

Regards

Sch 2 2.2(a)(ii)

Principal's Authorised Person (PAP)

Professional Engineering Service Pty Limited ACN 057 633 897

Mobile - Sch 2 2.2(a)(ii)



From: Sch 2 2.2(a)(ii) <[redacted]@guidelineact.com.au>

Sent: Tuesday, 14 May 2019 11:39 AM

To: Sch 2 2.2(a)(ii) <[redacted]@pes.net.au>

Subject: RE: Isabella Weir: IWU WAE and Close out Documents [SEC=UNCLASSIFIED]

Sch 2 2.2(a)(ii)

Please see attached Asset Description Form as requested.

Kind regards,

Sch 2 2.2(a)(ii)

Sch 2 2.2(a)(ii) | Project Manager

16B Bass Street, Queanbeyan NSW 2620

PO Box 537, Queanbeyan NSW 2620

E: Sch 2 2.2(a)(ii) <[redacted]@guidelineact.com.au>

M: Sch 2 2.2(a)(ii)



Kind regards,

Sch 2 2.2(a)(ii)

From: Sch 2 2.2(a)(ii) <[redacted]i@pes.net.au>

Sent: Friday, 10 May 2019 9:39 AM

To: Sch 2 2.2(a)(ii)

Subject: FW: Isabella Weir: IWU WAE and Close out Documents [SEC=UNCLASSIFIED]

Importance: High

Hi Sch 2 2.2(a)(ii)

Would you please fill in Asset Description form for the Weir as requested below by My Nguyen?

Thanking you

Sch 2 2.2(a)(ii)

Principal's Authorised Person (PAP)

Professional Engineering Service Pty Limited ACN 057 633 897

Mobile - Sch 2 2.2(a)(ii)



From: TCCS_IT AssetInformation <TCCS.AssetInformation@act.gov.au>
Sent: Wednesday, 8 May 2019 3:54 PM
To: Sch 2 2.2(a)(ii) <[REDACTED]@pes.net.au>
Cc: Chowdhury, Mynul <Mynul.Chowdhury@act.gov.au>
Subject: RE: Isabella Weir: IWU WAE and Close out Documents [SEC=UNCLASSIFIED]
Importance: High

Hi [REDACTED]

Can you please send thru the Asset Description forms, I cannot check without this doc.
Thank you,

My Nguyen | Civil Assets Technical Officer | Asset and Data Integration |
Phone: 02 6205 8664 | Email: my.nguyen@act.gov.au
Infrastructure Planning | City Operations | Transport Canberra and City Services | ACT Government
Level 2, Wotso Building, 490 Northbourne Av, Dickson ACT 2602 | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

Connected services for the people of Canberra



From: Sch 2 2.2(a)(ii)@pes.net.au
Sent: 02/11/2018 2:52 PM
To: "Taylor, Nick" <Nick.Taylor@act.gov.au>
Cc: "Oxborrow, Stuart" <Stuart.Oxborrow@act.gov.au>
Subject: FW: Notice 06905 and 06906
Attachments: 20180418 isabella prohibition notice.pdf

Nick

As discussed earlier today, please see Guideline's email to WorkSafe seeking closure of the Notices. I have highlighted the relevant request.

Regards

Sch 2 2.2(a)(ii)

Professional Engineering Service Pty Limited ACN 057 633 897
 Acting in the capacity of the Territory's Principal's Authorised Person (PAP) Isabella Weir and Wetlands Project
 Mobile Sch 2 2.2(a)(ii)

From: Sch 2 2.2(a)(ii)@guidelineact.com.au>
Sent: Friday, 2 November 2018 2:40 PM
To: Sch 2 2.2(a)(ii)@pes.net.au
Subject: FW: Notice 06905 and 06906

Hi Sch 2 2.2(a)(ii)

Please see attached the correspondence forwarded regarding the Prohibition Notice.

Kind regards, Sch 2 2.2(a)(ii)

Sch 2 2.2(a)(ii) | **Project Manager | Isabella Weir Upgrade**

16B Bass Street, Queanbeyan NSW 2620

PO Box 537, Queanbeyan NSW 2620

E: Sch 2 2.2(a)(ii)@guidelineact.com.au

M: Sch 2 2.2(a)(ii)



From: Sch 2 2.2(a)(ii)
Sent: Friday, 2 November 2018 2:31 PM
To: greg.mason@act.gov.au
Cc: Sch 2 2.2(a)(ii)
Subject: Notice 06905 and 06906

Good Afternoon Greg,

As we discussed on the phone this afternoon Guideline ACT were issued Prohibition Notice 06905 and Prohibition notice 06906 in April 2018. This was following an incident involving an excavator contacting overhead conductors at Isabella Weir Upgrade, at the corner of Drake rod Drive and Athlton Drive. The notices were to remain in place for the duration of the project.

I'm writing to advise the project is now complete and Guideline ACT has demobilised. Therefore I'd like to request that the notices be closed.

Yours Sincerely,

Sch 2 2.2(a)(ii)

Work Health Safety Manager



16B Bass Street, QUEANBEYAN, NSW, 2620, Australia

Tel: Sch 2 2.2(a)(ii)

Web: www.guidelineact.com.au



This is a Prohibition Notice issued under section 195 of the Work Health and Safety Act 2011

Issued by inspector:

Inspector ID number:

Time and Date of service:

Greg Mason

P01873

1600 12/9/18

Recipient:

Method of Service (s 209)

Sch 2 2.2(a)(ii)

Personal

Other

The person being given the direction and/or this notice

Company individual

Name of Individual or Registered Company:

ACN (if company):

Sch 2 2.2(a)(ii)

Business or trading name (if different):

ABN (if any):

22 154 811 935

Address:

872 Dicks Creek Road Murrumbateman NSW 2582

You are prohibited from carrying on the following activity, or the carrying on of the activity in a specified way:

Use of Hitachi ZX240LC-3 Excavator
(VIN HCM1V100C00022432)

until an inspector is satisfied that the matters that give or will give rise to the risk have been remedied. (s195(2))

The inspector reasonably believes that grounds for the issue of this notice exist (s195(1)), ie:

- (a) an activity is occurring at a workplace that involves, or will involve, a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard; or
- (b) an activity may occur at a workplace that, if it occurs, will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard.

Basis for that belief (s196(1)(a)):

The excavator boom came into contact with overhead HV cables at the Guideline BS 565 Greenway on 12/4/18

Briefly, the activity that the inspector believes involves or will involve the risk, and the matters that give or will give rise to the risk (s196(1)(b)):

Workers and other persons health and safety may be put at risk due to damage to electrical/electronic/hydraulic systems of the plant to contact with High Voltage conductors

The provision that the inspector believes is being, or is likely to be, contravened by the activity (s196(1)(c)):

Work Health and Safety Act 2011

19

Regulation

This Notice may include directions and/or recommendations on the measures to be taken to remedy the risk or contravention.

The inspector directs you to:

* Engage a competent independent person to inspect the plant and provide written confirmation that the excavator is in a safe condition to be returned to work

The inspector recommends that you:



This is a Prohibition Notice issued under section 195 of the Work Health and Safety Act 2011

Issued by inspector: Greg Mason	Inspector ID number: P01873	Time and Date of service: 0800 hrs 13/4/18
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Recipient: Sch 2 2.2(a)(ii)	Method of Service (s 209) Personal <input checked="" type="checkbox"/> Other <input type="checkbox"/>
---------------------------------------	--

The person being given the direction and/or this notice
Company individual

Name of Individual or Registered Company:
Guideline Civil Engineering Contractors

Business or trading name (if different):
Guideline Civil Engineering Contractors

ACN (if company):
ABN (if any):
65 008 462 548

Address:
PO Box 537 Queanbeyan NSW 2620

You are prohibited from carrying on the following activity, or the carrying on of the activity in a specified way:

Operating mobile plant at the B5, 565 Isabella Ponds Wetlands civil construction site within the safe approach distances prescribed by Table 2.2 of the ACTEWAGL - Electrical Safety Rules for HV energised conductors up to and including 22KV being 3000mm for ordinary persons or 1200mm for instructed or authorised workers - as defined by the Electrical Safety Rules (Blue Book)

until an inspector is satisfied that the matters that give or will give rise to the risk have been remedied. (s195(2))

The inspector reasonably believes that grounds for the issue of this notice exist (s195(1)), ie:

- (a) an activity is occurring at a workplace that involves, or will involve, a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard; or
- (b) an activity may occur at a workplace that, if it occurs, will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard.

Basis for that belief (s196(1)(a)):

An excavator operating on the site on 12/4/2018 struck High Voltage Conductors (overhead) whilst being spotted by an ordinary person

Briefly, the activity that the inspector believes involves or will involve the risk, and the matters that give or will give rise to the risk (s196(1)(b)):

Workers and other persons health and safety may be put at risk if safe approach distances are not maintained by mobile plant at the site in accordance with table 2.2 of the ACTEWAGL (Blue Book)

The provision that the inspector believes is being, or is likely to be, contravened by the activity (s196(1)(c)):

Work Health and Safety Act 2011 **19** Regulation **1972**

This Notice may include directions and/or recommendations on the measures to be taken to remedy the risk or contravention.

The inspector directs you to:

* Ensure that a instructed person or authorised worker (safety observer) as trained in accordance with industry standards is engaged if mobile plant is operated with 3000mm of HV uninsulated conductors.

The inspector recommends that you:

Conductors.

From: "Sch 2 2.2(a)(ii)" <[redacted]@guidelineact.com.au>
Sent: 06/12/2018 1:28 AM
To: "Sch 2 2.2(a)(ii)" <[redacted]@pes.net.au>
Cc: "Taylor, Nick" <Nick.Taylor@act.gov.au>
Subject: RE: WHS Report for Nov 2018
Attachments: SWMS 19 Working Near Water (Rev05).pdf, SWMS 29 Weeding & Weed Spraying (Rev04).pdf, Monthly Enviro & Safety Report - November 2018.pdf

[redacted]

Please see attached report for WHS for November.

Also as requested in last week's meeting were the SWMS for Able Landscaping.

Kind regards, [redacted]

Sch 2 2.2(a)(ii) | **Project Manager**

16B Bass Street, Queanbeyan NSW 2620

PO Box 537, Queanbeyan NSW 2620

E: [redacted]@guidelineact.com.au

M: [redacted]



From: [redacted]@pes.net.au]
Sent: Thursday, 6 December 2018 12:05 PM
To: [redacted]
Cc: 'Taylor, Nick'
Subject: WHS Report for Nov 2018

Hi [redacted]

Since the works continue for the landscape, weed management, and the rectifications and as discussed in the last progress meeting, would you please provide WHS Report for the month ending Nov 2018. The Principal requests the WHS Report provided by 9 Dec 2018.

