

Wellington Shire Council

ABN – 1842 0243 468

**INFRASTRUCTURE PLAN FOR EARLY CHILDHOOD SERVICES IN THE WELLINGTON SHIRE**

**PROJECT BRIEF**

Quotations close:

5.00pm Friday 27 March 2020

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**1. INTRODUCTION**

The Wellington Shire Council is seeking to undertake the development of an Infrastructure Plan for Early Childhood Services currently operating within shire boundaries. The study will provide Council with a clear understanding of kindergarten and long day-care services and the potential for those facilities to respond to the growing demand on their infrastructure, including the impact of Victorian State government’s resolve to fund the provision of subsidized three-year-old kindergarten for all children across Victoria.

**Project Officer contact:**

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**1.1 OBJECTIVE**

Wellington Shire Council is seeking to engage an appropriately qualified and experienced consultant to provide Council with a comprehensive Infrastructure Plan for Early Childhood Services within the Wellington Shire. The study will complement and add to the service demand work which has been carried out by consultancy firm Ernst and Young who, on behalf of the Department of Education and Training, have undertaken a state-wide early childhood service and infrastructure assessment, in preparation for the roll out of the three-year-old kindergarten initiative. This will not impact services in Wellington Shire until 2022, although it would be appropriate to build in planning for this to occur, prior to that date.

The development of the Infrastructure Plan will proceed in two stages.

The second stage will be commenced once the Department of Education and Training (DET) releases the findings of the Ernst Young study.

**1.2 BACKGROUND**

Wellington Shire Council is situated in a unique part of South Eastern Victoria, which offers great diversity in work and lifestyle. The Wellington Shire is Victoria's third largest municipality in area and covers 10,900 square kilometres, extending from Victoria's High Country through to the Gippsland Lakes and the famous Ninety Mile Beach. Wellington Shire has excellent medical facilities, great sporting, educational, and recreational opportunities.

Wellington Shire also has thirty communities and a total population of approximately 42,900 people. Our communities include Sale and surrounds: Yarram; Rosedale; Stratford; Maffra; Heyfield, Dargo; and a number of smaller communities based along the Ninety Mile Beach.

Council is responsible for a wide range of infrastructure including 3,300 kms of sealed and unsealed roads, 180 kms of footpaths, two aerodromes, six libraries (plus a mobile library service to seven townships), six swimming pools, a performing arts centre and an art gallery, 312 hectares of sporting facilities and 30 recreation reserves.

**Wellington Shire Council 2030 Community Vision**

*Happy people, healthy environments and thriving communities in the heart of Gippsland*

**Wellington Shire Council Plan 2017-2021**

*2.1 Council services and infrastructure are responsive to identified current and future*

*community needs within budgeted parameters.*

*2.1.1 Undertake service delivery and infrastructure master planning to provide community assets in response to identified needs.*

*2.2 Council assets are responsibly, socially, economically and sustainably managed.*

*2.2.2 Ensure that community facilities within the municipality continue*

*to meet the expectations and service needs of all current and future*

*residents.*

 **The Wellington Shire Community Early Years Plan 2017-2021**

*Goal 1 - Strong partnerships between early years services.*

Building a strong network of early year’s services enhanced through a community-wide, integrated approach to raising children, enables the best possible outcomes for the health, wellbeing, learning and development

There are currently 19 providers of early years services within the Wellington Shire. Although Council is not a direct service provider it is Owner/Manager for 11 facilities that are currently active in early childhood services.

**Victorian State Policy Initiative**

*Kindergarten Expansion*

Following the election in November 2018, the Victorian State Government announced their intention to expand the current kindergarten program to all three-year-old children and have committed significant funding to this expansion.

In response, as the first step, the MAV has negotiated with the State that a Kindergarten Expansion Memorandum of Understanding (MoU) be developed with councils regarding both four and three-year-old kindergarten, in recognition of the significant role and investment of local government in providing kindergarten services to their communities.

The roll out will be staged: in 2020, services in six Local Government Areas will be funded to deliver up to 15 hours of kindergarten programs for three-year-olds each week.

