 3) ensure related staff are adequately trained and skilled	March 2015 - Dec 2015 March 2015 - Dec 2015 March 2015 - Dec 2015	CEO CEO and Works Manager CEO and Works Manager	low
Long-term loss of key council personnel (eg illness, resignation) <u>Possible consequences:</u> <ul style="list-style-type: none"> Project delays Funding partner payments delayed Loss of intellectual property 	3	3	1) share project knowledge with support staff 2) keep and backup (off-site) comprehensive project files 3) engage appropriately skilled temp or replacement personnel, if required	Now to project finalisation Now to project finalisation When/if required	CEO and Works Manager CEO & Grants Officer CEO and Works Manager	low
Loss of project management and administration records (eg due to accident or major damage to FRC administration building) <u>Possible consequences:</u> <ul style="list-style-type: none"> Project delays Funding partner payments delayed Loss of intellectual property Loss of reputation as a project manager Damaged inter-government relations Damage to local reputation 	4	2	1) share project knowledge with support staff 2) keep and backup (off site) comprehensive project files 3) maintain WHS standards that meet contemporary council standards	Now to project finalisation Now to project finalisation Now to project finalisation	CEO, Works Manager CEO, Works Manager and Grants Officer CEO, Works Manager and WHS Officer	low

<p>Failure of suppliers/contractors to deliver goods/services to tender specifications or 'fit for purpose'</p> <p><u>Possible consequences:</u></p> <ul style="list-style-type: none"> • Project delays • Funding partner payments delayed or withdrawn • Financial cost if Council are required to meet any balance of funds not provided by project partners • Loss of reputation as a project manager • Damaged inter-government relations • Damage to local reputation • Insurance claims or litigation 	5	3	<p>1) ensure tender docs, contracts and progress payments favour council, i.e. products meet Australian Standards; the supplier takes financial risk, e.g. payment after delivery, installation and testing</p> <p>2) ensure procurement is in accordance with normal council /government standards and meets funding agreement requirements</p> <p>3) maintain high standards for management of suppliers/contractors, eg ensure insurances are adequate/current, ensure WHS practices meet council requirements, ensure induction of contractors as appropriate</p>	<p>March 2015 – Dec 2015</p> <p>March 2015 – Dec 2015</p> <p>March 2015 – Dec 2015</p>	<p>CEO and Works Manager</p> <p>CEO and Works Manager</p> <p>CEO, Works Manager and WHS Officer</p>	medium
<p>Time delays (for various reasons, eg supplier delays, weather, competing work priorities)</p> <p><u>Possible consequences:</u></p> <ul style="list-style-type: none"> • Project delays or Milestones not met • Funding partner payments delayed or withdrawn • Financial cost if Council are required to meet any balance of funds not provided by project partners • Loss of reputation as a project manager • Damaged inter-government relations • Damage to local reputation • Insurance claims or litigation 	4	4	<p>1) adequate to long timelines have been built into the project plan, to allow for unforeseen delays</p> <p>2) ensure ongoing project reviews and a management focus on safely meeting project timelines and milestones (allowing plenty of time before deadlines)</p>	<p>Now to project finalisation</p> <p>March 2015 – Dec 2015</p>	<p>CEO and Works Manager</p> <p>CEO and Sub Committee</p>	medium

With this activity not scheduled to commence until early next year (2015), a review and update of this Risk Management Plan to meet AS/NZS ISO 31000:2009 (Australian and International risk management) standards, will be undertaken by the Chief Executive Officer, Works Manager and WHS Officer prior to the commencement of the project with tender processes (estimated March 2015).

Appendix A – FRC Initial Risk Assessment for site works for FRC employees

RISK ASSESSMENT FORM

Hazard Description	Current Controls	Risk Rating *	Proposed Additional Controls
Dial Before U Dig	Access to Dial Before U Dig	High	Take additional time
Manual Handling - Removal of old structures & concrete	Trained Workers in manual handling techniques Lifting equipment available Safe Work Instructions for equipment Risk Assessments for equipment	Extreme	Engage contractors (where possible) for larger works
Plant & Equipment - Entanglement, crush, cut, stab, puncture, shear, burn, strike & struck by (injuring to workers, by-standers)	Restricted area - no public allowed Training of Workers Safe Work Instructions for equipment Risk Assessments for equipment	Low	Engage contractors (where possible) for larger works
Slipping / Tripping / Falling from same level / Falling objects - working in construction zone where ground will be uneven	Workers have undertaken White Card & general WHS training Housekeeping to be undertaken	High	
Noise - use of skidsteer, loader, truck, jackhammer	PPE (earmuffs / ear plugs) Plant and equipment to be within recommended dBa levels	High	
Laceration from sharp or rough edges - removing old structures	PPE (Gloves) Use of lifting equipment	High	Engage contractors (where possible) for larger works
Vehicle impact - Vehicle hitting property (buildings, damaging pool walls)	Risk Assessments for plant & Equipment Safe Work Instruction for Plant & Equipment Use of 'Spotter' for plant operator	Medium	
Lifting equipment failure - when demolishing buildings	Inspections undertaken annually on lifting equipment by Nobles Daily Plant Inspections undertaken	High	Engage contractors (where possible) for larger works
Weather (Flood, lighting strike, storm etc) - delaying works	Works to be planned over several months - timeframes for works to include such events like rain and inclement weather	Low	

<p>Adverse Publicity - especially from the public if works are delayed and Warren Gorge shut for extended periods of time</p>	<p>Newsletters to public advising of works and likely timeframes (consultation) Notification to Flinders Ranges Visitor Information Centre of works and delays to be expected</p>	<p>Low</p>	
<p>Loss of Business - If shut during peak season, no income to Council.</p>	<p>Newsletters to public advising of works and likely timeframes (consultation) Works undertaken during off-peak season & only restrict portions of the Gorge</p>	<p>Low</p>	
<p>Contractor Management - contractors not adequate to perform work</p>	<p>WHS Policies & Procedures in place: - WHS and Injury Management Policy - WHS Contractor Management Policy & Procedure - WHS Contractor Management - Selection, Induction & Monitoring</p> <p>Standard Tender documents (LGA templates) Preferred Contractor Register</p>	<p>Medium</p>	
<p>Development Approval - delayed approval being given - works not in accordance with plans</p>	<p>Development Officer on site at Council</p>	<p>Medium</p>	
<p>Inexperienced Works Staff</p>	<p>Works Manager and Works Coordinator have been involved in this type of re-development and can direct workers. Development Officer will inspect site at regular intervals for any concerns Use of contractors where appropriate.</p>	<p>Medium</p>	

* Refer to AS 4360:1999 Risk Management

Appendix B – FRC Risk Management Policy (August 2012)



GOVERNANCE POLICY

RISK MANAGEMENT

Policy Number
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RISK MANAGEMENT

POLICY

The purpose of this policy is to establish a framework for the management of risk within The Flinders Ranges Council and ensure a consistent, efficient and effective assessment of risk with the development of appropriate control measures throughout the organisation.

Risk management is a key business process within both the private and public sector around the world. Sound and effective implementation of risk management is part of best business practice at a corporate and strategic level as well as a means of improving operational activities.

Managing risk is a logical and systematic process that can be used when making decisions to improve the effectiveness and efficiency of performance. It is a means to an end, not an end in itself.

In order to appropriately assess and manage risk, a documented strategic Risk Management Framework will be developed based on the elements of the risk management process specified in the Australian Standard AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines. The Risk Management Framework will integrate the process for managing risk into the Council's overall governance, strategy and planning, management, reporting processes, policies, values and culture.

Accordingly the Council undertakes to ensure that the appropriate risk management principles are applied to all decisions and considerations made by Elected Members, management and staff and further, that those decisions and considerations have been subjected to a rigorous risk assessment.

The Council is committed to the ongoing education and awareness of all Elected Members, employees, volunteers and other stakeholders regarding the risk management process, this Policy and the associated Risk Management Framework.

So that risk management is effective, all levels of the Council should comply with the following basic risk management principles:

- a. Risk management creates and protects value
- b. Risk management is an integral part of all organisational processes
- c. Risk management is a part of decision making
- d. Risk management explicitly addresses uncertainty
- e. Risk management is systematic, structured and timely
- f. Risk management is based on the best available information
- g. Risk management is tailored
- h. Risk management takes human and cultural factors into account
- i. Risk management is transparent and inclusive
- j. Risk management is dynamic, iterative and responsive to change
- k. Risk management facilitates continual improvement of the Organisation.



GOVERNANCE POLICY RISK MANAGEMENT

Policy Number	G1.22
Version Number	1
Issued	July 2012
Last Review	July 2012
Next Review	July 2013
GDS	9.63.1.1

RESPONSIBILITIES

The implementation of the Risk Management process and the measurement of its performance is the responsibility of all persons involved with the Council, however specifically –

The **Chief Executive Officer** is accountable for ensuring the proper operation of this Policy.

The **Elected Members** will actively contribute to and promote the risk management program. They will ensure that all considerations and decisions made by Council have been subjected to the risk assessment process.

The **Senior Management Team** will actively contribute to and promote risk management, ensuring that all of their departmental activities are conducted in an environment where risk is identified and action plans are in place to minimise and control those risks.

All staff will actively contribute to and be aware of risk management, ensuring that all of their operational activities are conducted in an environment where risk is identified and action plans are in place to minimise and control those risks.

The **Chief Executive Officer** is accountable, within the delegated parameters of that position, for overseeing the implementation of the risk management program, including assisting in the development of action plans where appropriate and the measurement of the program performance.

LEGISLATION

Local Government Act 1999

REFERENCES

AS/ANZ ISO 31000:2009 Risk Management – Principles and Guidelines
HB 327:2010 Communicating and Consulting About Risk (Standards Australia)
The Flinders Ranges Council Risk Management Plan

REVIEW

This Policy shall be reviewed at least every 24 months or more frequently if legislation or Council needs changes to the content.