Regards

[redacted]

Principal's Authorised Person (PAP)

Professional Engineering Service Pty Limited ACN 057 633 897

Mobile - [redacted]



SAFE WORK METHOD STATEMENT (SWMS)



ORGANISATION DETAILS:

Organisation Name:	Able Landscaping Pty Ltd	Contact Name:	Sch 2 2.2(a)(ii)
ABN:	71 008 542 701	Contact Position:	Project Manager
Address:	22A Beltana Road, Pialligo ACT 2609	Contact Phone No:	Sch 2 2.2(a)(ii)

PROJECT DETAILS:

Project Name:	Isabella Weir Upgrade	Area:	North & South Wetlands
Activity:	WORKING NEAR WATER	This SWMS has been developed by the Project Team. Reviewed By: Sch 2 2.2(a)(ii) Position: Project Manager Date: 16/11/2018 Signed: Sch 2 2.2(a)(ii)	

High Risk Work Involves:	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structures
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or in a tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installation or services	<input type="checkbox"/> Work in or an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving Work
	<input type="checkbox"/> Other [Please Specify]:		

Resources / Trade Involved:	Plant Operators, Construction/Landscape Workers, Truck Drivers	
PPE / Plant Equipment Used:	PPE (gloves, long pants, safety specs, sunscreen & other according to MSDS);	
Maintenance Checks:	Daily Pre-start inspections on all plant;	
Materials Used:	N/A	
Occupational Health and Safety or Environmental Legislation; Codes or Standards applicable to the works:	Work Health Safety Act 2011 Work Health Safety Regulations 2011 OH&S (Manual Handling) Regulation 1997 OH&S (Certification of Plant Users and Operators) Regulation 2000	Code of Practice for Manual Handling National Standard for Plant [NOHSC:1010 (1994)] National Code of Practice for Induction for Construction Work (2007) Code of Practice For Excavation

Level	Description of Consequence or Impact	Consequence	L Likely	M Moderate	U Unlikely
H (9-7) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Offsite environmental discharge/release not contained and significant long-term environmental harm.	H (9-7) (High)	9	8	6
M (6-4) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (6-4) (Medium)	7	5	3
L (3-1) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained minor level clean up with no short-term environmental harm.	L (3-1) (Low)	4	2	1

Level	Likelihood/Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances


Hierarchy of Controls

1. Elimination Design the hazard out of the building or structure
2. Substitution Substitute less hazardous materials, fixtures, fittings and plant or construction methods.
3. Isolation Use barriers to shield or isolate the hazard. For example guards on machines, enclosures for noisy machinery
4. Engineering Controls Design and install equipment to counteract the hazard. For example installing and exhaust ventilation system to extract dangerous fumes and dust
5. Administrative Controls Arrange work to reduce the time people are around the hazard. Reduce risk by providing procedures, SWMS, training, or other suitable personal protective equipment and training, where required, to control residual risks
6. Personal Protective Equipment Have people wear protective equipment and clothing while near the hazard. For example, ear plugs, earmuffs or recommend suitable personal protective equipment and training, where required, to control residual risks

Item	Job Steps	Hazard	Risk Class before Controls	Controls Hierarchy of Controls is considered when applying Controls e.g. elimination, substitution, engineering, administration, PPE	Risk Class after Controls	Person Responsible for Works
1	Site Establishment			~SWMS 01 – <i>General Landscaping</i> to be read in conjunction with this SWMS;		Supervisor
2	Emergency Procedures	Emergency preparedness	9	~Emergency plan tool boxed and inducted to all employees and subcontractors prior to start ~Emergency plan and contacts posted on the site shed walls or available in utes ~Emergency assembly point nominated in site Induction ~Site consultation plan to be established & incorporated into the site files.	L2	Supervisor
3	Operating & working near plant on a water's edge	Exposure to machinery tipping/rolling	8	~All personnel operating plant are to ensure they are aware of surroundings ~All machinery to have Roll Over Protection Systems (ROPS) to prevent operators from major injury should a roll over occur ~2 spotters to guide operator when required	3	Supervisor Construction Workers Plant Operators
4	Working on the edge of the deck near water	Falling into the water / getting knocked in to the water	8	~All personnel to be tool boxed prior to working near water ~Life jackets are to be worn at all times ~No less than two persons working at once	3	Supervisor Construction Workers Plant Operators
5	Working within/under bird netting		7	~All personnel to be tool boxed prior to working within bird netting structure ~Hardhats to be worn to reduce risk of items getting caught in netting/wire structure above	4	Supervisor Construction Workers

Item	Job Steps	Hazard	Risk Class before Controls	Controls Hierarchy of Controls is considered when applying Controls e.g. elimination, substitution, engineering, administration, PPE	Risk Class after Controls	Person Responsible for Works
5	Unexpected discovery of asbestos or similar high risk contaminant	Incorrectly identifying and/or handling dangerous material leading to potential exposure	9	<p>~Isolate the contaminated area using appropriate fencing, signage and notify the site supervisor</p> <p>~SS to contact Principle Contractor to advise pf possible waterway contaminant</p> <p>~Upon approval from Principle Contractor, SS to contact Robson Environment or alternate approved consultant to compile relevant testing of the material and if required provide a corrective action plan</p>	2	<p>Supervisor</p> <p>Construction Workers</p> <p>Plant Operators</p>
		Contamination of surrounding environment	9	<p>~As above +</p> <p>~Ensure the sediment controls are intact to reduce further impact</p>	2	<p>Supervisor</p> <p>Construction Workers</p> <p>Plant Operators</p>
6	Housekeeping	Left over materials cause slip, trip hazards	7	<p>~Ensure materials are removed or staked in approved area away from access and walkways</p> <p>~Ensure no one can be cut/impaled or trip on protruding reo or other objects</p>	1	<p>Supervisor</p> <p>Construction Workers</p>

Supervisor for the Works		Responsibilities	Training & Experience:
Name:		As per Able Landscaping Site Safety Plan eg. Providing Able Landscaping site specific training; Implementing & monitoring implementation of this SWMS; conducting inspections	
Date:			
Signature:			
Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others)	Training Required to Complete Work	
Able Landscaping Site Induction & Safety Plan	All Personnel	Delivered by Able Landscaping	
OH&S Construction Induction Training	All Personnel	Existing - Refer to Training Register in SP	
Client's Site Induction (incl Emergency requirements)	N/A	N/A	
Traffic Control	Traffic Controllers	Existing - Refer to Training Register in SP	
Manual Handling	All Personnel	All Personnel	
Identification & Safe Handling of Asbestos	All Personnel	Existing - Refer to Training Register in SP	
Truck licence: MR, HR	Truck Drivers	Existing - Refer to Training Register in SP	
Excavator (LE) Skid Steer (LS)	Plant Operators	Existing - Refer to Training Register in SP	
Asbestos Awareness Training	All Personnel	Existing - Refer to Training Register in SP	
Engineering Details / Certificates / WorkCover Approvals:			
Workplace Training Matrix provided separately			
Dial Before You Dig			
Monitoring & Review:			
Safe work method statements shall be reviewed prior to the commencement of each project by the project team.			
All safe work method statements shall be reviewed monthly, by operations staff.			
Individual sites shall have daily informal inspections. Identified issues and hazards shall be documented on the pre-start meeting template and discussed with all workers.			
Weekly toolbox talks shall be held and documented to discuss issues, concerns, hazards, incidents, successes and innovative ideas trialled.			
Project staff shall make regular visits to site to coach and mentor workers and undertake formal audits.			

Review No:	05
Initial:	
Date:	16.05.2016

OHSE 007 – Safe Work Method Statement

Confirmation of Training & Consultation

Able Landscaping's Site Safety Plan and SWMS identified below have been developed through consultation with our employees and have been read, understood and signed by all employees undertaking the works:

Print Name:	Position/Role:	Signature:	Date:

SAFE WORK METHOD STATEMENT (SWMS)



ORGANISATION DETAILS:

Organisation Name:	Able Landscaping Pty Ltd	Contact Name:	Sch 2 2.2(a)(ii)
ABN:	71 008 542 701	Contact Position:	Project Manager
Address:	22A Beltana Road, Pialligo ACT 2609	Contact Phone No:	Sch 2 2.2(a)(ii)

PROJECT DETAILS:

Project Name:	Isabella Weir Upgrade	Area:	North & South Wetlands
Activity:	Weeding & Weed Spraying	This SWMS has been developed by the Project Team. Reviewed By: Sch 2 2.2(a)(ii) Position: Project Manager Date: 16/11/2018 Signed: Sch 2 2.2(a)(ii)	

High Risk Work Involves:	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structures
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or in a tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installation or services	<input type="checkbox"/> Work in or an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving Work
	<input type="checkbox"/> Other [Please Specify]:		

Resources / Trade Involved:	All Able Landscaping personnel and subcontractors				
PPE / Plant Equipment Used:	PPE (hard hats, gloves, safety specs, sunscreen, high vis clothing, safety boots) & protective weed suit.				
Maintenance Checks:	Pre-start inspections on all plant;				
Materials Used:	Weed chemicals				
Occupational Health and Safety or Environmental Legislation; Codes or Standards applicable to the works:	Work Health & Safety Act 2011 Work Health & Safety Regulation 2011 National Standard for Occupational Noise Mobile Plant on Construction Sites (NSW WorkCover)		Code of Practice for Manual Handling National Code of Practice for Induction for Construction Work (2007) Working in Hot and Cold Environments (NSW WorkCover) Protection of Workers from the Ultraviolet Radiation in Sunlight (SWA)		
Level	Description of Consequence or Impact	Consequence	L Likely	M Moderate	U Unlikely
H (9-7) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Offsite environmental discharge/release not contained and significant long-term environmental harm.	H (9-7) (High)	9	8	6
M (6-4) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (6-4) (Medium)	7	5	3
L (3-1) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained minor level clean up with no short-term environmental harm.	L (3-1) (Low)	4	2	1
Level	Likelihood/Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				
Hierarchy of Controls					
1. Elimination	Design the hazard out of the building or structure				
2. Substitution	Substitute less hazardous materials, fixtures, fittings and plant or construction methods.				
3. Isolation	Use barriers to shield or isolate the hazard. For example guards on machines, enclosures for noisy machinery				
4. Engineering Controls	Design and install equipment to counteract the hazard. For example installing and exhaust ventilation system to extract dangerous fumes and dust				
5. Administrative Controls	Arrange work to reduce the time people are around the hazard. Reduce risk by providing procedures, SWMS, training, or other suitable personal protective equipment and training, where required, to control residual risks				
6. Personal Protective Equipment	Have people wear protective equipment and clothing while near the hazard. For example, ear plugs, earmuffs or recommend suitable personal protective equipment and training, where required, to control residual risks				

Item	Job Steps	Hazard	Risk Class before Controls	Controls Hierarchy of Controls is considered when applying Controls e.g. elimination, substitution, engineering, administration, PPE	Risk Class after Controls	Person Responsible for Works
1	Working on site generally	Injury due to inadequate training lack of experience/competency	1	~Client's site induction to be undertaken by all workers prior to commencing work on site ~All workers inducted into Able's Safety Plan ~Training in this SWMS to be undertaken by all Able's workers ~Mandatory site PPE to be worn eg hard hats, safety boots, high vis	3	Supervisor
2	Accessing, leaving and travelling on site	Vehicle/Plant movements cause risk to public, congestion on roads or damage to environment	1	~Identify vehicle & pedestrian access gates & follow TTM ~No personal parking on site ~Traffic Controllers to provide assistance to vehicles accessing & leaving site if required ~Follow site's speed limit	3	Supervisor Landscapers
		Deliveries to site contribute to congestion or impeded other trades from working;	1	~Deliveries to be organised 48 hours in advance with Client	3	Supervisor
		Access for emergency vehicles impeded by works which delays treatment to injured person/s	1	~Maintain clear access at all times for emergency vehicles ~Housekeeping kept to a high standard at all times	3	Supervisor Landscapers
3	Working outside	Personnel exposed to UV radiation which causes melanomas	2	~Sunscreen will be available on site; no singlet style tops to be worn	3	Supervisor Landscapers
4		Exposure to noise leads to long term injury (60dB is talking normally; 85dB is maximum limit over 8 hour period)	1	~All personnel operating plant with open cabins, working in the vicinity of noisy plant or equipment or undertaking noise emitting work e.g. excavators, motors, jackhammers, must use hearing protection	3	Supervisor Plant Operators
5	Working in and around heritage listed and protected buildings / objects	Environmental conditions cause materials to impact on environment eg dust,	1	~Follow sites environmental plan ~Secure materials in high winds ~Make sure enviro controls (as installed by Ables) are fit for purpose	3	Supervisor Landscapers Plant Operators