In 2021, services in an additional 15 LGAs will be funded to deliver up to 15 hours per week. In 2022, services across the remainder of the state will be funded to deliver at least five hours per week. Further details can be found at: [www.education.vic.gov.au/3YOkindergarten](http://www.education.vic.gov.au/3YOkindergarten)

Underpinning this investment is strong evidence that shows the profound positive effects that quality early learning programs can have on children and their lives ahead, especially for those who are disadvantaged or vulnerable. Research also shows that two years of kindergarten amplify these positive effects.

The Department of Education and Training (DET) has contracted consultancy firm Ernst and Young to coordinate the data collection and consultation with every kindergarten and long day care services within the State of Victoria. The Final Report is not yet available from DET but when this occurs it will complete the analysis that is required to develop the Strategic Plan.

**2. PROJECT REQUIREMENTS**

* 1. **SCOPE OF WORKS**

The Infrastructure Plan will provide both an analysis of the infrastructure currently supporting the existing service demand and the projected infrastructure required to fulfil the demand for early childhood services over the short, medium and long-term. This will include where new residential developments have been identified in existing structure plans. The objectives described above will ensure that Wellington Shire has an Infrastructure Plan that provides well positioned services that are both responsive to current demand and growth and that provide a network of services that are accessible to families using the most effective and active travel routes.

As an assistance to the consultant(s) Council will provide access to its most recent property condition reports for early childhood facilities owned by Council as well as provide access to its newly developed Community Managed Facility Strategy.

On release, Council will provide the consultant with the DET report for service and infrastructure demand for universal access to three-year-old kindergarten.

Council will also provide access details to the Wellington Shire Early Years Network.

**2.1.1 Project Aims**

* Establish an inventory of all early year’s infrastructure (Council and non-Council owned) and comment on current capacity to deliver services for existing and future demands;
* Establish levels of support from Council and other funding bodies with regard to operations and maintenance
* Establish their current and future infrastructure demand;
* Identify options and opportunities to optimise facility usage to address increased demand.
* Develop an Early Years infrastructure hierarchy that identifies future facility growth opportunities at both current sites and those proposed in areas where demand will occur through new residential development, specifically;
* Consult extensively key stakeholders, including:
* Wellington Shire Council Councillors and staff
* Local early childhood service providers
* Wellington Early Years Network
* Local schools
* The Department of Education and Training/Department of Health and Human Services.

**2.1.2 Project Participants and Engagement**

It is important that the Early Years Strategic Infrastructure plan identifies how effective consultation has influenced and informed the decision-making process. It is expected that as part of the process of undertaking the consultancy that appropriate and targeted stakeholder consultation will occur. This process will be based on Council’s Community Engagement Strategy and best practise.

The Project Oversight Group and Project Officer will provide information and assistance in identifying and contacting stakeholders.

**2.2 PROJECT SCOPE**

The development of the Infrastructure Plan (SIP) will be carried over two stages.

At the conclusion of the first stage the consultant will provide a report to the Project Control Group which will approve the completion of the stage and commencement of the subsequent stage.

**2.2.1 Stage One**

In undertaking Stage One of the SIP the consultant will be expected to provide:

* An examination of existing Structure Plans to determine the demand for early years infrastructure, based on projected population growth. This will be studied on a short, medium- and long-term basis and will also provide potential alternative configurations.
* An analysis of the catchment areas of the existing and proposed Early Childhood Services in order to design a hierarchical network of services that reduces travel time and promotes active travel modes.

**2.2.2 Stage Two**

In undertaking Stage Two of the SIP the consultant will be expected to provide:

* An analysis of the current and future demands of existing Early Childhood Services and any proposed infrastructure development that is recommended in the DET kindergarten assessment report (available in late February 2020).
* A detailed listing of projected infrastructure requirements within existing and developing areas of the municipality
* Development of a Strategic Infrastructure Plan that proposes
	+ a hierarchy of infrastructure
	+ a networked plan of services
	+ a classification of potential infrastructure changes
		- refurbishment
		- replacement on site
		- new infrastructure as standalone facility at new location
		- new infrastructure as co-located service within new or existing infrastructure
	+ projected expenditure mapped across short, medium and long-term developments