Adopted by Council 14 August 2012
Resolution 164/2012

**Appendix C – FRC Work Health Safety and Injury Management Policy
(August 2013)**

Work Health Safety and Injury Management Policy

Overview

The Local Government Association of South Australia (LGA) is, for the purposes of the Workers Rehabilitation and Compensation Act 1986, the nominated Employer for a registered group of Self Insured Employers which includes all Local Government entities (Councils and Prescribed bodies- (members)).

In conjunction with the LGA and its members, the Local Government Workers Compensation Scheme (LGAWCS) administer the principles and commitments outlined within this policy. The above parties are committed to, within the appropriate scope of involvement and level of remit, to work towards the "Local Government" objective of:

"Effective WHS and Injury Management systems across Local Government"

This Policy is designed to provide direction on system structure that will be applied by Local Government to achieve the commitments as documented below.

1. Purpose

To ensure, so far as is reasonably practicable, the health and safety of workers and others via a Management Systems approach to Work Health and Safety (WHS) and Injury Management (IM), in line with the organisational vision of Local Government Workplaces. This will be established by:

1. Management commitment to WHS and IM in accordance with organisational objectives.
2. Development of a WHS and IM System and Action Plans which support identified policy objectives and procedural requirements.
3. Implementation of individual elements as outlined in the WHS and IM System and Action Plans.
4. Measurement and evaluation of the WHS and IM System against defined objectives, targets and performance indicators.
5. Reviewing the WHS and IM System and Action Plans to identify scope for continuous improvement.

2. Scope

This policy applies to Local Government workers whilst at work.

This policy should be read in conjunction with any provisions of Enterprise Bargaining Agreements and any other Federal or State Legislation directly or indirectly which effects employees of Council, relating to work in WHS and IM.

3. References

1. Work Health and Safety Act 2012 (WHS Act)
2. Work Health and Safety Regulations 2012
3. Workers Rehabilitation and Compensation Act 1986 (and associated Regulations)
4. Code for the Conduct of Self Insured Employers under the WorkCover Scheme which includes the Performance Standards.
5. AS/NZS 4801:2001: Occupational Health and Safety Management Systems

4. Definitions

<p>Certified safety management system</p>	<p>A safety management system that complies with AS 4801:2001 (<i>Occupational health and safety management systems</i>), or an equivalent system determined by the regulator</p> <p>[as defined by the <i>Work Health and Safety Regulations 2012: Regulation 6</i>]</p>
<p>Work Health and Safety Management System (WHSMS)</p> <p>(Formerly Occupational Health and Safety Management System (OHSMS))</p>	<p>WHSMS terminology is introduced to align with the 2012 WHS legislation, but for the purposes of this document reflects the scope of the definition for OHSMS, i.e.</p> <p>Part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the OHS risks associated with the business of the organisation. In Local Government the WHS Management System must also comply with the Code of Conduct for Self-Insured Employers under the WorkCover Scheme which includes Performance Standards.</p> <p>[as defined by the Australian Standard, AS 4801]</p>
<p>Worker</p>	<p>A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—</p> <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class. <p>[as defined by the <i>Work Health and Safety Act 2012: Section 7</i>]</p>
<p>Injury Management</p>	<p>For the purposes of this procedure Injury management includes both Claims management activities and Rehabilitation activities</p>

5. Policy Objectives

Local Government is committed to and able to demonstrate application of the following objectives:

1. Providing and undertaking measures to eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, then to minimise those risks so far as is reasonably practicable and to demonstrate a systematic approach to the planning and implementation of Work Health and Safety processes that is compliant with the WHS Act and Regulations.
2. Implementation of effective injury management procedures (including rehabilitation) in accordance with the Workers Rehabilitation and Compensation Act, 1986, and associated Regulations, to assist work injured employees return to work and achieve the best practicable levels of physical and mental recovery.
3. Implementation of equitable Claims Management, in accordance with the Workers Rehabilitation and Compensation Act, 1986 and associated Regulations, for employees who suffer a disability in the course of their employment. and
4. Maintaining effective processes and procedures for consultation, coordination and cooperation in WHS and IM matters.
5. Monitoring and reviewing WHS and IM System Performance and Action Plans, objectives and measures, annually.
6. Further, as well as the above Objectives, Local Government recognises and is able to demonstrate (at the pertinent system level within the Local Government structure as appropriate), application of the following within the WHSMS:
 7. The requirement to meet legislative compliance.
 8. The importance of ongoing review and continuous improvement.
 9. The requirement for ongoing review of this WHS and IM Policy and supporting Policies.
 10. The commitment that adequate resources and appropriate internal / external expertise will be used so far as is reasonably practicable, when required.
 11. Other relevant supporting policies and procedures that support the WHS and IM systems.
 12. A commitment to communicating relevant information to relevant workers in an appropriate manner.
 13. Its obligations to workers and others while workers are at work and whilst other persons may be at risk from work carried out, so far as is reasonably practicable.
 14. The requirement for an effective hazard management approach to WHS, which encompasses the identification, assessment and elimination or control of hazards.
 15. This policy will be reviewed regularly and updated as required for continued suitability and effectiveness.

6. Responsibilities

1. The LGAWCS is accountable for conducting planning, monitoring and review activities and confirming that organisational and policy objectives are being met.
2. The senior management teams at the various levels within the Local Government structure, are accountable for checking that the organisation at that level has available for use, and uses, appropriate resources and processes to enact this policy and supporting policies and procedures effectively.
3. Supervisors/Managers are accountable for bringing this policy and supporting policies and procedures to the attention of relevant workers and confirming, through supervisory activities, that this policy and supporting policies and procedures are adhered to.
4. Supervisors/Managers are accountable for checking that workers have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.
5. Workers are accountable for complying and co-operating with the requirements of this policy and supporting policies and procedures, and for reporting any inability to do so to management at the earliest opportunity.
6. Further specific responsibilities and accountabilities are detailed within the supporting "One System" policies and procedures.

Review

This WHS & Injury Management Policy shall be reviewed by Local Government at minimum within Two (2) years of issued date, (or on significant change to legislation or aspects included in this policy that could affect health and safety).

SIGNED:



CEO - LGA

Date: 15, 8, 13



Chairperson, LGAWCS Board

Date: 15, 8, 13

Non-English translations of the policy can be made available if required.

**Appendix D – FRC WHS Contractor Management Policy (May 2013) and
FRC WHS Contractor Management Procedure (May 2014)**



WHS CONTRACTOR MANAGEMENT POLICY

Version No	4.0
Issued	30 th May 2013
Next Review	May 2016
GDS	12.63.1.1

POLICY

The Flinders Ranges Council (FRC) is committed to achieving a high level of pro-active Work Health and Safety (WHS) management during the application of contracts.

To facilitate this The Flinders Ranges Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between The Flinders Ranges Council and its contractors to facilitate the identification of hazards, risk management, and the appropriate monitoring of the contractors engaged by Council.

This policy specifically addresses these requirements by seeking to:

- Utilise only those Contractors who can demonstrate an appropriate WHS Management System capability that at a minimum meets the organisation's policy standards and
- Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by The Flinders Ranges Council.

Key elements of The Flinders Ranges Council WHS Contractor Management system are:

- a) A defined process for the selection of Contractors with appropriate WHS controls.
- b) Consultation, Communication and Coordination process with Contractors.
- c) Appropriate monitoring by the organisation's employees of WHS systems / work practices undertaken by Contractors.

This policy and its application to The Flinders Ranges Council contracts does not reduce in any way a Contractor's WHS legislative and statutory obligations nor infers the relationship of employer / employee, master / servant or partnership.

RESPONSIBILITIES

It is the responsibility of the *Senior Leadership Team* to identify and communicate foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the Contractor undertaking the contract with the Contractor. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the WHS Contractor Management Procedure

The Contractor undertaking a The Flinders Ranges Council contract is responsible for:

- Complying with WHS legislation.
- Cooperating with any safety policies, procedures and information provided by the Council.
- Identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.

It is the responsibility of the *Contract Manager* to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise, that need clarification including appropriateness of the risk assessment / JSA.

It is the responsibility of the *Senior Leadership Team* to confirm the Contractor management system is used for work that involves engaging a contractor.

LEGISLATION

South Australian Work Health and Safety Act, 2012
South Australian Work Health and Safety Regulations, 2012
Local Government Act, 1999



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REFERENCES

Australian Standard 4801
 The Fundamentals of Local Government Procurement
 WHS Contractor Management Procedure V4

REVIEW

This WHS Contractor Management Policy shall be reviewed by The Flinders Ranges Council WHS Committee at minimum within three (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

SIGNED:
	CEO		Chairperson, WHS Committee
	Date: ____/____/____		Date: ____/____/____

REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	August 2007	New Document
	2.0	May 2010	Change of wording in policy statement, including expanded footer. Changes to responsibilities section, update of legislation section and references. Inclusion of review history section.
	3.0	February 2012	Updated, modified format in line with One System model.
	4.0	May 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include: OHS to WHS and employee to worker where appropriate.



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1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its WHS Contractor Management Policy, recognises its obligation to:

- Ensure, so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged by Council while the workers are at work in Council’s business or undertaking.
- Eliminate risks to health and safety, so far as is [reasonably practicable](#) and if it is not [reasonably practicable](#) to eliminate risks to health and safety, to minimise those risks so far as is [reasonably practicable](#).
- So far as is reasonably practicable, consult, co-operate and co-ordinate activities with other persons who have a duty in relation to the same matter.