Item	Job Steps	Hazard	Risk Class before Controls	Controls Hierarchy of Controls is considered when applying Controls e.g. elimination, substitution, engineering, administration, PPE	Risk Class after Controls	Person Responsible for Works
		contamination of waterways				
		Damage to heritage or protected in-situ objects	1	~Maintain integrity of tree & statue protection (as installed by Ables)	3	Supervisor Landscapers Plant Operators
6	Spraying weeds with chemicals	Environmental conditions cause materials to impact on environment eg dust, contamination of waterways	1	~Follow sites environmental plan ~Secure materials in high winds ~Make sure enviro controls (as installed by Ables) are fit for purpose	3	Supervisor Landscapers Plant Operators

Supervisor for the Works	Responsibilities	Training & Experience:
Name: Date: Signature:	As per Able Landscaping Site Safety Plan eg. Providing Able Landscaping site specific training; Implementing & monitoring implementation of this SWMS; conducting inspections	

Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others)	Training Required to Complete Work
Able Landscaping Site Induction & Safety Plan	All Personnel	Delivered by Able Landscaping
OH&S Construction Induction Training	All Personnel	Existing - Refer to Training Register in SP
Traffic Control	Traffic Controllers	Existing - Refer to Training Register in SP
Manual Handling	All Personnel	All Personnel
Chemcert – Chemical Handling Certification	All Personnel	Existing - Refer to Training Register in SP
Asbestos Awareness Training	All Personnel	Existing - Refer to Training Register in SP

Engineering Details / Certificates / WorkCover Approvals:

Monitoring & Review:


Safe work method statements shall be reviewed prior to the commencement of each project by the project team.

All safe work method statements shall be reviewed monthly, by operations staff.

Individual sites shall have daily informal inspections. Identified issues and hazards shall be documented on the pre-start meeting template and discussed with all workers.

Weekly toolbox talks shall be held and documented to discuss issues, concerns, hazards, incidents, successes and innovative ideas trialled.

Project staff shall make regular visits to site to coach and mentor workers and undertake formal audits.

Review No:	04
Initial:	
Date:	16.05.2016

OHSE 007 – Safe Work Method Statement

Confirmation of Training & Consultation

Able Landscaping's Site Safety Plan and SWMS identified below have been developed through consultation with our employees and have been read, understood and signed by all employees undertaking the works:

Print Name:	Position/Role:	Signature:	Date:

MONTHLY WHS & ENVIRO REPORT FORM

The information provided below should only relate to the month stated

Project Name – Isabella Weir Upgrade		Project No – 616	Report for the month of – November 2018
1. lead indicators and statistics			
No. of personnel inducted to site	0	No. of GLA Safety inspections completed	2
No. of days worked	5	No. of Confined Space Entry Permits issued	0
No. of employee (GLP, GLA) man hours worked	216	No. of Pre-Excavation Checklists issued	0
No. of Subcontractor/other man hours worked	48	No. of GLA Env. Checklists completed	2
No. of Hot Works Permits issued	0	No. of entries in Water Discharge Record	0
No. of Pre-Starts completed	6	No. of entries in Waste Management Plan Register	0
2. Toolbox Talks carried out			
Date	Subject		
15/11/2018	Mobile Phones onsite		
3. Other meetings, audits and additional to systems inspections where WHS or ENVIRO is formally discussed, e.g. Site meetings, WHS meetings, consultative committee meetings, compliance checks, client audits, OFSC, Active Certification and or external audits			
Date	Detail		
14/11/18	Site Progress Meeting (GLA, PES, CMTEDD and SMEC) - Belconnen		
28/11/18	Site Progress Meeting (GLA, PES, CMTEDD and SMEC) – Belconnen		
1/11/18	GLA Weekly Meeting - Queanbeyan		
8/11/18	GLA Weekly Meeting - Queanbeyan		
15/11/18	GLA Weekly Meeting - Queanbeyan		
25/11/18	GLA Weekly Meeting - Queanbeyan		
4. Worksafe Reportable Incidents			
Date	Detail		
N/A	N/A		
5. Lost Time Injury (LTIs) incident			
Date	Detail		
N/A	N/A		
6. Other incidents			
Date	Detail		
N/A			
7. Are there any new risks which could be added to the Company Risk Register?			
Date	Detail		
16/11/18	Working Near Water, Wetlands work Ables Landscaping		
8. Any other significant event (training, site visits, other notes)			
Date	Details		
24/08/2018	Mangement Training Day		
9. Other notes			

Project Engineer Completing the Report	Sch 2 2.2(a)(ii)	6/12/18
Sch 2 2.2(a)(ii)		
Name		Date

Guideline ACT considers the use of the incident numbers or LTIs as measures of WHS performance unreasonable and counterproductive to the WHS of workers. This information is Commercial in Confidence and must not be passed onto any other party.

From: "Sch 2 2.2(a)(ii) [REDACTED]" <[REDACTED]@guidelineact.com.au>
Sent: 04/02/2019 3:55 AM
To: "Taylor, Nick" <Nick.Taylor@act.gov.au>
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]
Attachments: Monthly safety report December 2018.docx

Hi Nick,

The attached looks good.

Thanks for the record.

Kind regards,

[REDACTED]

From: Taylor, Nick [mailto:Nick.Taylor@act.gov.au]
Sent: Monday, 4 February 2019 1:23 PM
To: Sch 2 2.2(a)(ii) [REDACTED]
Subject: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Hi [REDACTED]

Are you happy for me to submit this as a true record to my management on the 7/2/19 notwithstanding you submitting the normal GLA Principal Contractors Monthly WH&S Report.

Regards Nick

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Attachment 5: Principal Contractor Monthly WHS Report

A copy of this Workplace Health & Safety Report should be submitted to the Superintendent/LDA Project Manager on a monthly basis. All questions should be answered. The information provided below should only relate to the LDA/CID/IFCW project for the date range given below and since the last report.

Name of organization and contact person:	Guideline ACT Sch 2 2.2(a)(ii)
Name of project:	Isabella weir upgrade
Date range for this report:	Month of Jan 2019
Were there any lost time injuries during the reporting period?	NO
Please provide details of type of injury/incident, follow-up action and risk mitigation strategies in place:	
List the number of working days lost due to injury:	None
Action Required (please specify):	
List the number of incidents reported to Work Safe ACT:	None
Action Required (please specify):	
Provide detail on the status of any incidents including injured personnel, damaged property, environmental damage or pollution:	No incidents recorded
Action Required (please specify):	
Provide detail on the status of any corrective actions undertaken as a result of a WHS inspection:	None required
Action Required (please specify):	
Provide date and detail of the last WHS audit:	Already submitted in Aug this was the last audit before completion of works
Action Required (please specify):	
Were any risks encountered on site that were previously unknown? If yes, please provide details:	
Details and any further action required (if any) (please specify):	
Were SWMS completed for appropriate work and submitted to the PAP prior to commencing?	Yes
If No, why not and what further action is required? (please specify):	

Is construction being carried out in accordance with the approved project specific WHS Management Plan?	Yes		
If No, why not and what further action is required? (please specify):			
Are weekly tool box talks being carried out? As required	As Required		
If No, why not and what further action is required? (please specify):			
Is a WHS incident register being maintained on site?	Yes		
If No, why not and what further action is required? (please specify):			
Were any WHS incidents discussed in the site meetings?		Yes	
Action Required (please specify):			
Are checks being carried out on the suitability of sub contractor's WHS?	Yes		
If No, why not and what further action is required? (please specify):			

From: "Sch 2 2.2(a)(ii) [redacted]@guidelineact.com.au"
Sent: 05/02/2019 11:13 PM
To: "Taylor, Nick" <Nick.Taylor@act.gov.au>
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]
Attachments: Monthly Enviro & Saftey Report - Jan 19.pdf

Hi Nick,

Please see attached Jan 2019 report for your records.

Kind regards,

Sch 2 2.2(a) [redacted]

From: Taylor, Nick [mailto:Nick.Taylor@act.gov.au]
Sent: Wednesday, 6 February 2019 8:07 AM
To: Sch 2 2.2(a)(ii) [redacted]
Cc: Sch 2 2.2(a)(ii) [redacted]
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Sch 2 2.2(a) [redacted]

Please send the GLA Work Health Safety Environmental Report for Isabella Weir today.

Regards Nick

From: Sch 2 2.2(a)(ii) [redacted]@guidelineact.com.au
Sent: Monday, 4 February 2019 2:56 PM
To: Taylor, Nick <Nick.Taylor@act.gov.au>
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Hi Nick,

The attached looks good.

Thanks for the record.

Kind regards,

Sch 2 2.2(a) [redacted]

From: Taylor, Nick [mailto:Nick.Taylor@act.gov.au]
Sent: Monday, 4 February 2019 1:23 PM
To: Sch 2 2.2(a)(ii) [redacted]
Subject: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Hi Sch 2 2.2(a) [redacted]

Are you happy for me to submit this as a true record to my management on the 7/2/19 notwithstanding you submitting the normal GLA Principal Contractors Monthly WH&S Report.