**2.2.3** **Proposed Actions to Support the Development of the Infrastructure Plan for Early Childhood Services**

It is also a requirement of the consultancy to deliver and report on these actions: -

* Acquire a thorough understanding of Wellington Shire’s demographics and growth predictions specifically those relating to projected growth in population of families with children in cohorts from 0-6 years;
* Research and consider any key municipal strategies and structure plans;
* Review existing Wellington Shire facilities and plans;
* Develop a database of all service providers within Wellington Shire;
* Examine the early years’ service usage figures and trends;
* Undertake consultation with all service providers and key stakeholders;
* Provide analysis of consultations undertaken, including potential areas of conflict/disputation, identification of lead supporters and champions; and
* Provide gap analysis of Current and Future Capacity and Demand.
* Provide analysis of current Service provider infrastructure and correlate with potential to expand/change existing service facilities based on outcomes of service and capacity gap analysis; and
* Provide an assessment of the impact of any potential change on service providers, service users and catchment communities.

Where there are alternative, preferred actions the consultant may discuss this with the Project Officer who will seek approval from the Project Steering Group.

**2.3 PROJECT OVERSIGHT**

The project will be overseen and directed by Wellington Shire Council, in collaboration with a nominee from the Wellington Early Years Network.

|  |  |
| --- | --- |
| Community and Culture Division | * Manager Community Wellbeing
* Coordinator Community Facility Planning
* Coordinator Community Committees
* Coordinator Social Planning and Policy
 |
| Built and Natural Environment Division | * Manager Assets and Projects
 |
| Wellington Early Years Network | * Nominee from the Wellington Early Years Network
 |

The role of the Oversight Group will be to:

* + Consider and approve the project brief including quality standards to be achieved in the project deliverables.
	+ Evaluate project proposals and select a preferred consultant.
	+ Approve project budgets and reporting schedules.
	+ Provide relevant corporate and collateral information.
	+ Assess consultants’ progress against the defined end of stage milestones.
	+ Monitor and evaluate quality in relation to the project deliverables.
	+ Approve stakeholder/community consultation and communication protocols and plans.
	+ Approve payment instalments of project fees.
	+ Provide support and feedback to the consultants.

**2.4 INDICATIVE PROJECT MANAGEMENT TIMEFRAME (8 months)**

|  |  |
| --- | --- |
| 10 February 2020 | Commence advertising for consultants |
| 13 March 2020 | Applications close |
| 23 March 2020 | Project Control Group appoints successful consultant |

|  |  |  |
| --- | --- | --- |
| ConsultancyTimelines | 30 March 2020 | Consultant commences Stage One of the project |
| 30 May 2020 | Stage One report presented to Project Control  |
| 12 June 2020 | Project Control Group advises consultant of outcome of Stage One |
| 22 June 2020 | Consultant commences Stage Two of the project |
| 7 August 2020 | Stage Two report presented to Project Control Group |
| 28 August 2020 | Consultant presents draft final report to Project Control Group |
| 14 September 2020 | Project Control Group provide opportunity for consultant to engage with service providers on draft study outcomes  |
| 7 October 2020 | Consultant provide Final Report to Project Control Group |

|  |  |
| --- | --- |
| 14 October 2020 | Project Control Group to approve Final Report |
| TBC | Final Report presented to Council, Department of Education and Ernst Young representatives |

**2.5 DELIVERABLES**

 The deliverables are defined in the Project Scope, under each Stage as follows;

**Stage One**

* An examination of existing Structure Plans to determine the demand for early years infrastructure, based on projected population growth. This will be studied on a short, medium- and long-term basis and will also provide potential alternative configurations.
* An analysis of the catchment areas of the existing and proposed Early Child Services and design of a hierarchical network of services that reduces travel time and promotes active travel modes.