This Procedure deals with contracted work, which may include construction work as defined in WHS legislation. Users of this Procedure are advised to ensure that all legal requirements for construction work are addressed. This may be assisted by reference to the LGAWCS Model WHS Construction Activities Guidance Checklist.

SIGNED
Chief Executive Officer

.....
Chairperson, WHS Committee

Date: 22 / 5 / 2014

Date: 22 / 5 / 2014

2. CORE COMPONENTS

The core components of this Procedure aim to make sure there is:

• Process for the selection of Contractors

A systematic approach to the management of contractors is in place so that risks to health and safety of contractors, workers and the general public arising from the conduct of Council’s business or undertaking are eliminated, or where that is not reasonably practicable, minimised.

Engagement of Contractors who are competent providers of the goods and services they are contracted to provide and who can demonstrate compliance with minimum WHS standards.

• Identification of site / activity hazards

Documented information relating to reasonably foreseeable site specific hazards is provided to the potential Contractor for consideration in their submission.

• Provision of information by the Contractor

The Contractor must provide documented evidence and appropriate information to address procedures for legislative compliance and other expectations for the proposed work.

• Assessment of the information from the contractor/s

A documented assessment that evaluates the Contractor’s submission to check the Contractor adequately addresses the Council’s minimum WHS expectations for the proposed work.



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- **Communication, Consultation, Cooperation and Coordination between Duty Holders**

Communication and consultation processes between Council and Contractor/s are in place that also consider cooperation and coordination between shared duty holders, so far as is reasonably practicable.

- **Monitoring that takes place**

An appropriate risk based schedule is developed and implemented by the Council to monitor the Contractor's WHS compliance and systems are in place for addressing non-compliance.

- **Process for Contractor evaluation**

Systems are in place to evaluate the Contractor's performance from a WHS perspective which feeds back to preferred Contractor status.

3. DEFINITIONS

Construction project	A project that involves construction work where the cost of the construction work is \$250,000 or more [as defined by WHS Regulations, 2012 (292)]
Contract Manager	Person/s nominated by the organisation and appropriately trained to manage contracts on its behalf
High risk construction work	(a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near— (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012(291)]
Job Safety Analysis (JSA)	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely.
Monitoring	Process of reviewing the activities undertaken to ensure they are being conducted safely.



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Principal contractor	The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal contractor [as defined in the WHS Regulations, 2012 (293) p. 188 and explained in the COP: Construction Work, July 2012, p.11].
Safe Work Method Statement (SWMS)	A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls.
WHS management plan	A document which records the significant (Prescribed) information relating to WHS for a construction project As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012. Note: this regulation commenced on 1 January 2014
Worker	A person is a worker if the person carries out work in any capacity for a PCBU, including work as— <ul style="list-style-type: none"> (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outworker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. [As defined in the WHS Act, 2012 (7)].

4. PROCEDURE

4.1. Responsibility for managing contracts

4.1.1. The department manager should appoint contract manager/s with the responsibility to manage:

- a. The Preferred Contractor List.
- b. Contracts in their work area.

4.1.2. The contract manager will:

- a. Develop and maintain a Preferred Contractor List, to provide a pool of contractors, who can be engaged, and have the necessary experience and skill to perform the contract work safely.
- b. Make sure that Council procurement processes are complied with for the selection of contractors.
- c. Make sure that contractual documentation is in place and specifies:
 - Which party is the principal contractor (if relevant) when construction work is being undertaken.
 - Which party has control of the workplace.
 - The requirement to notify the contract manager as soon as practicable, if an incident occurs whilst contractors are undertaking contracted work.
 - Who is responsible for the statutory reporting and management of a notifiable incident.

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- d. When engaging contractors (refer to the LGAWCS Model WHS Construction Activities Guidance Checklist – Appendix 3) determine whether the work requires the completion of a:
 - risk assessment/JSA,
 - SWMS, or
 - WHS management plan.
- e. When engaging contractors, review the required work and provide any pertinent hazard information relating to circumstances of the proposed work that Council are aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite etc) to the contractor.

4.2. Preferred Contractors List

4.2.1. Inclusion on the Preferred Contractor List should be contingent on the Contractor providing:

- a. Information, which includes, as a minimum, the following:
 - Proof of Public Liability Insurance Cover.
 - Proof of current WorkCover SA Authority registration (if applicable).
 - Identification of a person within the organisation responsible for WHS.
 - Copy of current relevant licences and certifications.
 - Statement of Agreement to work within the remit of any and all appropriate WHS requirements.
 - Evidence of WHS Policies and Procedures that comply with Council's minimum WHS standards; and
 - Job Safety Analysis(es), Risk Assessment(s) or Safe Work Method Statement(s) for the activities covered by the Contractor.
- b. Additional information that is required, based on the task / activity to be undertaken and may include:
 - Summary of WHS Procedures and instructions or processes e.g. WHS Management System.
 - Sample copy of Safe Operating Procedures / Safe Work Instructions relevant to the task.
 - Sample copy of Incident Report form.
 - Sample copy of Risk Assessment Report form.
 - Statement of how the required licences are obtained and kept current.
 - WHS Management Plan (where applicable).
- c. Evidence of meeting any other considerations that the Council management or contract management staff deems as appropriate.

4.2.2. Review and record each Contractor's WHS information to ascertain whether the Contractor's WHS systems meet Council's minimum standards:

- a. The WHS Coordinator should perform this review.
- b. Any detail of the technical aspects of the work that need clarification, including appropriateness of the risk assessment/JSA/Safe Work Method Statement is to be reviewed and confirmed by the WHS Coordinator and/or the appropriate Contract Manager, where the task is within Council's expertise.

4.2.3. In order to remain on the Preferred Contractor List:

- a. The contractor must confirm details prior to being re-engaged and advise Council of any changes to the information provided in compliance with Clause 4.2.1 above.
- b. The contractor must apply to remain on the Preferred Contractor List on an ongoing basis including the provision of updated information supplied by the Contractor.



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- c. Council contract management staff should review any evidence documenting the Contractor's performance while undertaking work in the previous year before approving the application.

4.3. Selection and Engagement of Contractors

- 4.3.1. Once the work and the need for a contractor have been identified, the Contract Manager is to be notified.
- 4.3.2. The Contract Manager will identify appropriate contractors from the list.
- 4.3.3. Wherever possible, a contractor from the Preferred Contractors List must be engaged (in line with the tendering process, where appropriate). Engagement of contractors is to be in line with Council's Procurement & Disposal Policy.
- 4.3.4. In selecting and engaging a contractor take into consideration, any specific hazard related WHS requirements including in:
 - a. Determining what further information might be required to be provided to the Contractor (for example see 4.1.2 (e) above) to assist with the provision of Risk Assessments, JSA's, SWMS, WHS Management Plan or any other aspect eg the tendering process.
 - b. Determining what further information might be required in order to evidence the Contractor's competency for the work, not provided as part of the Preferred Contractors processes.
 - c. Drafting of the Contract between Council and the contractor for the works.
- 4.3.5. Work that requires a contractor to be engaged should be managed on behalf of Council by a Contract Manager, including communicating, consulting, coordinating and cooperating in accordance with the Consultation and Communication Procedure.
- 4.3.6. Sub-Contractors
 - a. Contractors who use sub-contractors must ensure that those sub-contractors have and follow safe systems equivalent to those required by the Council and/or the contractor.
 - b. The Contract Manager should apply the same procedures for the management of sub-contractors as is applied to contractors, but should also make sure that the contractor is informed of any relevant communication and consultation provided directly to their sub-contractor and workers.

4.4. Use of Contractors not on the Preferred Contractors List

- 4.4.1. A Contractor **not** on the Preferred Contractors List may be engaged in a situation where:
 - a. There is an immediate requirement for the service or an immediate risk to the work health and safety of workers ; **and**
 - b. Contractors on the Preferred Contractors List, with the appropriate expertise are not available to perform the work within the time frames required;
or
 - c. There are no preferred contractors for the type of work; **and**
 - d. Time does not permit the full completion of the approval process for the Contractor.
- 4.4.2. In these cases, the Contract Manager may engage a contractor not on the Preferred Contractor List, but must confirm that the contractor retained provides evidence of their ability to provide the required service safely and is made aware of the appropriate corporate WHS expectations and the engagement is authorised by the relevant Department Manager.

4.5. New Contractors

- 4.5.1. New contractors can be added to the Preferred Contractors List at any time by following the steps as outlined in 4.2.



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- 4.5.2. **If no documentation** - Council may assist the contractor in understanding the requirements for an appropriate WHS Management System, and refer the contractor to further sources of assistance such as SafeWork SA, or industry bodies. The contractor must not be used unless appropriate safety documentation is in place.
- 4.5.3. **If documentation is provided and is suitable** – Contractor is registered in Council’s Preferred Contractor List, and undertakes a WHS contractor induction.
- 4.6. Engaging Contractors to conduct the work
- 4.6.1. Implement the WHS Contractor Management – Selection, Induction and Monitoring document (refer Appendix 2) as outlined in sections 4.6.2 – 4.6.5 or equivalent to all contracts.
- 4.6.2. Selection
On selection of an appropriate contractor to undertake contract work, The Flinders Ranges Council should complete Sections 1, 2 and 3 of the WHS Contractor Management - Selection, Induction and Monitoring document to record the details of the contract and the contractor.
- 4.6.3. Council General Induction
- a. At the commencement of the contract The Flinders Ranges Council should induct the contractor by:
- Communicating any requirements as specified in the contract documentation.
 - Communicating any The Flinders Ranges Council WHS matters that may be relevant to this contract or relevant to carrying out this contract.
 - Complying with Council’s induction policies and procedures.
 - Recording the induction by completing Section 6 of the WHS Contractor Management - Selection, Induction and Monitoring.
 - Recording the relevant WHS matters pertaining to the contract using Section 4 of the WH&S Contractor Management - Selection, Induction and Monitoring document.
- b. Once inducted, the Contractor is required to:
- Complete and provide to the Council a Job Safety Analysis or Safe Work Method Statement (see Section 5 of the WHS Contractor Management - Selection, Induction and Monitoring document) and
 - Be responsible for communicating the induction information as well as the Job Safety Analysis or Safe Work Method Statement details to any sub-contractors and affected workers.
 - Keep and maintain records of any inductions, induction information and Job Safety Analysis / Safe Work Method Statement information that have been provided to any subcontractors or employees of the contractor and must provide copies of these to the Council.
- 4.6.4. Site Induction
- a. Wherever reasonably practicable, a site induction should be undertaken to confirm the contractor and workers are aware of any site specific hazards identified by Council.
- b. If it is not reasonably practicable to undertake a site induction, the Contract Manager must require the contractor to conduct and document a hazard identification and risk assessment, Job Safety Analysis or Safe Work Method Statement before work commences and take steps to check that this has been done.
- c. Information communicated by The Flinders Ranges Council through the induction does not relieve the contractor from any legislative and statutory obligations for Work Health and Safety.