Regards Nick

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments

immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

MONTHLY WHS & ENVIRO REPORT FORM

The information provided below should only relate to the month stated

Project Name – Isabella Weir Upgrade		Project No – 616	Report for the month of – January 2019
1. lead indicators and statistics			
No. of personnel inducted to site	0	No. of GLA Safety inspections completed	2
No. of days worked	4	No. of Confined Space Entry Permits issued	0
No. of employee (GLP, GLA) man hours worked	3	No. of Pre-Excavation Checklists issued	0
No. of Subcontractor/other man hours worked	120	No. of GLA Env. Checklists completed	2
No. of Hot Works Permits issued	0	No. of entries in Water Discharge Record	0
No. of Pre-Starts completed	4	No. of entries in Waste Management Plan Register	0
2. Toolbox Talks carried out			
Date	Subject		
3. Other meetings, audits and additional to systems inspections where WHS or ENVIRO is formally discussed, e.g. Site meetings, WHS meetings, consultative committee meetings, compliance checks, client audits, OFSC, Active Certification and or external audits			
Date	Detail		
10/01/19	SLA Watermain Meeting		
24/01/19	Site Progress Meeting (GLA, PES, CMTEDD and SMEC) – Belconnen		
10/11/18	GLA Weekly Meeting - Queanbeyan		
17/11/18	GLA Weekly Meeting - Queanbeyan		
24/11/18	GLA Weekly Meeting - Queanbeyan		
31/11/18	GLA Weekly Meeting - Queanbeyan		
4. Worksafe Reportable Incidents			
Date	Detail		
N/A	N/A		
5. Lost Time Injury (LTIs) incident			
Date	Detail		
N/A	N/A		
6. Other incidents			
Date	Detail		
N/A	N/A		
7. Are there any new risks which could be added to the Company Risk Register?			
Date	Detail		
N/A	N/A		
8. Any other significant event (training, site visits, other notes)			
Date	Details		
N/A	N/A		
9. Other notes			

Project Engineer Completing the Report

Sch 2 2.2(a)(ii)	Sch 2 2.2(a)(ii)	06/02/2019
Name		Date

From: "Sch 2 2.2(a)(ii)" <[redacted]@guidelineact.com.au>
Sent: 07/02/2019 5:34 AM
To: "Taylor, Nick" <Nick.Taylor@act.gov.au>
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]
Attachments: Monthly Enviro & Safety Report - Jan 19.pdf

Hi Nick,

Please see the revised report attached, including the complaint surrounding the Duck caught in the Anti-Bird Netting.

Kind regards,

[redacted]

Sch 2 2.2(a)(ii) | Project Manager

16B Bass Street, Queanbeyan NSW 2620

PO Box 537, Queanbeyan NSW 2620

E: [redacted]@guidelineact.com.au

M: [redacted]



From: Taylor, Nick [mailto:Nick.Taylor@act.gov.au]
Sent: Thursday, 7 February 2019 3:21 PM
To: [redacted]
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

I note that there is no mention of the duck incident?

From: [redacted]@guidelineact.com.au
Sent: Wednesday, 6 February 2019 10:13 AM
To: Taylor, Nick <Nick.Taylor@act.gov.au>
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Hi Nick,

Please see attached Jan 2019 report for your records.

Kind regards,
Matt

From: Taylor, Nick [mailto:Nick.Taylor@act.gov.au]
Sent: Wednesday, 6 February 2019 8:07 AM
To: [redacted]
Cc: [redacted]
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

[redacted]

Please send the GLA Work Health Safety Environmental Report for Isabella Weir today.

Regards Nick

From: Sch 2 2.2(a)(ii) [redacted]:@guidelineact.com.au]
Sent: Monday, 4 February 2019 2:56 PM
To: Taylor, Nick <Nick.Taylor@act.gov.au>
Subject: RE: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Hi Nick,

The attached looks good.

Thanks for the record.

Kind regards,

Sch 2 2.2(a)(ii) [redacted]

From: Taylor, Nick [<mailto:Nick.Taylor@act.gov.au>]
Sent: Monday, 4 February 2019 1:23 PM
To: Sch 2 2.2(a)(ii) [redacted]
Subject: Monthly safety report Jan 2019 [SEC=UNCLASSIFIED]

Hi [redacted]

Are you happy for me to submit this as a true record to my management on the 7/2/19 notwithstanding you submitting the normal GLA Principal Contractors Monthly WH&S Report.

Regards Nick

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

MONTHLY WHS & ENVIRO REPORT FORM

The information provided below should only relate to the month stated

Project Name – Isabella Weir Upgrade		Project No – 616	Report for the month of – January 2019
1. lead indicators and statistics			
No. of personnel inducted to site	0	No. of GLA Safety inspections completed	2
No. of days worked	4	No. of Confined Space Entry Permits issued	0
No. of employee (GLP, GLA) man hours worked	3	No. of Pre-Excavation Checklists issued	0
No. of Subcontractor/other man hours worked	120	No. of GLA Env. Checklists completed	2
No. of Hot Works Permits issued	0	No. of entries in Water Discharge Record	0
No. of Pre-Starts completed	4	No. of entries in Waste Management Plan Register	0
2. Toolbox Talks carried out			
Date	Subject		
3. Other meetings, audits and additional to systems inspections where WHS or ENVIRO is formally discussed, e.g. Site meetings, WHS meetings, consultative committee meetings, compliance checks, client audits, OFSC, Active Certification and or external audits			
Date	Detail		
10/01/19	SLA Watermain Meeting		
24/01/19	Site Progress Meeting (GLA, PES, CMTEDD and SMEC) – Belconnen		
10/01/19	GLA Weekly Meeting - Queanbeyan		
17/01/19	GLA Weekly Meeting - Queanbeyan		
24/01/19	GLA Weekly Meeting - Queanbeyan		
31/01/19	GLA Weekly Meeting - Queanbeyan		
4. Worksafe Reportable Incidents			
Date	Detail		
N/A	N/A		
5. Lost Time Injury (LTIs) incident			
Date	Detail		
N/A	N/A		
6. Other incidents			
Date	Detail		
29/01/2019	Emailed Complaint re. Wetlands. Duck Caught in Anti-Bird Netting		
7. Are there any new risks which could be added to the Company Risk Register?			
Date	Detail		
N/A	N/A		
8. Any other significant event (training, site visits, other notes)			
Date	Details		
N/A	N/A		
9. Other notes			

Project Engineer Completing the Report

Sch 2 2.2(a)(ii)	Sch 2 2.2(a)(ii)	07/02/2019
Name		Date

Sch 2 2.2(a)(ii)@guidelineact.com.au>
Sent:12/03/2019 2:31 AM
To:"Taylor, Nick" <Nick.Taylor@act.gov.au>
Cc:"Sch 2 2.2(a)(ii)"@pes.net.au>
Subject:RE: Contractors report [SEC=UNCLASSIFIED]
Attachments:Monthly Enviro & Safety Report - Feb 19.docx

Hi Nick,

Please see attached the report for Feb 2019.

Kind regards,

Sch 2 2.2(a)(ii)

From: Taylor, Nick [mailto:Nick.Taylor@act.gov.au]
Sent: Tuesday, 12 March 2019 9:23 AM
To: Sch 2 2.2(a)(ii)
Cc: Sch 2 2.2(a)(ii)
Subject: Contractors report [SEC=UNCLASSIFIED]

Hi Sch 2 2.2(a)(ii)

Can you send through the contractors report today .

Regards Nick

Nick Taylor | Senior Project Officer | Civil Infrastructure
Phone 02 6207 0118 | Mobile 0451 449 331 Nick.Taylor@act.gov.au
Infrastructure Finance Capital Works Chief Minister, Treasury and Economic Development Directorate ACT Government
Level 2 Nature Conservation House, 186 Emu Bank Belconnen 2617 | ACT Procurement, GPO Box 158 CANBERRA ACT 2601 | www.act.gov.au

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MONTHLY WHS & ENVIRO REPORT FORM

The information provided below should only relate to the month stated

Project Name – Isabella Weir Upgrade		Project No – 616	Report for the month of – FEB 2019
1. lead indicators and statistics			
No. of personnel inducted to site	0	No. of GLA Safety inspections completed	2
No. of days worked	15	No. of Confined Space Entry Permits issued	0
No. of employee (GLP, GLA) man hours worked	20	No. of Pre-Excavation Checklists issued	0
No. of Subcontractor/other man hours worked	560	No. of GLA Env. Checklists completed	0
No. of Hot Works Permits issued	0	No. of entries in Water Discharge Record	0
No. of Pre-Starts completed	15	No. of entries in Waste Management Plan Register	0
2. Toolbox Talks carried out			
Date	Subject		
11/02/2019	Stop Logs		
14/02/2019	Repair Works		
15/02/2019	Site Walk, Upstream Face		
3. Other meetings, audits and additional to systems inspections where WHS or ENVIRO is formally discussed, e.g. Site meetings, WHS meetings, consultative committee meetings, compliance checks, client audits, OFSC, Active Certification and or external audits			
Date	Detail		
15/02/19	Site Progress Meeting (GLA, PES, CMTEDD and SMEC) – Belconnen		
7/02/19	GLA Weekly Meeting - Queanbeyan		
14/02/19	GLA Weekly Meeting - Queanbeyan		
21/02/19	GLA Weekly Meeting - Queanbeyan		
28/02/19	GLA Weekly Meeting - Queanbeyan		
4. Worksafe Reportable Incidents			
Date	Detail		
N/A	N/A		
5. Lost Time Injury (LTIs) incident			
Date	Detail		
N/A	N/A		
6. Other incidents			
Date	Detail		
7. Are there any new risks which could be added to the Company Risk Register?			
Date	Detail		
N/A	N/A		
8. Any other significant event (training, site visits, other notes)			
Date	Details		
N/A	N/A		
9. Other notes			

Project Engineer Completing the Report

Sch 2 2.2(a)(ii)		12/03/2019
Name	Signature	Date

Doc No : GLA-SF-2.2-24	Revision: 1	Page 1 of 2
Approved by: Managing Director	Date: December 2017	

Guideline ACT considers the use of the incident numbers or LTIs as measures of WHS performance unreasonable and counterproductive to the WHS of workers. This information is Commercial in Confidence and must not be passed onto any other party.



Professional Engineering Service

ABN 27 057 633 897

53 Rose Avenue, COLLAROY, NSW, 2047

Sch 2 2.2(a)(ii)

Email Sch 2 2.2(a)(ii)@pes.net.au

TAX INVOICE No. 418

14 December, 2018

Professional Engineering Service Pty Ltd
ABN: 27 057 633 897

3/6 St Georges Crescent
DRUMMOYNE
NSW 2047

To:

ACT Procurement
ABN: 66 676 633 401

GPO Box 158
Canberra City ACT 2601

Attention: Mr Nick Taylor

Description of service or supply: Contract for Provision of Principal's Authorised Person (PAP) and Contract Administrative Services for Isabella Weir and Wetlands Progress Claim No 21 – for work from commencement to the end of November 2018.
PES Invoice No. 418 (PP21 November 2018)

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)	
2	Contract Administration & Administrative Support including Project Director & technical specialists		
3	Senior Resident Engineer/PAP Works – weekdays allow Sch 2 2.2(a)(xi) (Including Sch 2 2.2(a)(i) Sch 2 2.2(a)(ii) hours from June 2018 to mid-August 2018		
4	Senior Resident Engineer/PAP Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
5	Surveillance Officer Civil & Structural Works – weekdays allow Sch 2 2.2(a)(xi)		
6	Surveillance Officer Civil & Structural Works – weekends/nightworks allow Sch 2 2.2(a)(xi) Sch 2 2.2(a)(xi)		
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)		
8	Independent Testing (Provisional Sum)		
9	Survey Validation (Provisional Sum)		

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
10	Sch 2 2.2(a)(ii) Per kilometre	Sch 2 2.2(a)(xi)	
11	Regulatory Plan hours		
12	GC21 Closeout Workshop		
Total Price Including GST			\$30,807.64

PAP attendance: Timesheet issued with invoice:

Sch 2 2.2(a)(ii): Sch 2 2.2(a)(ii) (November 2018) – Limited to 45 hours per week

Sch 2 2.2(a)(ii): Sch 2 2.2(a)(xi) (November 2018)

Sch 2 2.2(a)(ii): Detailed Attendance Register attached.

Surveillance Officer Civil & Structural:

Nil.