**Stage Two**

* An analysis of the current and future demands of existing Early Childhood Services and any proposed infrastructure development that is recommended in the DET kindergarten assessment report.
* A detailed listing of projected infrastructure requirements within existing and developing areas of the municipality
* Development of a Strategic Infrastructure Plan that proposes;
	+ a hierarchy of infrastructure
	+ a networked plan of services
	+ a classification of potential infrastructure changes
		- refurbishment
		- replacement on site
		- new infrastructure as standalone facility at new location
		- new infrastructure as co-located service within new or existing infrastructure
	+ projected expenditure mapped across short, medium and long-term developments

**2.6 REPORTING (OUTPUTS)**

* All reports and plans are to be provided in electronic format

**2.7 ADDITIONAL INFORMATION**

**Existing information available upon request**

* Wellington 2030 Strategic Vision
* Wellington Shire Council Plan 2017-2021
* Wellington Early Years Plan 2017
* Healthy Wellington 2017-2021
* Relevant Council policies as listed in the Wellington Shire Council Policy Manual
* Draft and completed township structure plans

**2.8 COUNCIL BUDGET AND PAYMENT**

Wellington Shire Council has allocated a notional budget of up to $30,000 (exclusive of GST) for the development the Infrastructure Plan. This amount includes all costs associated with the project such as travel, accommodation, presentations, printing, etc. The proposed fee payment schedule is as follows:

* 50% on acceptance of a contract between Wellington Shire and the successful tenderer;
* 40% following satisfactory completion of Stage Two of the project.
* 10% at receipt of Final Report

Submissions are to outline a detailed Fee Schedule that will align with project staging.

Payment will be made upon receipt of a tax invoice and ABN as per contract payment schedule.

**3 PROJECT CONDITIONS**

**3.1 GENERAL CONDITIONS**

In seeking submissions for the described scope of works, Wellington Shire Council is not obligated to accept any of the submissions received and no contractual obligation to perform the works is to be implied from this request.

Participation in this Project Submission process is solely at the risk, cost and expense of the Contractor. Council are not liable for any costs or expenses in providing the requested submission. Contractors are not authorised to undertake any of the described scope of works unless specifically contracted to do so. Any work done will be at the Contractor’s expense and not reimbursable.

Without limiting Councils rights, it is the intent of Council, at the conclusion of the evaluation of the submissions, to enter into a contract with a single entity to perform the described scope of work, or an agreed variation based on innovation in the accepted Contractors submission.

* 1. **RESPONSE TO THE BRIEF**

When submitting their proposal applicants must provide the following information and demonstrate their experience in the following areas:

* An outline of the consultant’s methodology to undertake the scope of works including a community engagement plan.
* Personnel to be involved, their relevant expertise and experience and the components of the work program to which they will be allocated.
* Knowledge of, and experience, with the Australian and Victorian Early Years’ Service sector.
* A GST inclusive lump sum project fee that includes all fees and disbursements and a schedule which indicates a costing break down.

Information to be supplied by each contractor is contained in Attachment A (Schedule B).

Wellington Shire Council will review all submissions, with short listed contractors interviewed.

* 1. **EVALUATION CRITERIA**

Contractors will be assessed on the following evaluation criteria.

* + 1. **Demonstrated Experience and Skills**

The following selection criteria will be used to short list consultants:

* Track record and ability to meet the requirements of the Project Brief, demonstrated through successful completion of equivalent projects elsewhere;
* The proposed methodology to be used in meeting the requirements of the brief;
* Project management skills enabling delivery of the project;
* Experience of the project team and the range of skills required including service design and planning, facility design and management (especially with respect to Early Years’ Service Provision) consultation and data analysis and mapping; and
* Demonstrated experience, skills and resources to undertake the works in the time frame provided
	+ 1. **Financial Capacity**
* Satisfactory credit reports.

Wellington Shire Council may address enquiries to the two nominated financial referees in Schedule A of the document. Furthermore, the Shire may carry out a financial capability assessment on the preferred tenderer prior to execution of contract.

* + 1. **Resource Capacity**
* Staff and equipment allocated for the implementation of the project;
* Sub-contractors to be engaged in the provision of services for the project, if any.
	+ 1. **Cost**
* Pricing is to clearly indicate GST with all cost line items to specify GST exclusive, GST amount and total GST inclusive cost.
* Identify costs for each of Stages 1, 2 and 3.