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4.6.5. Monitoring

- a. During the course of the contract, The Flinders Ranges Council Contract Managers may:
 - Monitor the contract.
 - Inspect the work.
 - Interrupt the work if the Council's approved safety standards are breached or the work is not being conducted in accordance with supplied Job Safety Analysis or Safe Work Method Statement or WHS management plan (where applicable).
- b. Monitoring should be undertaken in accordance with a monitoring / inspection regime identified from the initial Risk Assessment undertaken by the Contractor, in relation to the complexities and risks identified in the course of that assessment.
- c. The monitoring may be conducted:
 - Against the Job Safety Analysis / Risk Assessment or Safe Work Method Statement document provided by the Contractor.
 - By using Section 7 of the WHS Contractor Management – Selection, induction and monitoring document.
- d. The Contract Manager must verify that any corrective actions identified have been effectively closed out within the designated timeframes.
- e. Evaluation of the contract is to be undertaken and documented by the Contract Manager:
 - As per section 8 of the WH&S Contractor Management - Selection, Induction and Monitoring document (refer Appendix 1) and
 - Forwarded to the Council's WHS Coordinator.
- f. Corrective actions may be included in Council's Corrective and Preventative Action (CAPA) Register to provide data analysis capabilities with regard to contractor management issues and trends.

4.7. Incidents during contractor activities

- 4.7.1. If an accident or incident occurs during contracted work, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek any first aid or emergency assistance. This may include following the control measures documented in the Council or contractor emergency plan.
- 4.7.2. Where Council has control of the workplace:
 - a. The Council's Incident Reporting and Investigation Procedure should be complied with, including the requirement that the site where the incident occurred, is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
 - b. The Contract Manager should contact the nominated person with WHS responsibility as soon as practicable after being notified of the incident, who will ascertain whether statutory reporting is required or for further direction and assistance.
 - c. If the contractual requirements specify that the Contractor is to notify the regulator of the incident (if notifiable), seek confirmation from the contractor of any confirmation of notification given by the Regulator.

4.8. Monitoring and evaluation

- 4.8.1. Department managers should regularly review:
 - a. The Preferred Contractors List to ensure it remains accurate and up-to-date and provide direction on necessary updates as required.
 - b. Contractor files to monitor and verify required information has been supplied and retained.
 - c. Contract Manager skills and knowledge to make sure legislative compliance and contractor compliance with contract obligations are being met.



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- 4.8.2. The Senior Leadership Team should:
- Review activities related to contractor management, incident data, audit results, legislative changes and other relevant information and direct action when required. Minutes should record outcomes of discussions and actions undertaken.
 - Include the WHS contractor management procedure as part of the ongoing management review process and respond to findings of internal audit as relevant.
 - Set, monitor and review objectives, targets and performance indicators for any program related to contractor activities, as relevant.

5. TRAINING

- 5.1. The Flinders Ranges Council training needs analysis should identify the training needs for those persons required to:
- Undertake a Contract Manager role.
 - Use or interact with the contract management process, as per their job role.
 - Use or apply the Council procurement process.
 - Manage construction work including use of the LGAWCS model WHS Construction Activities Guidance Checklist or equivalent construction guidance tools.
 - Manage the Preferred Contractors List.
 - Undertake any other responsibilities related to contractor management.
- 5.2. Contractors should undertake a general and site induction.

6. RECORDS

Records relating to contracted work should be maintained. The list includes, but is not limited to:

- Preferred Contractors List
- Contractual arrangements including:
 - Proof of Public Liability Insurance Cover
 - Proof of current WorkCover Authority registration (if applicable)
 - Identification of person within organisation responsible for Work Health and Safety
 - Copy of current relevant licences and certifications
 - Statement of Agreement to work within the remit of appropriate WHS requirements
 - Job Safety Analysis(es), Risk Assessment(s) or Safe Work Method Statement(s) for the activities covered by the contractor.
 - Additional information based on the task / activity to be undertaken may include:
 - Summary of Work Health and Safety procedures and instructions or processes eg WHS Management System
 - Sample copy of Safe Operating Procedures / Safe Work Instructions relevant to the task
 - Sample copy of Incident Report form
 - Sample copy of Risk Assessment Report form
 - Statement of how the required licences are obtained and kept current
 - WHS Management Plan (where applicable).
- Training records
- Communication, consultation, coordination and cooperation records between duty holders
- Any other records relating to legislative compliance.
- Statutory notifications.

Copies may be retained by other parties, but must be marked 'copy'. Records must be retained and disposed of in line with the current version of GDS20.



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7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:

- 7.1.1. Monitoring compliance to the Council's legislative responsibilities for contractor management.
- 7.1.2. Budgetary expenditure for contractor management.
- 7.1.3. Setting objectives, targets and performance indicators for any contractor management program, as relevant.
- 7.1.4. Checking that managers and supervisors have been provided with training to ensure they understand and can
 - a. Apply the requirements of the contractor management procedure to the areas and activities under their control,
 - b. Apply the requirements of procurement procedures, as relevant,
 - c. Provide adequate training and supervision to the persons under their control.
- 7.1.5. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.
- 7.1.6. Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable.
- 7.1.7. Monitoring the Hazard Register and enforcing close out of items when required.
- 7.1.8. Reviewing the effectiveness of contractor management processes.
- 7.1.9. Including contractor management within the management review process.

7.2. The *department manager* is accountable for:

- 7.2.1. Appointing a nominated person to manage the Preferred Contractors List and providing relevant training.
- 7.2.2. Appointing contract manager/s to manage contracted work.
- 7.2.3. Checking that contract managers have been trained.
- 7.2.4. Checking that contractor management procedures are being complied with.
- 7.2.5. Checking that the Preferred Contractors List is maintained.
- 7.2.6. Authorising contractors not on the Preferred Contractors List.

7.3. The *contract manager* is accountable for:

- 7.3.1. Complying with Council procurement processes.
- 7.3.2. Utilising the preferred contractor register where possible.
- 7.3.3. Implementing the WHS Contractor Management – Selection, Induction and Monitoring process.
- 7.3.4. Implementing, maintaining, and monitoring the WH&S Contractor Management process.
- 7.3.5. Supporting and assisting the development and maintenance of the Preferred Contractor List.
- 7.3.6. Communicating and consulting with shared duty holders and workers involved in the contract and documenting this.
- 7.3.7. Making sure PCBUs have been given any information Council has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process.
- 7.3.8. Reviewing and assessing the suitability of contractor WHS and hazard management systems (in consultation with Risk/WHS expertise, where required).
- 7.3.9. Monitoring and assessing the performance of the contractor and confirming that any corrective actions identified are communicated and closed out within specified timeframes.
- 7.3.10. Obtaining and retaining WHS documentation related to the contract.
- 7.3.11. Making sure contractual documentation specifies which party is the principal contractor and has control of the workplace (where required).



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- 7.4. The *WHS Coordinator* is accountable for:
- 7.4.1. Manage the Preferred Contractor and currency of information.
 - 7.4.2. Making sure training for workers with responsibilities related to contractor management, is identified and delivered and the training register in relation to this training is kept up to date.
 - 7.4.3. Undertaking statutory reporting when required.
 - 7.4.4. Ensuring the LGAWCS has been notified when any statutory reporting has occurred.
 - 7.4.5. Maintaining legislative currency of procedures and systems in relation to contractor management.
 - 7.4.6. Initiating audit and review activities as required.
- 7.5. Any *worker* is accountable for:
- 7.5.1. Reporting work methods of contractors that place people and property at risk, to the Contract Manager or their Manager.
 - 7.5.2. Reporting incidents resulting from work carried out by contractors involving them in accordance with incident reporting & investigation procedures
 - 7.5.3. Seeking assistance to manage identified hazards when required.
- 7.6. The *WHS Committee* is accountable for:
- 7.6.1. Facilitating co-operation between management and workers in matters relating to contractor management.
 - 7.6.2. Referring issues to The Flinders Ranges Council Senior Leadership Team that require management direction or enforcement.
- 7.7. *Health and safety representatives* may:
- 7.7.1. Facilitate consultation between department managers and workers in relation to any contractor management that affect the workgroup they represent.
 - 7.7.2. Request and assist in the review and revision, where necessary, of risk control measures related to the management of contractors.