Cashflow and Budget

The Professional Services Contract total price tendered is \$740,140.00 incl GST

Total of previous claims and payments to date is	\$992,815.75
This Claim	\$30,807.64
Total claim to date including this claim	\$1,023,623.88

Cashflow forecast for December 2018 is \$24,527.64 as per the table below:

	SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
		RATE (incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's Team Project Quality Plan	Sch 2 2.2(a)(xi)									
2	Contract Administration & Administrative Support including Project Director & technical specialists										
3	Senior Resident Engineer/PAP Works – Weekdays allow Sch 2 2.2(a)(ii)										
4	Senior Resident Engineer/PAP Works – Weekends/Nightworks allow Sch 2 2.2(a)(ii)										
5	Surveillance Officer Civil & Structural Works – Weekdays allow Sch 2 2.2(a)(ii)										
6	Surveillance Officer Civil & Structural Works – Weekends/Nightworks allow Sch 2 2.2(a)(ii)										
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(ii)										
8	Independent testing (provisional sum)										
9	Survey Validation (provisional sum)										
10	Sch 2 2.2(a)(ii) Per kilometre										
11	Regulatory Plan hours										
12	GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)		730,276.00	0.00	\$	1,023,623.88	0.00	\$	1,048,151.02		\$	24,527.64

We would appreciate payment by direct deposit into: National Australia Bank: Sch 2 2.2(a)(xi) Account No Sch 2 2.2(a)(xi). Payment advice should be sent to the letterhead address or by email.

We will provide an extended Cashflow forecast for the next 12 months with our next progress claim.

Yours faithfully

Sch 2 2.2(a)(ii)

Director, PES

Encl

been - 4/2/18



ACT Received
 - 4 FEB 2019
 Shared Services Procurement

Professional Engineering Service
 ABN 27 057 633 897

53 Rose Avenue, COLLARROY, NSW, 2047

Sch 2 2.2(a)(ii)

TAX INVOICE No. 431

21 January, 2019

Professional Engineering Service Pty Ltd
 ABN: 27 057 633 897

3/6 St Georges Crescent
 DRUMMOYNE
 NSW 2047

To:
 ACT Procurement
 ABN: 66 676 633 401

GPO Box 158
 Canberra City ACT 2601

Attention: Mr Nick Taylor

Description of service or supply: Contract for Provision of Principal's Authorised Person (PAP) and Contract Administrative Services for Isabella Weir and Wetlands
 Progress Claim No 22 – for work from commencement to the end of December 2018.
PES Invoice No. 402 (PP22 December 2018)

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)	
2	Contract Administration & Administrative Support including Project Director & technical specialists		
3	Senior Resident Engineer/PAP Works – weekdays allow Sch 2 2.2(a)(xi) (Including Sch 2 2.2(a)(ii) Sch 2 2.2(a)(ii) hours from June 2018 to mid-August 2018		
4	Senior Resident Engineer/PAP Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
5	Surveillance Officer Civil & Structural Works – weekdays allow Sch 2 2.2(a)(ii)		
6	Surveillance Officer Civil & Structural Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)		
8	Independent Testing (Provisional Sum)		
9	Survey Validation (Provisional Sum)		

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
10	Sch 2 2.2(a)(ii) Per Kilometre	Sch 2 2.2(a)(xi)	
11	Regulatory Plan hours		
12	GC21 Closeout Workshop		
Total Price Including GST			\$12,446.20

PAP attendance: Timesheet issued with invoice:

Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xi) (December 2018)

Detailed Attendance Register attached.

Surveillance Officer Civil & Structural:

Nil.

Cashflow and Budget

The Professional Services Contract total price tendered is \$740,140.00 incl GST

Total of previous claims and payments to date is	\$1,023,623.38
This Claim	\$12,446.20
Total claim to date including this claim	\$1,036,069.58

Cashflow forecast for December 2018 is \$15,247.64 as per the table below:

SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
	RATE (incl GST)	UNIT	QUANTITY	AMOUNT						
1	Sch 2 2.2(a)(xi)									
2	Sch 2 2.2(a)(xi)									
3	Sch 2 2.2(a)(xi)									
4	Sch 2 2.2(a)(xi)									
5	Sch 2 2.2(a)(xi)									
6	Sch 2 2.2(a)(xi)									
7	Sch 2 2.2(a)(xi)									
8	Sch 2 2.2(a)(xi)									
9	Sch 2 2.2(a)(xi)									
10	Sch 2 2.2(a)(xi)									
11	Sch 2 2.2(a)(xi)									
12	Sch 2 2.2(a)(xi)									
Total Lump Sum Fee (including GST)				730,276.00	0.00	\$ 1,036,069.58	0.00	\$ 1,031,317.21		\$ 15,247.64

We would appreciate payment by direct deposit into: National Australia Bank: Sch 2 2.2(a)(xi) Account No Sch 2 2.2(a)(xi). Payment advice should be sent to the letterhead address or by email.

We will provide an extended Cashflow forecast for the next 12 months with our next progress claim.

Yours faithfully

Sch 2 2.2(a)(ii)

Director, PES
Encl

SHARED SERVICES PROCUREMENT APPROVAL OF CLAIM	
PURCHASE ORDER No: <u>SPS 30474-320-02</u>	
AMOUNT TO PAY \$ <u>12,446.20</u>	PAYMENT DUE DATE <u>4.12.19</u>
I certify that the goods and/or services detailed on this invoice have been received/installed/completed to my satisfaction	
PROJECT OFFICER NAME: <u>M. TAYLOR</u>	
SIGNATURE/DATE: <u>[Signature]</u> <u>4.12.19</u>	



ACT Received
 19 FEB 2019
 Shared Services Procurement

Professional Engineering Service
 ABN 27 057 633 897

53 Rose Avenue, COLLARROY, NSW, 2047

Sch 2 2.2(a)(ii)

TAX INVOICE No. 445

18 February 2019

Professional Engineering Service Pty Ltd
 ABN: 27 057 633 897

3/6 St Georges Crescent
 DRUMMOYNE
 NSW 2047

ACT R
 25 FEB 2019
 Shared Services

To:
 ACT Procurement
 ABN: 66 676 633 401

GPO Box 158
 Canberra City ACT 2601

Attention: Mr Nick Taylor

Description of service or supply: Contract for Provision of Principal's Authorised Person (PAP) and Contract Administrative Services for Isabella Weir and Wetlands
 Progress Claim No 23 – for work from commencement to the end of January 2019.
PES Invoice No. 445 (PP23 January 2019)

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)	
2	Contract Administration & Administrative Support including Project Director & technical specialists		
3	Senior Resident Engineer/PAP Works – weekdays allow Sch 2 2.2(a)(xi)		
4	Senior Resident Engineer/PAP Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
5	Surveillance Officer Civil & Structural Works – weekdays allow Sch 2 2.2(a)(xi)		
6	Surveillance Officer Civil & Structural Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)		
8	Independent Testing (Provisional Sum)		
9	Survey Validation (Provisional Sum) Sch 2 2.2(a)(ii)		
10	Per Kilometre		
11	Regulatory Plan hours		

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
12	Sch 2 2.2(a)(ii) GC21 Closeout Workshop	Sch 2 2.2(a)(xi)	
Total Price Including GST			\$25,691.47

PAP attendance: Timesheet issued with invoice:

Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xi) (January 2019)

Detailed Attendance Register attached.

Surveillance Officer Civil & Structural:

Nil.

Cashflow and Budget

The Professional Services Contract total price tendered is \$740,140.00 incl GST

Total of previous claims and payments to date is	\$1,036,069.58
This Claim	\$25,691.47
Total claim to date including this claim	\$1,061,761.04

Cashflow forecast for December 2018 is \$16,687.64 as per the table below:

SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
	RATE (incl GST)	UNIT	QUANTITY	AMOUNT						
1 PAP's team Project Quality Plan										
2 Contract Administration & Administrative Support including Project Director & technical specialists										
3 Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)										
4 Senior Resident Engineer/PAP Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
5 Surveillance Officer Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)										
6 Surveillance Officer Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
7 Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)										
8 Independent testing (provisional sum)										
9 Survey Validation (provisional sum)										
10 Sch 2 2.2(a)(ii) Per Kilometre										
11 Regulatory Plan hours										
12 GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)				730,276.00	0.00	\$ 1,061,761.04	0.00	\$ 1,078,448.68		\$ 16,687.64

We would appreciate payment by direct deposit into: National Australia Bank: BSB Sch 2 2.2(a)(xi) Account No Sch 2 2.2(a)(xi). Payment advice should be sent to the letterhead address or by email.

We will provide an extended Cashflow forecast for the next 12 months with our next progress claim.

Yours faithfully

Sch 2 2.2(a)(ii)

Director, PES
Encl

SHARED SERVICES PROJECT APPROVAL OF CLAIM	
PURCHASE ORDER No. SPS 30474-320-02	
AMOUNT TO PAY \$ 25,691.47	PAYMENT DATE 5-3-19
I certify that the goods and/or services have been received, installed and accepted.	
PROJECT OFFICER NAME: NICK TALK	
SIGNATURE/DATE: [Signature]	



Professional Engineering Service

ABN 27 057 633 897

53 Rose Avenue, COLLAROY, NSW, 2047

Sch 2 2.2(a)(ii)

TAX INVOICE No. 463

19 March 2019

Professional Engineering Service Pty Ltd
ABN: 27 057 633 897

3/6 St Georges Crescent
DRUMMOYNE
NSW 2047

To:

ACT Procurement
ABN: 66 676 633 401

GPO Box 158
Canberra City ACT 2601

Attention: Mr Nick Taylor

Description of service or supply: Contract for Provision of Principal's Authorised Person (PAP) and Contract Administrative Services for Isabella Weir and Wetlands
Progress Claim No 24 – for work from commencement to the end of February 2019
PES Invoice No. 463 (PP24 February 2019)

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
1	PAP's team Project Quality Plan		Sch 2 2.2(a)(xi)
2	Contract Administration & Administrative Support including Project Director & technical specialists		
3	Senior Resident Engineer/PAP Works – weekdays allow Sch 2 2.2(a)(xi)		
4	Senior Resident Engineer/PAP Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
5	Surveillance Officer Civil & Structural Works – weekdays allow Sch 2 2.2(a)(xi)		
6	Surveillance Officer Civil & Structural Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)		
8	Independent Testing (Provisional Sum)		
9	Survey Validation (Provisional Sum)		
10	Sch 2 2.2(a)(ii) Per Kilometre		
11	Regulatory Plan hours		

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
12	Sch 2 2.2(a)(ii) GC21 Closeout Workshop	Sch 2 2.2(a)(xi)	
Total Price Including GST			\$17,206.20

PAP attendance: Timesheet issued with invoice:

Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xi) (January 2019)

Detailed Attendance Register attached.

Surveillance Officer Civil & Structural:

Nil.

Cashflow and Budget

The Professional Services Contract total price tendered is \$740,140.00 incl GST

Total of previous claims and payments to date is \$1,061,761.04

This Claim \$17,206.20

Total claim to date including this claim \$1,078,967.24

Cashflow forecast for March 2018 is \$22,287.64 as per the table below:

	SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
		RATE (incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's team Project Quality Plan										
2	Contract Administration & Administrative Support including Project Director & technical specialists										
3	Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)										
4	Senior Resident Engineer/PAP Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
5	Surveillance Officer Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)										
6	Surveillance Officer Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)										
8	Independent testing (provisional sum)										
9	Survey Validation (provisional sum)										
10	Sch 2 2.2(a)(ii) Per Kilometre										
11	Regulatory Plan hours										
12	GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)					730,276.00	0.00	\$ 1,078,967.24	0.00	\$ 1,101,254.88		\$ 22,287.64

We would appreciate payment by direct deposit into: National Australia Bank: BSB Sch 2 2.2(a)(ii) Account No Sch 2 2.2(a)(xi). Payment advice should be sent to the letterhead address or by email.

We will provide an extended Cashflow forecast for the next 12 months with our next progress claim.

Yours faithfully

Sch 2 2.2(a)(ii)

Director, PES

Encl



ACT Received
 09 MAY 2019
 Shared Services Procurement

Professional Engineering Service
 ABN 27 057 633 897

53 Rose Avenue, COLLAROY, NSW, 2047

Sch 2 2.2(a)(ii)

TAX INVOICE No. 481

15 April 2019

Professional Engineering Service Pty Ltd
 ABN: 27 057 633 897

3/6 St Georges Crescent
 DRUMMOYNE
 NSW 2047

To:
 ACT Procurement
 ABN: 66 676 633 401

GPO Box 158
 Canberra City ACT 2601

Attention: Mr Nick Taylor

Description of service or supply: Contract for Provision of Principal's Authorised Person (PAP) and Contract Administrative Services for Isabella Weir and Wetlands
 Progress Claim No 25 – for work from commencement to the end of March 2019
 PES Invoice No. 481 (PP25 March 2019)

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)	
2	Contract Administration & Administrative Support including Project Director & technical specialists		
3	Senior Resident Engineer/PAP Works – weekdays allow Sch 2 2.2(a)(xi)		
4	Senior Resident Engineer/PAP Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
5	Surveillance Officer Civil & Structural Works – weekdays allow Sch 2 2.2(a)(xi)		
6	Surveillance Officer Civil & Structural Works – weekends/nightworks allow Sch 2 2.2(a)(xi)		
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)		
8	Independent Testing (Provisional Sum)		
9	Survey Validation (Provisional Sum)		
10	Sch 2 2.2(a)(ii) Per Kilometre		
11	Regulatory Plan hours		

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
12	Sch 2 2.2(a)(ii) GC21 Closeout Workshop	Sch 2 2.2(a)(xi)	
Total Price Including GST			\$20,224.54

PAP attendance: Timesheet issued with invoice:

Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xi) (March 2019)
 Detailed Attendance Register attached.

Surveillance Officer Civil & Structural:

Nil.

Cashflow and Budget

The Professional Services Contract total price tendered is \$740,140.00 incl GST

Total of previous claims and payments to date is	\$1,078,967.24
This Claim	\$20,224.54
Total claim to date including this claim	\$1,099,191.78

Cashflow forecast for April 2018 is \$18,161.44 as per the table below:

SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
	DATE (incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's team Project Quality Plan									
2	Contract Administration & Administrative Support including Project Director & technical specialists									
3	Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)									
4	Senior Resident Engineer/PAP Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)									
5	Surveillance Of Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)									
6	Surveillance Of Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)									
7	Surveillance Officer Landmass Construction & Consolidation allow Sch 2 2.2(a)(ii)									
8	Independent testing (provisional sum)									
9	Survey Validation (provisional sum)									
10	Sch 2 2.2(a)(ii) per kilometre									
11	Regulatory Plan hours									
12	GC21 Closeout Workshop									
Total Lump Sum Fee (including GST)				730,276.00	0.00	\$ 1,109,914.88	0.00	\$ 1,129,976.32		\$ 18,161.44

We would appreciate payment by direct deposit into: National Australia Bank: BSB Sch 2 2.2(a)(ii) Account No Sch 2 2.2(a)(xi). Payment advice should be sent to the letterhead address or by email.

We will provide an extended Cashflow forecast for the next 12 months with our next progress claim.

Yours faithfully

Sch 2 2.2(a)(ii)

Director, PES
 Encl

SHARED SERVICES PROCUREMENT APPROVAL OF CLAIM	
PURCHASE ORDER No: SP522501.330.01	
AMOUNT TO PAY \$ 20,224.54	PAYMENT DUE DATE 14 / 5 / 19
I certify that the goods and/or services detailed on this invoice have been received / installed / completed to my satisfaction	
PROJECT OFFICER NAME: Kim Harris / Nick Taylor	
SIGNATURE/DATE: [Signature] 10/5/19	

CONTRACT SITE MANAGEMENT SERVICES - ISABELLA WEIR & WETLANDS UPGRADE



PROGRESS CLAIM No
WORK DONE FOR PERIOD
CONTRACT No:

PP25 Invoice 481
Mar-19
2017.22501.320

PROFESSIONAL ENGINEERING SERVICES PTY LTD

	SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
		RATE (Incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)									
2	Contract Administration & Administrative Support including Project Director & technical specialists										
3	Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)										
4	Senior Resident Engineer/PAP Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
5	Surveillance Officer Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)										
6	Surveillance Officer Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)										
8	Independent testing (provisional sum)										
9	Survey Validation (provisional sum)										
10	Sch 2 2.2(a)(ii) Per Kilometre										
11	Regulatory Plan hours										
12	GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)		740,140.00	0.00	\$ 1,078,967.24	0.00	\$ 1,099,191.78	\$ 20,224.54				

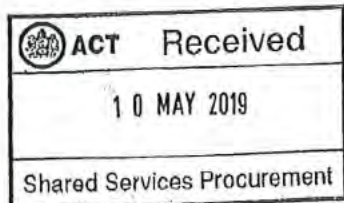
FORECAST EXPENDITURE FOR APRIL 2019

PROGRESS CLAIM No
WORK FORECAST FOR PERIOD
CONTRACT No:

PP26
Apr-19
2017.22501.320

PROFESSIONAL ENGINEERING SERVICES PTY LTD

	SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
		RATE (Incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)									
2	Contract Administration & Administrative Support including Project Director & technical specialists										
3	Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)										
4	Senior Resident Engineer/PAP Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
5	Surveillance Officer Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)										
6	Surveillance Officer Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)										
8	Independent testing (provisional sum)										
9	Survey Validation (provisional sum)										
10	Sch 2 2.2(a)(ii) Per Kilometre										
11	Regulatory Plan hours										
12	GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)		730,276.00	0.00	\$ 1,105,814.88	0.00	\$ 1,123,976.32	\$ 18,161.44				



Professional Engineering Service
ABN 27 057 633 897

53 Rose Avenue, COLLAROY, NSW, 2047
Phone 02 9971 7493 fax 02 9181 2790 mobile 0431 282 992
Email Chris.vine@pes.net.au

TAX INVOICE No. 501

9 May, 2019

Professional Engineering Service Pty Ltd
ABN: 27 057 633 897

3/6 St Georges Crescent
DRUMMOYNE
NSW 2047

To:

ACT Procurement
ABN: 66 676 633 401

GPO Box 158
Canberra City ACT 2601

Attention: Mr Nick Taylor

Description of service or supply: Contract for Provision of Principal's Authorised Person (PAP) and Contract Administrative Services for Isabella Weir and Wetlands
Progress Claim No 26 – for work from commencement to the end of April 2019
PES Invoice No. 501 (PP26 April 2019)

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
1	PAP's team Project Quality Plan	Sch 2 2.2(a)(xi)	
2	Contract Administration & Administrative Support including Project Director & technical specialists		
3	Senior Resident Engineer/PAP Works – weekdays allow	Sch 2 2.2(a)(xi)	
4	Senior Resident Engineer/PAP Works – weekends/nightworks allow	Sch 2 2.2(a)(xi)	
5	Surveillance Officer Civil & Structural Works – weekdays allow	Sch 2 2.2(a)(xi)	
6	Surveillance Officer Civil & Structural Works – weekends/nightworks allow	Sch 2 2.2(a)(xi)	
7	Surveillance Officer Landscape Construction & Consolidation allow	Sch 2 2.2(a)(xi)	
8	Independent Testing (Provisional Sum)		
9	Survey Validation (Provisional Sum)		
10	Sch 2 2.2(a)(ii) Per Kilometre		
11	Regulatory Plan hours		

ITEM	ITEM DESCRIPTION	Claim Quantity	Claim AMOUNT
12	Sch 2 2.2(a)(xi) GC21 Closeout Workshop	Sch 2 2.2(a)(xi)	
Total Price Including GST			\$8,241.44

PAP attendance: Timesheet issued with invoice;

Sch 2 2.2(a)(ii) Sch 2 2.2(a)(xi) (April 2019)

Detailed Attendance Register attached.

Surveillance Officer Civil & Structural:

Nil.

Cashflow and Budget

The Professional Services Contract total price tendered is \$740,140.00 incl GST

Total of previous claims and payments to date is	\$1,099,191.78
This Claim	\$8,241.44
Total claim to date including this claim	\$1,107,433.22

Cashflow forecast for May 2018 is \$ as per the table below:

SCHEDULE ITEM	TENDR CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL										
	RATE (incl GST)	UNIT	QUANTITY	AMOUNT																
1	Sch 2 2.2(a)(ii)																			
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
Total Lump Sum Fee (incl. incl GST)					730,276.00	0.00	\$ 1,107,433.22	0.00	\$ 1,115,674.66	\$ 8,241.44										

We would appreciate payment by direct deposit into: National Australia Bank: BSB Sch 2 2.2(a)(ii) Account No Sch 2 2.2(a)(ii). Payment advice should be sent to the letterhead address or by email.

Yours faithfully

Sch 2 2.2(a)(ii)

Director, PES

Encl

SHARED SERVICES PROCUREMENT APPROVAL OF CLAIM	
PURCHASE ORDER No: SPS-22501330.01	
AMOUNT TO PAY \$ 8,241.44	PAYMENT DUE DATE 14, 5, 19
I certify that the goods and/or services detailed on this invoice have been received/installed/completed to my satisfaction	
PROJECT OFFICER NAME: Kim Harris / Nick Taylor	
SIGNATURE/DATE: [Signature] 10, 5, 19	

TIME SHEET

Professional Engineering Service Pty Limited

PROJECT: JGD3B

NAME: Sch 2 2.2(a)(ii)

Pay period starting 1 April 2019

Day	Date	Start	Lunch	Finish	Hours Worked	Hours Claim Ashley	Hours Worked Isabella Weir	Hours Worked JGD	Hillegage	Leave taken		Comments
		hour : min	hour : min	hour : min	hour : min	claimable	PES to allocate	PES to allocate	claimable	type	duration	
Monday	1 April 2019	Sch 2 2.2(a)(xi)										
Tuesday	2 April 2019											
Wednesday	3 April 2019											

Day	Date	Start	Lunch	Finish	Hours Worked	Hours Claim Ashley	Hours Worked Isabella Weir	Hours Worked JGD	Hillegage	Leave taken		Comments
		hour : min	hour : min	hour : min	hour : min	claimable	PES to allocate	PES to allocate	claimable	type	duration	
Thursday	4 April 2019	Sch 2 2.2(a)(xi)										
Friday	5 April 2019											
Saturday	6 April 2019											
Sunday	7 April 2019	Sch 2 2.2(a)(xi)										
Monday	8 April 2019											
Tuesday	9 April 2019											
Wednesday	10 April 2019	Sch 2 2.2(a)(xi)										
Thursday	11 April 2019											

IWW Progress meeting, Consultation inspection at the northern wetland and prepared notes and set emails. JGD - SESE testing requirement and ramping onsite. Site visit, Follow up Telstra RFI with Road AGI. Day collect inspection with Charlie a TCCS Dept. Discussion with Cameron re-traffic signals. Review revised work method for BSWH slab. Review comments sent to Icon Water for their response.