8. REVIEW

- 8.1. The WHS Contractor Management Procedure should be reviewed by WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. The review may include a review of:
- 8.1.1. Legislative compliance issues
 - 8.1.2. Audit findings relating to contractor management.
 - 8.1.3. Changes in the products, operations or activities of the organization
 - 8.1.4. Incident and hazard reports, claims costs and trends related to contractor management
 - 8.1.5. Feedback from managers, workers or other stakeholders
 - 8.1.6. Other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
General Disposal Schedule for Local Government
WorkCoverSA Performance Standards for Self-Insurers
Code of Practice: Construction Work, December 2011
Code of Practice: How to Manage Work Health and Safety Risks, December 2011
Code of Practice: Work Health & Safety Consultation, Cooperation & Coordination, December 2011



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10. RELATED DOCUMENTS

WHS Contractor Management Policy
 LGAWCS Model WHS Construction Activities Guidance Checklist
 Risk assessments / JSAs, SWMS, WHS management plan
 Emergency Management Plan
 WHS Hazard Management Procedure
 Incident Register

11. REVIEW HISTORY

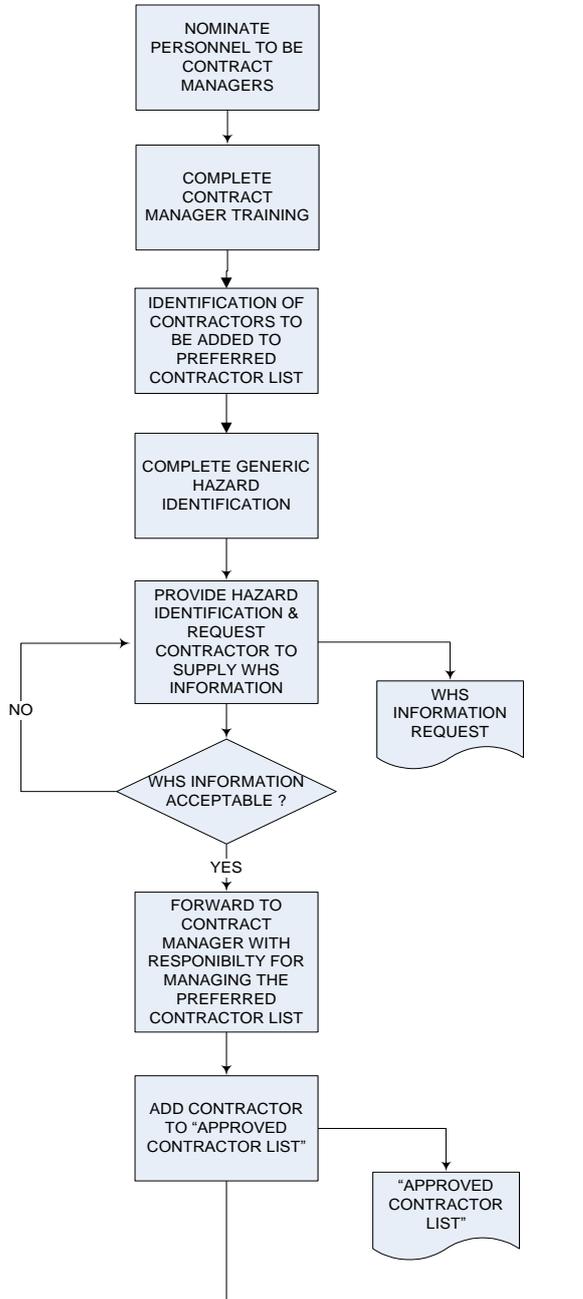
Version No:	Issue Date:	Description of Change:
1.0	17 August 2007	New Document
2.0	31 August 2010	Reformatted to One System
3.0	1 August 2011	Major change.; inclusion of Core Components; inclusion of flowchart, Reformat to One System template for Procedure Appendix 2 has minor changes to formatting; inclusion of modified instructions for section 4 regarding suggestions for controls.
4.0	22 May 2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. New section on responsibility to manage contracts. Extension of the definitions section and information on engaging a contractor. Inclusion of processes and reference to the classification of construction work. Expansion of section 5 of the selection induction and monitoring tool to include SWMS example and more guidance around format and use

12. APPENDICES

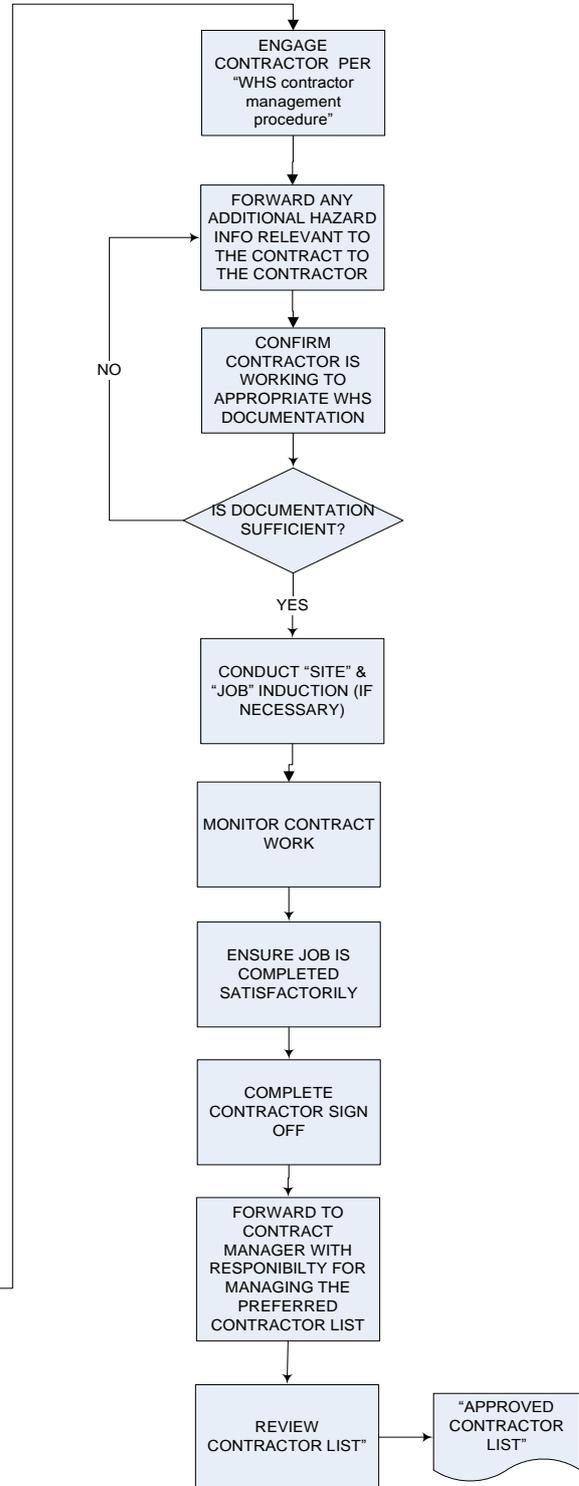
Appendix 1: Process for Adding and / or Engaging Contractor
 Appendix 2: Selection, Induction & Monitoring Documents
 Appendix 3: LGAWCS Model WHS Construction Activities Guidance Checklist

Appendix 1: Process for Adding and / or Engaging Contractor

Process for adding contractor to Preferred Contractors List



Process for engaging contractor to undertake work





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Appendix 2: Selection, Induction & Monitoring Documents

1. Contractor Details

Company / Business name:							
ABN (Australian Business Number):							
Street Address:							
Postal Address:							
Contact Person:		Phone:		Fax:			
Mobile Phone:		E-mail:					
Brief description of contract:							
Period of contract:		Time - from:		to:			
Insurances / indemnity, etc.							
Public Liability:		WorkCover Registration:					

2. Contract Overview

Location of work:							
Details of contract work:							
Conditions the contractor has qualified for (circle answer)							
Construction work	High risk construction work	Construction project			Other: (describe)		

3. Council Contact

Contact Person:		Phone:		Fax:			
Mobile Phone:		E-mail:					

Or in the absence of the above contact:

Contact Person:		Phone:		Fax:			
Mobile Phone:		E-mail:					



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4. Hazard Identification relating to this Contract

Prior to engaging a contractor, conduct or request the contractor to conduct a hazard identification and risk assessment process in line with Council's procedures. Where there are hazardous components relating to the work or the work environment these should be identified and documented on the appropriate table regarding the relevant **Controls / Precautions**, as well as any **Licence / Permit Details**. The Contractor should be required to nominate how they will control any hazards identified by Council prior to commencing work. The Identification Table below is not all encompassing and any additional hazards identified should also be recorded with this document.

Contract manager has given contractor any information Council has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out

Date:

Prior to the commencement of work, the Contractor is required to confirm the **hazard/s identified**, **Controls / Precautions** and **Licence / Permit Details** as documented here.