Invoice and Stat Dec received for Ashley O&A. Emailed to Simon for the payment. IWW- Talked to Kim about GLA's email regarding variation works at the spillway in northern wetland. Quick site visit to the pond to check water level. JGD - Review all RFIs submitted to date and responded GLA. Updated RFI register. Review of SESE sampling plan. Discussion about the potentials delays and what can we do to reduce the impact with Glen. Contacted Stuart about the same. Discussion with John Hite about the Telstar TIC RFI. Discussion with Charlie about the impermeable material for sed pond.

Ashley Drive VME for landscape submission. IWW site inspection for water level. JGD draft of agenda and meeting minutes for IWW. JGD site inspection in the morning.

JGD3B- Site inspection and walkthrough with the Client. Progress Meeting at site. Preparation of the progress claim spreadsheet. Discussion about the delays due to BSWH and stockpile testing. Emails of early warnings to the principal. Discussion with Calbra about the BSWH. Follow up the piling works. Review BSWH ITP submitted today. IWW- Follow up the assessment from SMEC and request assistance from GLA for the WIR.

JGD3B- Progress Claim Review and discussion with GLA. The construction program meeting onsite with GLA. Discussion with Simon about the BSWH works. Follow up Calbra for BSWH. Emails to GLA about the program and review JGD3 BSWH revised work method as discussed with Icon Water. Quick site visit at Ashley Drive for landscape.

JGD3B- Review the milestone dates in accordance with the contract in HS Project. Prepare meeting minutes. Site inspection at the northern wetland. Review BSWH RFI 8 with Calbra and follow up with Icon Water.

JGD3B- Site walkthrough with Charlie and Sam. Discussed the process of earth works. No hold point raised for Geotech assessment following slipping topsoil. Discussed the matter about the piling. Instruction to piling BSWH at another location to establish the pipe length. Review Variation 18 and emaily check on price. Stockpile testing and discussion with Kelly. Email Charlie confirming stockpile testing for 102. Follow up Calbra about the Eng. calculation for exposing the length. Discussion with Icon Water. Review RFI with Calbra for reduced cover. IWW - Follow up site wetland landscape works. Quick visit to site at northern wetland

Discussion with Kelly @ stockpile 102 testing. Reminder Charlie @ the new drawing for protection slab level. Reminder Charlie @ to submit updated VMS for BSWH. Request GLA to carry out survey for 40K vol for sampling at SP162.

Site Walkthrough with Stuart and Kelly @ JGD3B. Icon Water work method review with Charlie. Discussion with Icon @ BSWH. Meeting organized with Icon Water. Review of curing requirement under AS 3600 and Section 15 of Major Concrete Works. Response to GLA @ curing requirement. Ask GLA to provide timeline of BSWH based on 3 days curing and 7 day curing. Proof roll of foundation for fills in JGD3B. Discuss @ requirements of the concrete testing pour with Charlie & Sam. Review for Slurm testing frequency requirement under AS1378 as the FMS specification do not provide frequency. Discussion @ super-saturated testing concrete strip footing prior to cure.

Sch 2 2.2(a)(xi)

Finalised meeting minutes for 16035. Prepare foundation register and EOT register. Review of top soil stripping requirement. Review of RFI for discrepancy in existing surface model. Discussion with Calbra @ the level. Ask GLA to provide survey model of existing surface. Review BSWM protection program with GLA and Review of comments from ICON Water re work method. Email sent to GLA for updated BSWM. Discussion with ESOL and review of Stockpile 1 and 2 testing regime. Provided verbal ok to GLA to proceed with filling bags. Isabella Wetland inspection. Email to GLA on the progress of Wetland.

16035- Earthwork process review, Proof roll /submittal, Foundation inspection and CBR testing. Discussed about the testing regime and method. Ashley Drive - Compilation of WAE submittal for Landscape. Meeting with ICON Water @ BSWM work method. Follow up with Calbra. Meeting with GLA @ Earthwork work method and concrete pour work method. Foundation inspection with GLA. Proof roll the section to be placed with GF.

Friday	12 April 2019
Saturday	13 April 2019
Sunday	14 April 2019
Monday	15 April 2019
Tuesday	16 April 2019
Wednesday	17 April 2019

Total Hours	91.15	0.50	10.25	75.50
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Sch 2 2.2(a)(xi)

Day	Date	Start	Lunch	Finish	Hours Worked	Hours Claim Ashley	Hours Worked Isabella Wae PES to allocate	Hours Worked JGD PES to allocate	Mileage claimable	Leave taken	Comments
		hour : min	hour : min	hour : min	hour : min	claimable	PES to allocate	PES to allocate	claimable	type duration	
Thursday	18 April 2019										Meeting in the morning. Program review with Glen. Client discussion regarding the program with GLA. Contact ICON Water to follow up the WIS for BSWM works. Arrange agreement with GLA for Earthwork QA bot assessment and testing regime. Isabella Wetland inspection order to shut down. Called Matt @ the condition of the Northern Wetland. Complete review of JGD Rev 2 capsozation program. Email to GLA @ Swale Drain and Wind laws.
Friday	19 April 2019										Public Holiday
Saturday	20 April 2019										Public Holiday
Sunday	21 April 2019										Public Holiday
Monday	22 April 2019										Ashley Drive Landscape Work As Ex drawing and record compilation.
Tuesday	23 April 2019										Ashley Drive Landscape Work As Ex drawing and record compilation. Isabella Wae records for Grassing areas submittal. Follow up with Maggie Dunn @ difficulties in submittal. His response provided. Contacted Jody Yap @ Ashley Drive Soft Landscape. Submittal. Asked to contact My Nguyen. Called My but no response. Prepare email for Jody, My and Matt. Wojcik for submittal.
Wednesday	24 April 2019										Public Holiday
Thursday	25 April 2019										Public Holiday
Friday	26 April 2019										Had no-one to look after son and daughter.
Saturday	27 April 2019										Public Holiday
Sunday	28 April 2019										Public Holiday
Monday	29 April 2019										16035- Review Program and Hold point released and pre-pour inspection of the BSWM jobs. Check the contract requirements for the lims management. Review test results CBR. Details inspection for earthwork. Follow up ICON Water. RFI 12 level difference review with GLA. Emailed RFI 12 to Calbra. WWV-Email to GLA @ defects of the wetlands. Site inspection with Joel Kelly and TCCS. Start reviewing the creek assessment report from SEMC. ADU - Follow up landscape summary. Admin works and review of landscape summary. Discussion with Matt Wojcik re regards Construction inspection.
Tuesday	30 April 2019										Ashley Drive - Site Walk through for landscape inspection with Andrew Hudson and Matt Wojcik from TCCS. Discussion with Jody and Alvaro re report on the status of dryland grassing. Chase up with BHS, CIL and ELS to organise meeting for Landscape inspection. WWV- Meeting minutes and Northern wetland matter discussion with GLA.
		Total Hours		49:00		15.50		7.25		22.25	

Total 1WW Hours: **27.00**

I certify that this is an accurate record of my attendance:

Sch 2 2.2(a)(xi)

 Activity on IWW:

GC21 Closeout Workshop

Wednesday 17 October	6 hour	Closeout Meeting prep
Friday 26 October	2 hours	Closeout scheduling
Monday 29 October	2 hours	Closeout final prep
Tuesday 30 October <i>Half</i>	7am – 6:30pm → 9 hours	Travel: 290km x 2
Wednesday 31 October	3 hours	Closeout follow-up
Friday 2 November	2 hours	Closeout follow-up
Monday 5 November	4 hours	Closeout Minutes
Tuesday 6 November	6 hours	Closeout Minutes
Friday 9 November	3 hours	Edit minutes
Wednesday 14 November	1 hour	Tweek and distribute

Finished

Regulatory Plan

Thursday 7 June	6am – 3:30pm → 9 hours	Travel: 290km x 2
Wednesday 13 June	1 hour	
Thursday 14 June	2 hours	
Friday 15 June	7 hours	
Wednesday 20 June	2 hours	
Thursday 21 June	4 hours	
Friday 22 June	4 hours	
Monday 25 June	7am – 4:30pm → 9 hours	Travel: 290km x 2
Wednesday 27 June	4 hours	
Friday 29 June	2 hours	
Tuesday 3 July	5 hours	
Thursday 5 July	4 hours	
Thursday 2 August	1 hour	
Tuesday 7 August	8am – 6:30pm → 9 hours	Travel: 260 + 290km
Friday 10 August	6 hours	
Thursday 16 August	1 hour	
Tuesday 21 August	6am – 6:30pm → 12 hours	Travel: 290km x 2
Friday 24 August	6 hours	Minutes
Mixed various	4 hours	Communications
Tuesday 2 October	7am – 6:30pm → 9 hours	Travel: 290km x 2
Wednesday 3 October	2 hours	Flowchart
Thursday 4 October	3 hours	Minutes
Friday 5 October	3 hours	Program Gantt Chart
Monday 8 October	2 hours	Meeting prep
Tuesday 16 October	4 hours	Plan redrafting
Monday 22 October	8 hours	Plan redrafting
Tuesday 23 October	8 hours	Plan redrafting
Tuesday 30 October <i>Half</i>	7am – 6:30pm → 9 hours	Travel: 290km x 2
Monday 5 November	1 hours	Compilation
Tuesday 6 November	6 hours	Gathering
Tuesday 13 November	2 hours	Plan Drafting
Thursday 15 November	1 hour	Compiling
Tuesday 20 November	5 hours	Minutes, drafting
Thursday 29 November	8:30am – 8:0pm → 9 hours	Drafting and meeting Travel: 290km x 2
Friday 30 November	1 hour	Compiling
Monday 3 December	1 hour	Compiling
Monday 10 December	1 hour	Comms
Monday 25 December	1 hour	Updating
Monday 7 January	1 hours	Comms
Monday 14 January	3 hours	Report
Thursday 17 January	2 Hours	Review

Friday 25 January	6 hours	Records meeting prep
Tuesday 29 January	8:30am – 6:00pm → 9 hours	Meeting pp and prep Travel: 290km x 2
Wednesday 30 January	4 hours	Records report
27 February	1 hour	planning
28 February	3 hours	LC Appendix assessment
4 March	1 hour	Schedule
7 March	2 hours	Records
8 March	2 hours	Detail review
Thursday 14 March	1:00pm – 6:30pm → 5.5 hours	Team Meeting travel: 290km (each way?)
Friday 15 March	4 hours	Schedule & Drafting review
Monday 18 March	4 hours	Construction Report followup
Tuesday 19 March	2 hours	Reg Plan updating
Wednesday 20 March	7 hours	Reg Plan updating
Thursday 21 March	5 hours	Reg Plan updating
Wednesday 27 MArch	2 hours	Review GLA responses with PAP
Thursday 28 March	5 hours	Compile updated design reports
Friday 29 March	2 hours	Progress review
Tuesday 2 April	2 hours	ANCOLD Checklist update
Wednesday 3 April	7 hours	ANCOLD Checklist update
Wednesday 10 April	7 hours	SMEC inputs
Thursday 11 April	5 hours	Progress review and report