Identification Table

HAZARDS IDENTIFIED RE THIS CONTRACT	✓	HAZARDS IDENTIFIED RE THIS CONTRACT	✓	HAZARDS IDENTIFIED RE THIS CONTRACT	✓	HAZARDS IDENTIFIED RE THIS CONTRACT	✓
Traffic / Pedestrians		Heat Source		Uneven Slippery Surface		Compressed air / Pressure / Vacuum	
Confined Space		Risk of fall		Asbestos / Lead		Soil contamination	
Remote or isolated work		Working over pit / hole		Sun, UV, Rain, Wind		Hazardous manual tasks / ergonomics	
Restricted Access		Services underground / overhead hazard		Poor Housekeeping		Plant	
Electrical		Falling Objects		Poor Lighting		Excavation/Trenching	
Fire / Explosion		Noise		Gas / Fumes		Chemical Exposure	
Mobile Plant		Welding		Hazardous atmospheres		Improper storage and use of flammables	
Lack of site security / signage for public risk		Untrained / unlicensed workers		Lack of first aid/ emergency plan			
Demolition		Diving		Working on or near live electricity			

CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓	CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓	CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓
<u>Physical Isolations:</u>		<u>Plant and Equipment:</u>		<u>PPE:</u>	
Traffic Management		Scaffold		Head wear (sun hat/hard hat/welding helmet)	
Electrical		Ladder		Eye wear (sun glasses/safety glasses/ goggles / face shield)	
Gas		Forklift / forklift work box		Hearing Protection	
Water		SDS		Respirator / Mask	
Hydraulic		Elevated Work Platform		Wet weather gear	
Pneumatic				Gloves (safety/chemical /heavy duty/riggers)	
Barricading				Safety Harness	
				Spill Containment Kit	
				Safety Boots	
				Clothing (long sleeved shirt/trousers/overalls)	
				High Visibility Vest	



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RECORD DETAILS OF LICENCES AND PERMITS IN THE TABLE BELOW

LICENCE / PERMIT DETAILS RE THIS CONTRACT	LICENCE / PERMIT DETAILS RE THIS CONTRACT
Work Zone Traffic Management:	Hot Work:
Confined Space:	Working at Heights:
Plant Registration and licensing :	Certificate of Competency and or White Card:
Electrician / Electrical fitter, line worker and cable joiner / Tradespeople with restricted electrical licence / Plumber and gas-fitter / Carpenter and joiner, bricklayer and builder / Refrigeration and air-conditioning mechanic / Auto-gas installer ----- Details:	Hazardous chemicals:
Other licenses or permits as required:	



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5. Job Safety Analysis / Safe Work Method Statements / WHS Management Plan

Risk assessment documentation needs to be obtained from the contractor as per the following table:

Project value / type	Requirements
Less than \$250,000	Risk assessment / JSA
High risk construction work (less than \$250,000)	SWMS
\$250,000 or more (becomes a construction project)	WHS management plan (includes risk assessments/JSAs or SWMS)
High risk construction work (\$250,000 or more – is a construction project)	SWMS + WHS Management Plan

Reference the LGAWCS Model WHS Construction Activities Guidance Checklist if construction work is being undertaken, to check legislative requirements are met.

This document does not contain a WHS Management Plan template.

Job Safety Analysis (JSA)

Contractors must complete a Job Safety Analysis (JSA) prior to commencing work if the contracted work does NOT involve high risk construction work and the value of the work is less than \$250,000, but involves:

- Confined Space work
- Demolition
- Diving work
- Electrical work
- Excavation
- Fall risks e.g. working in the vicinity of an edge, in or on an elevated workplace etc
- Falling objects
- Hazardous manual tasks
- Hot work
- Noise
- Remote or isolated work
- Working adjacent to moving traffic or pedestrians/public
- Working on or near live electricity
- Working over a pit/hole
- Working with hazardous chemicals, including asbestos or lead
- Working with plant

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principles are followed. *(Please see the attached Job Safety Analysis (JSA) Worksheet).*

The following steps apply in a JSA:

- Activity** List the tasks required to perform the activity in the sequence they are carried out
- Hazards** Against each task list the hazards that could cause injury when the task is performed
- Risk Control** List the control measures required to eliminate or minimise the risk of injury
- Measures** arising from the identified hazard
The aim is to adopt the control measure most capable of either eliminating or minimising the risk at the source. The hierarchy of control should be applied ie elimination, substitution, isolation, engineering control, administrative (supervision, training, Safe Operating Procedure), Personal Protective Equipment (goggles, gloves, hard hat, overalls, boots).
- Who is responsible** Write the name of the person responsible (supervisor or above) to implement the control measure identified



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SAFE WORK METHOD STATEMENT (SWMS)

Contractors must complete a SWMS prior to commencing the contract work if the contract work involves **high risk construction work**. Council staff should reference the WHS Construction Activities Guidance Checklist if high risk construction work is being undertaken, to check legislative requirements are met.

A SWMS sets out the work activities in a logical sequence and identifies hazards and describes control measures. The description of the process should not be so broad that it leaves out activities with the potential to cause accidents and prevents proper identification of the hazards, nor is it necessary to go into fine detail of the tasks.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks, implement the control measures and ensure the work is being carried out in accordance with the SWMS. Relevant persons include:

- the supervisor of the high risk construction work
- the worker carrying out the high risk construction work
- the principal contractor (if it is a construction project) or the person who has management and control over the high risk construction work..

[as per COP: Construction Work, July 2012 part 4.1, p. 20]

SAFE WORK METHOD STATEMENT FOR HIGH RISK CONSTRUCTION WORK TEMPLATE

Code of Practice: Construction Work, July 2012

Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the 'What is the high risk construction work?' column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

- information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan
 - information on any 'essential services' located on or near the workplace
 - confirmation that the regulator has been advised of any 'notifiable work' (e.g. demolition work involving explosives)
 - safe work methods and plant to be used.
5. In the 'How will the hazards and risks be controlled?' column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

Selecting control measures

1. Eliminate the risks so far as is reasonable practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
 - minimise the risk by doing one or more of the following:
 - substituting the hazard
 - isolating the hazard
 - implementing engineering controls
 - if the risk still remains, minimise the remaining risk by implementing administrative controls
 - if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

SWMS compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
 - before a change occurs to the work itself, the system of work or the work location
 - if a new hazard associated with the work is identified
 - when new or additional information about the hazard becomes available
 - when a notifiable incident occurs in relation to the work
 - when risk controls are inadequate or the SWMS is not being followed.

In all of the above situations stop the work, review the SWMS, adjust as required and re-brief the team.

Keep the SWMS in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.



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SAFE WORK METHOD STATEMENT				
[PCBU name, ABN, Office Address and Phone]		Principal Contractor (PC)	[Name, ABN, Office Address]	
Work Activity:	[Job description]	Work Location:		
High Risk Construction Work:	• [list work from WHS Regulations]	Works Manager:		
	•			
	•		Contact Phone:	
	•			
	•			
	•			
Have workers been consulted about the SWMS?				

Person Responsible for ensuring compliance with SWMS		Date SWMS Provided to PC:	
Person(s) Responsible for reviewing the SWMS		Last SWMS Review Date:	
Date received:		Signature:	

Workers name		Date received:	
Workers signature			



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What are the tasks involved?	What are the hazards and risks? (What is the problem?)	What are the control measures? (Describe the control measures and how they will be used)
Think about the workplace and each stage of the work, including preparation and clean-up.		
	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?



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6. Induction

Contractor: _____ **Date of Induction:** _____
Contractor contact person: _____ **Contact No.:** _____
Council Superintendent: _____ **Contact No.:** _____
Location of Induction: _____
Location of Contract Work: _____

ITEM	DETAILS / COMMENTS	✓
How to access Council Contact person:		
Daily start and finish times:		
Access to building/s including safe entry and exit:		
Access to work area/s:		
Impact on public: (How should this be minimised?)		
Emergency plan:		
First aid:		
Reporting of incidents / accidents:		
Environmental requirements:		
Clean up of work site area: (During and at completion)		
Use of hazardous chemicals: (Safety Data Sheets)		
Noise: (Noise level readings)		
Waste disposal:		



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7. Monitoring

7.1 Monitoring Hazards identified re this contract

The checklist below should be completed by transferring the identified hazards for this contract (as identified in Section 4 of this document) to the first column.

Monitoring of compliance with agreed terms of addressing these safety matters should be recorded by marking items not complying in the columns 1st Check, 2nd Check, 3rd Check and 4th Check (as determined in Item 3.3 of the WHS Contractor Management Procedure).

Corrective action to be taken should be managed in line with Council’s Corrective and Preventative Action Procedure.

HAZARDS IDENTIFIED RE THIS CONTRACT	✓ Identified for this contract	X Action Requ'd 1 st Check	X Action Requ'd 2 nd Check	X Action Requ'd 3 rd Check	X Action Requ'd 4 th Check	CORRECTIVE ACTION TO BE TAKEN	Date completed
Traffic / Pedestrians							
Confined Space							
Remote or Isolated work							
Electrical							
Fire / Explosion							
Mobile Plant							
Site security / Signage							
Pressure / Vacuum							
Heat Source							
Risk of Fall							
Working Over Pit / Hole							
Services underground							
Overhead hazard							
Falling Objects							
Noise							
Welding							
Untrained/unlicensed workers							
Hazardous manual tasks							
Plant							
Uneven Slippery Surface							
Asbestos / Lead							
Sun, UV, Rain, Wind							
Poor Housekeeping							
Poor Lighting							
Gas / Fumes							
Hazardous atmospheres							
Lack of first aid / emergency plan							
Soil contamination							
Excavation / trenching							
Chemical Exposure							
Improper storage & use of flammables							
OTHER:							



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7.2 Monitoring use of Controls / Precautions re this contract

The checklist below should be completed by transferring the identified hazards for this contract (as identified in Section 4 of this document) to the first column. Monitoring of compliance with agreed terms of addressing these safety matters should be recorded by marking items not complying in the columns 1st Check, 2nd Check, 3rd Check and 4th Check). Corrective action to be taken should be managed in line with Council's Corrective and Preventative Action Procedure

CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓ Identified for this contract	X Action Requ'd 1 st Check	X Action Requ'd 2 nd Check	X Action Requ'd 3 rd Check	X Action Requ'd 4 th Check	CORRECTIVE ACTION TO BE TAKEN	Date completed
Physical Isolations:							
Traffic Management							
Electrical							
Gas							
Water							
Hydraulic							
Pneumatic							
Barricading							
Plant and Equipment:							
Scaffold							
Ladder							
Forklift / forklift work box							
SDS							
Elevated Work Platform							
PPE:							
Head wear (sun hat/hard hat/welding helmet)							
Eye wear (sun glasses/safety glasses/goggles/ face shield)							
Hearing Protection							
Respirator / Mask							
Wet weather gear							
Gloves (safety/chemical/heavy duty/riggers)							
Safety Harness							
Spill Containment Kit							
Safety boots							
Clothing (long sleeved shirt / trousers / coveralls)							
High Visibility Vest							
OTHER:							



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7.3 Monitoring of safety practices re this contract

Safety Practices Inspection

- 1.1 Is there evidence of risk assessment/s, SWMS or the WHS Management plan for the various project activities and tasks?
- 1.2 Are there JSAs, SOPs, Work Instructions or other documented safe methods of work available?
- 1.3 Have site inductions been completed and are records available?
- 1.4 Have hazards to safety been identified and are they being controlled?
- 1.5 Are incident / accident report forms available on site?
- 1.6 Is housekeeping acceptable? (storage, safe access, slips & trips, trailing electrical cables)
- 1.7 Is there a First Aid kit and /or emergency plan prepared on site appropriate to needs and someone trained where required
- 1.8 Are workers licences /certificates of competency current?