CONTRACT SITE MANAGEMENT SERVICES - ISABELLA WEIR & WETLANDS UPGRADE

PROCESS CLAIM No
WORK DONE FOR PERIOD
CONTRACT No:

PP26 Invoice 501
Apr-19
2017.22501.320

PROFESSIONAL ENGINEERING SERVICES PTY LTD

	SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
		RATE (Incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's team Project Quality Plan										
2	Contract Administration & Administrative Support including Project Director & technical specialists	Sch 2 2.2(a)(xi)									
3	Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)										
4	Senior Resident Engineer/PAP Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
5	Surveillance Officer Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)										
6	Surveillance Officer Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)										
8	Independent testing (provisional sum)										
9	Survey Validation (provisional sum)										
10	Sch 2 2.2(a)(ii) Per Kilometre										
11	Regulatory Plan hours										
12	GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)											

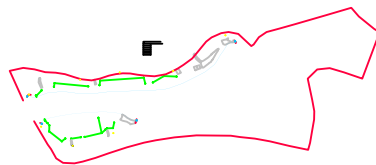
FORECAST EXPENDITURE FOR APRIL 2019

PROCESS CLAIM No
WORK FORECAST FOR PERIOD
CONTRACT No:

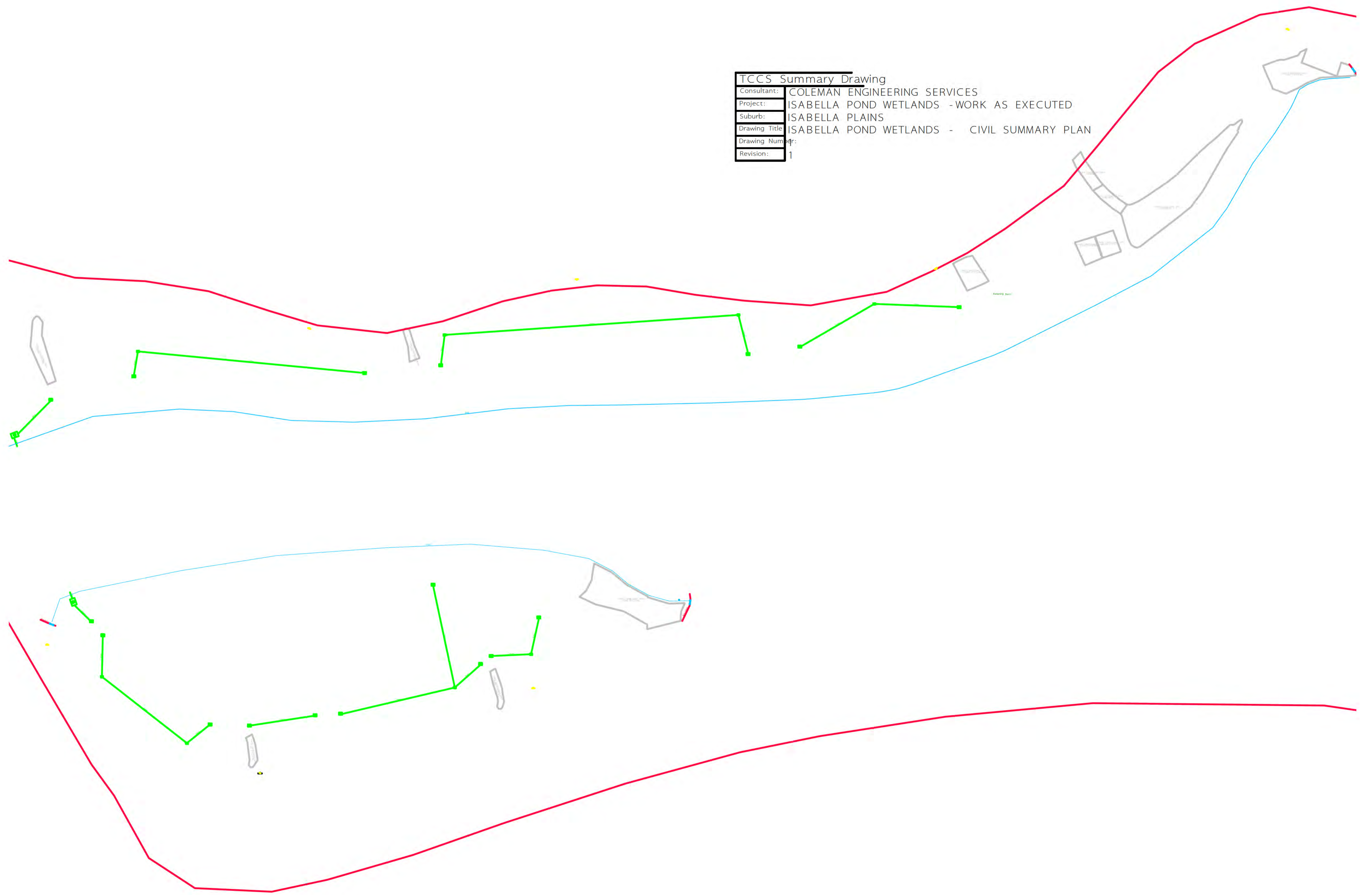
PP27
May-19
2017.22501.320

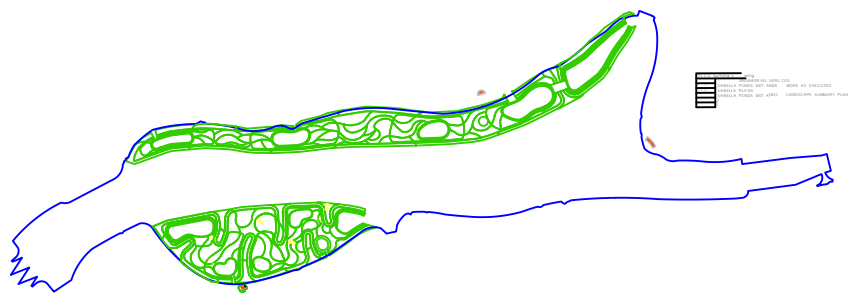
PROFESSIONAL ENGINEERING SERVICES PTY LTD

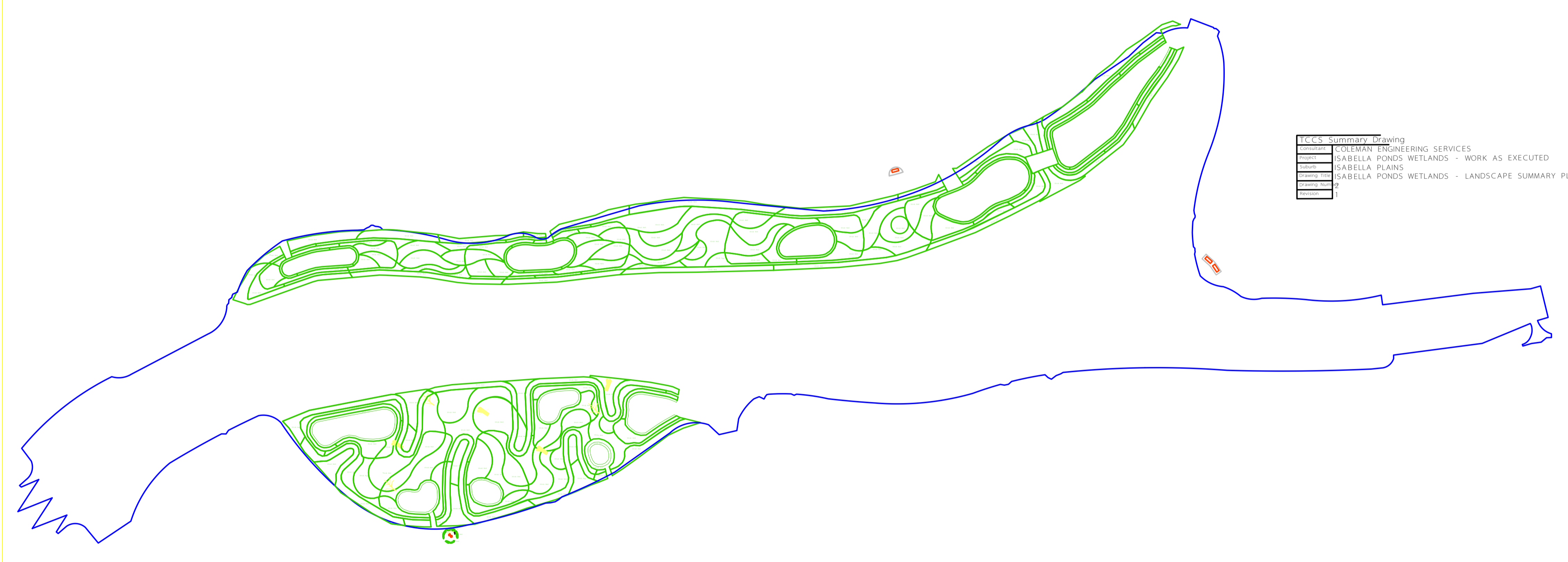
	SCHEDULE ITEM	TENDER CALCULATIONS				PREVIOUS QUANTITY	PREVIOUS TOTAL	PROGRESSIVE QUANTITY	PROGRESSIVE TOTAL	MONTHLY QUANTITY	MONTHLY TOTAL
		RATE (Incl GST)	UNIT	QUANTITY	AMOUNT						
1	PAP's team Project Quality Plan										
2	Contract Administration & Administrative Support including Project Director & technical specialists	Sch 2 2.2(a)(xi)									
3	Senior Resident Engineer/PAP Works - Weekdays allow Sch 2 2.2(a)(xi)										
4	Senior Resident Engineer/PAP Works - Weekends/Nightworks allow 54 hrs @ \$.../hr										
5	Surveillance Officer Civil & Structural Works - Weekdays allow Sch 2 2.2(a)(xi)										
6	Surveillance Officer Civil & Structural Works - Weekends/Nightworks allow Sch 2 2.2(a)(xi)										
7	Surveillance Officer Landscape Construction & Consolidation allow Sch 2 2.2(a)(xi)										
8	Independent testing (provisional sum)										
9	Survey Validation (provisional sum)										
10	Sch 2 2.2(a)(ii) Per Kilometre										
11	Regulatory Plan hours										
12	GC21 Closeout Workshop										
Total Lump Sum Fee (including GST)											



TCCS Summary Drawing	
Consultant:	COLEMAN ENGINEERING SERVICES
Project:	ISABELLA POND WETLANDS - WORK AS EXECUTED
Suburb:	ISABELLA PLAINS
Drawing Title:	ISABELLA POND WETLANDS - CIVIL SUMMARY PLAN
Drawing Number:	
Revision:	1







Project	ISABELLA PONDS WETLANDS - WORK AS EXECUTED
Client	ISABELLA PLAINS
Location	ISABELLA PONDS WETLANDS - LANDSCAPE SUMMARY PLAN
Scale	1:1
Date	1/1/2024