Safety Practices Corrective Actions:

Corrective Actions Sign Off

7.1 Monitoring Hazards identified re this contract

The corrective action indicated above has been completed.

Council Contract Superintendent: _____ Date: ____/____/____

Contractor Representative: _____ Date: ____/____/____

7.2 Monitoring use of Controls / Precautions re this contract

The corrective action indicated above has been satisfactorily completed.

Council Contract Superintendent: _____ Date: ____/____/____

Contractor Representative: _____ Date: ____/____/____

7.3 Monitoring of safety practices re this contract

The corrective action indicated above has been satisfactorily completed.

Council Contract Superintendent: _____ Date: ____/____/____

Contractor Representative: _____ Date: ____/____/____



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8. Preferred Contractors

The Flinders Ranges Council has implemented a Preferred Contractors process that requires contractors to register with Council, provide Council with copies and details of any licence / permit / registration requirements, can demonstrate a commitment to Work Health and Safety and attend an annual Council Induction.

The Preferred Contractors process allows Contractors to remain on a Preferred Contractors list (*see attached Preferred Contractors Register example*) and therefore be allocated contract work on an ongoing basis.

Overall Rating for Future Contracts

- In your observations is the Contractor meeting their obligations as assessed in this criteria? Yes No
- Have identified Non-conformance(s) observations been discussed with the contractor? Yes No
- Has the Contractor agreed to/or has rectified the non-conformance(s)? Yes No

Additional Comments/Instructions:

Acceptable	CONTRACTOR RATING Opportunity for Improvement	Unacceptable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Opportunity provided for Contractor to implement / improve by addressing the WHS Management criteria, enabling the Contractors eligibility for the Preferred Contractor process to be maintained.

Allocated Time to rectify: _____ hours/days	Follow up date and time: ____ / ____ / ____ Time: _____
---	---



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Example Preferred Contractors Register Example Template

Contract Type	Company Name	Contact Person	Address Line 1	City	State	Post Code	Phone	Mobile	Fax	Email	WorkCover # OR Personal Sickness & Accident Insurance	ABN	Business Registration #	Required Licences	Drivers Licence Details & Expiry Dates	Induction Completed - Date	Own – WHS P&P or adopt FRC	Public Liability Expiry	Professional Indemnity Expiry	JSA Completed / Reviewed	Frequency of Monitoring	Permits / Licences Required

(The Preferred Contractors Register is contained within the OHS&W Master Control Register document)



WHS CONTRACTOR MANAGEMENT – LGAWCS MODEL WHS CONSTRUCTION ACTIVITIES GUIDANCE CHECKLIST

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Appendix 3: LGAWCS Model WHS Construction Activities Guidance Checklist

OVERVIEW

The purpose of this checklist is to provide guidance and a tool, to confirm that the appropriate WHS legislative considerations relating specifically to construction, have been made for current and planned construction activities.

User notes

This Guidance Checklist is comprised of various parts and sub-checklists.

1. Complete **Part ‘A’** first.
2. Complete **Part B only** after the checklists (1-3) have been completed. Part B is a tool for recording additional requirements and actions.
3. Complete **Checklist ‘1’** to determine if the current or planned construction activity **is, or is likely to be, construction work**:
 - **If the activity is construction work**, complete **Checklist ‘2’** to identify if the construction work is **high risk construction work**.
 - **If the activity is construction work, but not high risk construction work**, complete **Checklist ‘1a’** to confirm which parts of the WHS legislative framework apply to that activity.
 - **If the activity is high risk construction work**, complete **Checklist ‘2a’** to confirm which parts of the WHS legislative framework apply to that activity.
 - **If the activity is a construction project with a value of more than \$250,000** complete **checklist 3** to confirm which parts of the WHS legislative framework apply to that activity (in conjunction with checklists 1, 1a, 2 and 2a as appropriate)

Principal contractors

When Council commissions a **construction project**, Council will be the *principal contractor* for the project unless:

1. Council appoints another person to be the principal contractor and
2. Authorises such person to have management or control of the workplace and discharges the duties of the principal contractor.

Principal contractors should have regard to the WHS Management Plan Guidance at **Part ‘C’**.

A construction project has only one principal contractor at any specific time.

NOTE:

This guidance checklist is provided as a template support tool. As an example method for Council to confirm that appropriate considerations regarding the proposed activities and their status as construction work have been made. Council may already do this through other processes, and as such this template is provided for guidance only, and it remains Councils obligation to ensure all WHS considerations have been identified and addressed.



**WHS CONTRACTOR MANAGEMENT –
LGAWCS MODEL WHS
CONSTRUCTION ACTIVITIES
GUIDANCE CHECKLIST**

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DEFINITIONS

<p>Competent Person</p>	<p>Competent person means –</p> <ul style="list-style-type: none"> (a) For electrical work on energised electrical equipment or energised electrical installations (other than testing (R150 and 165) – a person registered to undertake work under the <i>Plumbers, Gas Fitters and Electricians Act 1995</i>; (b) For general diving work – (R174 and 177) (c) For a major inspection and testing of mobile cranes and tower cranes (R235) (d) For inspection of amusement devices and passenger ropeways (R241) (e) For design verification – a person who has the skills, qualifications, competence and experience to design the plant or verify the design (R252) (f) For a clearance inspection (R473) – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds <ul style="list-style-type: none"> (i) A certification in relation to the specified VET course for asbestos assessor work; or (ii) A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health (g) For any other case – a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task
<p>Construction work</p>	<p>Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure [as defined by the WHS Regulations 2012 (289)(1)] But does not include the following:</p> <ul style="list-style-type: none"> (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work; (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place; (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; (e) Mining or the exploration for or extraction of minerals. <p>[as defined by the WHS Regulations 2012 (289(3))]</p> <p>‘In connection with’ means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction. Examples may include:</p> <ul style="list-style-type: none"> • Work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site. • Work by a mechanic on an excavator on-site and not in an isolated service area. • Delivering building materials to different points on the site, but not making deliveries to a single designated delivery area. • Excavating for a basement garage. • Testing fire equipment on the construction site. • Supervisors and manager moving around the site to monitor work. • Surveying a site after construction has started, but not surveying a Greenfield site before construction has started. • Traffic control on a construction site. <p>Source: COP: Construction Work July 2012, p 6</p>



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Construction project	Is a project that involves construction work where the cost of the construction work is \$250,000 or more [as defined by WHS Regulations, 2012 (292), p.188]
Designers	Means a PCBU that designs a structure that is to be used as, or could reasonably be expected to be used as or at, a workplace. There may be multiple designers who are involved in the design of a structure and have the same duties, for example architects, civil engineers, electrical engineers, mechanical engineers, structural engineers and hydraulic engineers. A builder could also be considered to be a designer if they are involved in altering the design for a building, even after construction work has commenced [as defined by WHS Act 2012 (22) and explained in the COP: Construction Work July 2012, p.10]
General construction induction training	Means training delivered in Australia by an RTO for the specified VET course for general induction training.
General construction induction training card	(a) In Division 2 of Chapter 6 Part 5 – a general construction induction training card issued under that Division; (b) In any other case – a general construction induction training card issued- (i) under Division 2 of Chapter 6 part 5 or under a corresponding WHS law; or (ii) by an RTO under an agreement between the regulator and an RTO or a corresponding regulator and an RTO. Note: The SA Construction Industry Occupational Health and Safety Committee and the Construction Industry have expressed a strong view that online training for this course is not acceptable to the industry in South Australia. The Code states that the course <i>has a nominal duration of 6 hours face-to-face delivery and it is expected that the construction industry will comply with the Code.</i> Construction site managers in South Australia may choose to refuse entry to a person, or require a person to be re-trained if they decide that there is a need for re-training.
High risk construction work	Means construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012(291)]



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Principal contractor	A PCBU that commissions a construction project is the principal contractor for the project [as defined in the WHS Regulations, 2012 (293) p. 188]. The person conducting a business or undertaking that commissions a construction project is the principal contractor, unless that PCBU engages another PCBU to be the principal contractor and authorises such person to have management or control of the workplace and discharge the duties of the principal contractor the person so engaged [as explained in the COP: Construction Work, July 2012, p.11].
Safe Work Method Statement (SWMS)	A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls. (See Council’s Contractor Management Procedure for an example template SWMS) In relation to high risk construction work - a safe work method statement as referred to in Regulation 299 (as revised under regulation 302)
Structure	means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes— (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure. [as defined in the WHS Act, 2012 –s4.] Examples of structures include: <ul style="list-style-type: none"> - A roadway or pathway. - A ship or submarine. - Foundations, earth retention works and other earthworks, including river works and sea defence works. - Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work. - An airfield. - A dock, harbour, channel, bridge, viaduct, lagoon or dam. - A sewer or sewerage or drainage works.
WHS management plan	A document which records the significant (Prescribed) information relating to WHS for a construction project. (See part C of this document for guidance on a WHS management plan) As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012 Note: this regulation commences on 1 January 2014



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Part A

Council Name	
Department initiating activity	
Person/s responsible for activity	
Internal:	
External (This may be the nominated principal contractor):	
Descriptor of activity being reviewed (Include project name if applicable)	Location of activity
Value of activity (or project)	Proposed dates for activity
Person completing this review	Date of review
Location of reference documents (Insert file name and path or physical locations of any documents (Such as project files etc) that are used as reference in completing this checklist)	

Part B

Complete **Part B** only after the checklists (1-3) have been completed

Outcome of review (Provide the key information here that has come out of the review i.e. whether the activity is construction work, high risk construction work or construction project)
Identify the major safety risks & corresponding control measures
Identify additional training needs, licences & competent training personnel
Summary of next steps and person responsible. (Document here the actions identified from completion of the appropriate checklists in this document that need to be completed in order to safely manage the activity, who is responsible for the action and when it needs to be completed by). (Actions may be included in the organisations corrective and preventative action registers).

Action required	Person responsible	Completion date



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PART C: WHS Management Plan

All construction projects must have a written WHS Management Plan prepared by the principal contractor.

The WHS Management Plan must include:

- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the construction project.
- The arrangements in place between any persons conducting a business or undertaking at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and Regulations.
- The arrangements in place for managing any work health and safety incidents that occur.
- Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules, and
- The arrangements to collect and assess, monitor and review the SWMS.

The WHS Management Plan may include the following information:

- Details of the person commissioning the construction work, for example their name, ABN (if available) and address.
- Details of the principal contractor.
- Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the WHS management plan will cover.
- Details on how contractors and subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the WHS management plan such as checking on the performance of contractors and subcontractors and how non-compliance will be handled.
- Details on how the risks associated with falls, falling objects and any high risk construction work that will take place on a construction project will be managed.

It may also include information on:

- The provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage.
- The safe use and storage of plant.
- The development of a construction project traffic management plan.
- Obtaining and providing essential services information
- Workplace security and public safety.
- Ensuring workers have appropriate licences and training to undertake the construction work.

Source: COP: Construction Work July 2012, pp.24-25



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CHECKLIST 1: CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Is there any installation or testing carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	<input type="checkbox"/>
<i>(Insert detail of intended activity that meets above requirement)</i>	
Will there be removal from the workplace of any product or waste resulting from demolition?	<input type="checkbox"/>
<i>(Insert details of waste from demolition)</i>	
Will the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work, be done? (Note this only applies if, as part of your project, an area has been set up to prefabricate or test elements to be used in the project)	<input type="checkbox"/>
<i>(insert details)</i>	
Is there the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure?	<input type="checkbox"/>
<i>(insert details)</i>	
Is there installation, testing or maintenance of an essential service in relation to a structure?	<input type="checkbox"/>
<i>(insert details)</i>	
Is there any work connected with an excavation? <i>(See excavation and trenching procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
<i>(insert details)</i>	
Is there any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	<input type="checkbox"/>
<i>(insert details)</i>	
Will any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure be carried out on, under or near water, including work on buoys and obstructions to navigation?	<input type="checkbox"/>
<i>(insert details)</i>	
Is there any other activity being undertaken in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure that has not been covered by the above?	<input type="checkbox"/>
<i>(Insert Details)</i>	

If any box has been checked, the work is construction work and you should assess if it is high risk construction work by completing checklist 2.

If the activity is not high risk construction work, confirm that all appropriate considerations for construction work have been made by completing checklist 1a



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CHECKLIST 2: HIGH RISK CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Does the work involve a risk of a person falling more than 3 metres? <i>(See Prevention of falls procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is the work carried out on a telecommunication tower?	<input type="checkbox"/>
Does it involve demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure?	<input type="checkbox"/>
Does it involve, or is it likely to involve, the disturbance of asbestos?	<input type="checkbox"/>
Does it involve structural alterations or repairs that require temporary support to prevent collapse?	<input type="checkbox"/>
Is it carried out in or near a confined space? <i>(See Confined Space procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is it carried out in or near— (i) a shaft or trench with an excavated depth greater than 1.5 metres; or (ii) a tunnel? <i>(See Excavation and Trenching procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Does it involve the use of explosives?	<input type="checkbox"/>
Is it carried out on or near pressurised gas distribution mains or piping?	<input type="checkbox"/>
Is it carried out on or near chemical, fuel or refrigerant lines?	<input type="checkbox"/>
Is it carried out on or near energised electrical installations or services? <i>(See Electrical Safety procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is it carried out in an area that may have a contaminated or flammable atmosphere?	<input type="checkbox"/>
Does it involve tilt-up or precast concrete?	<input type="checkbox"/>
Is it carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians? <i>(See Work Zone Traffic Management procedure for specifics on managing this type of work)</i>	<input type="checkbox"/>
Is it carried out in an area at a workplace in which there is any movement of powered mobile plant? <i>(See Plant procedure for specifics on managing plant)</i>	<input type="checkbox"/>
Is it carried out in an area in which there are artificial extremes of temperature?	<input type="checkbox"/>
Is it carried out in or near water or other liquid that involves a risk of drowning?	<input type="checkbox"/>
Does it involve diving work?	<input type="checkbox"/>

If any box has been checked, the work is High risk construction work and you should confirm that all appropriate considerations have been made by completing checklist 2a



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CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high risk construction work

<p>Who has management control of the workplace?</p> <p>Council project manager or contract manager <input type="checkbox"/></p> <p>External PCBU <input type="checkbox"/></p>			
<p>Who is the designer for this project?</p> <p>(insert name and details – this could be internal or external)</p> <p>Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).</p>	<input type="checkbox"/>		
<p>Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out?</p> <p>(insert name and details)</p> <p>(Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure.</p> <p>If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design.</p> <p>Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).</p> <p>Designers safety report received <input type="checkbox"/> Date <input type="checkbox"/></p>	<input type="checkbox"/>		
<p>Competent workers selected</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Licences current and available including general construction induction training card (white card)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments /JSAs completed, or</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments /JSAs obtained from contractor</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments /JSAs obtained have been checked</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>First aid provisions in place</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Emergency plan developed and tested</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Processes for consultation, cooperation and coordinating of activities with other duty holders is in place and agreed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Processes for consultation with workers and their representatives in place</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site secured from unauthorised access</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Work zone traffic management requirements determined</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A



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CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high risk construction work

Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required? <i>(List permits here)</i> Responsibility for obtaining permits <i>(insert name and details)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>free text insertion</i>	<input type="checkbox"/>		

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B



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CHECKLIST 2a: HIGH RISK CONSTRUCTION WORK

Considerations and controls where there is High risk construction work

<p>What aspect of this construction work poses a high risk? What control measures are in place in respect of this risk?</p>							
<p>Who has management control of the workplace? Council project manager or contract manager External PCBU</p>	<p align="right"><input type="checkbox"/> <input type="checkbox"/></p>						
<p>Who is the designer for this project? <i>(insert name and details – this could be internal or external)</i> (Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).</p>	<p align="right"><input type="checkbox"/></p>						
<p>Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? <i>(insert name and details)</i> (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).</p> <p>Designers safety report received _____ Date _____</p>	<p align="right"><input type="checkbox"/> <input type="checkbox"/></p>						
<p>Competent workers selected</p>	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<p>Licences current and available including general construction induction training card (white card)</p>	<table border="1"> <tbody> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					



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	Yes	No	N/A
SWMS prepared, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for making sure all SWMS' for high risk construction work developed by contractors are consistent with each other and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers trained in SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS available to all persons carrying out high risk construction work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the SWMS is revised:			
Responsibility allocated to make sure all previous versions are retained	<input type="checkbox"/>		
All person advised that revision made to SWMS and how they can access the revised SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy given to principal contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers provided with relevant information and instruction to enable them to understand and implement SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS easily accessible at workplace where work is being carried out or able to be promptly delivered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation, cooperation and coordinating of activities with other duty holders in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work zone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(List permits here)</i>			
Responsibility for obtaining permits assigned	<input type="checkbox"/>		
<i>(insert name and details)</i>			



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	Yes	No	N/A
When excavation work is being undertaken, the frequency of inspections of soil condition and the state of shoring, battering and trench walls have been determined and documented as part of the risk assessment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites</i>.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work including making sure SWMS is complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other free text insertion	<input type="checkbox"/>		

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B.



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CHECKLIST 3: CONSTRUCTION PROJECT:

Value \$250,000 or more , may or may not include high risk construction work

<p>Does anything in this project qualify as high risk construction work? YES / NO (if no, ensure Checklist 1a has been completed. If yes, include details and ensure checklist 2a has been completed)</p>	<p>1a <input type="checkbox"/></p> <p>2a <input type="checkbox"/></p>						
<p>Who is the principal contractor? Council project manager or contract manager (insert name)</p> <p>External PCBU (insert name and details)</p> <p>If external PCBU – contract specifies who is principal contractor</p> <p>Information has been given to principal contractor in relation to hazards and risks at or in the vicinity of the workplace?</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>						
<p>Who has management control of the workplace? Council project manager or contract manager External PCBU</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>						
<p>Who is the designer for this project? (insert name and details – this could be internal or external)</p> <p>(Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).</p>	<p><input type="checkbox"/></p>						
<p>Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details)</p> <p>(Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure.</p> <p>If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design.</p> <p>Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).</p> <p>Designers Safety report received _____ Date _____</p>	<p><input type="checkbox"/></p>						
<p>WHS Management plan prepared, or (see page 6 for details of what is required within a WHS management plan)</p> <p>WHS Management plan prepared and/or obtained from contractor</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>					
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<p>Responsibility allocated for checking that all persons have returned from their tasks at the end of the day</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<p>Other free text insertion</p>	<p><input type="checkbox"/></p>						

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B.