**Weighting**

The submissions will be weighted as follows:

|  |  |
| --- | --- |
| **Criteria** | **Percentage** |
| Demonstrated Experience and Skills | 40 |
| Financial Capacity | 20 |
| Resource Capacity | 20 |
| Cost | 20 |

* 1. **TERMS AND CONDITIONS**

The contractors and any sub-contractors must indicate their willingness to be bound by the following conditions:

* The contractors will exercise all reasonable skill, care and diligence in the provision of services and carry out all responsibilities in accordance with recognised professional standards and within specified timeframes.
* The contractors will not disclose any contract material, or any information gained from the Wellington Shire Council at any time prior, during or after the project without the prior written consent of Wellington Shire Council. All works, data and findings of this study are to be ensured of confidentiality by the contractors and any contractors engaged in the performance of the works. The scope of public announcement, information revealed at any community or stakeholder consultation, or impromptu conversations is to be limited to that defined prior and in written agreement with the Contact Officer.
* The contractors must vest all intellectual property rights in the material created in the course of this engagement to Wellington Shire Council. The foreground intellectual property, especially all data collected, analysed, and the resultant outcomes of analysis, in the performance of this scope, is to be the property of Wellington Shire Council. Any background and/or third-party intellectual property sought to be maintained by the Contractors is to be declared in the Submission.
* The contractors must notify Wellington Shire Council of any conflict of interest or potential conflict of interest in relation to this project.
* The contractor’s appointment may be terminated in part or full by Wellington Shire Council subject to 30 days written notice being given by Wellington Shire Council.
* Should the project be cancelled, deferred or delayed, additional fees for any project management or sub-consultancies will not be attracted.
* Australian Standard 4122 “General Conditions for Engagement of Consultants” as amended or clarified by this brief will apply.
	1. **LODGEMENT CONDITIONS**

Submission date extensions may be requested with supporting justification up to one week prior to the closing date, however, Council retains the option of declining the extension request. Council is under no obligation to accept or consider supplementary material, changes or corrections, if provided after the submission date. Questions during the submission period are to be presented via email to the above Contact Officer.

The submission should address all matters raised in this document. The methods and approaches to be used for performing the scope are to be articulated in the submission, especially in relation to consultation with community, and stakeholder groups. The schedule of activity for accomplishing the proposed scope of works is to be included in the submission.

Timeframes are to be stated in the submission, to which the contractor commits, including starting and completion dates for the proposed scope of work.

Use of subcontractors is to be specified as to the scope for which subcontractors will be used and each identified.

* 1. **PROJECT SUBMISSIONS**

Submissions may be made electronically to:-

bruces@wellington.vic.gov.au

* Submissions and all attachments will be received no later than 5.00pm on Friday 27 March 2020
* Late submissions will not be accepted.
* Please ensure all information requested is provided.
* Submissions will include:
	+ Schedule A (Expression of Interest – Contractors Information Details)
	+ Schedule 31 (Occupational Health & Safety Management System Questionnaire)

**FURTHER INFORMATION**

Further Information can be obtained by contacting the Project Officer;

Bruce Smith, Coordinator Social Planning and Policy, Wellington Shire Council on (03) 5142 3054 or bruces@wellington.vic.gov.au

SCHEDULE A

PROJECT BRIEF -

CONTRACTORS INFORMATION DETAILS

Contractors are required to submit such information as is necessary to enable Council to assess their ability to carry out works for this project. This questionnaire is only a guide and has been prepared to assist parties responding to the Project Brief.

**General Details**

|  |  |
| --- | --- |
| 1. Name:
 | ....................................................................................... |
| 1. Address:
2. Town:
3. Post Code:
4. Telephone Number:
5. Facsimile No:
6. Mobile Phone:
 | .............................................................................................................................................................................................................................................................................................................. |
| 1. Address for service of notices
 | .............................................................................................................................................................................. |
| 1. Is the Tenderer an:

*(Please tick appropriate answer)* | * Individual ?
* Partnership ?
* Limited Liability Company ?
 |
| 1. Trading name
 | ....................................................................................... |
| 1. If a partnership, give name and address of partners:
 | .............................................................................................................................................................................. |
| 1. A.B.N. number:
 | .............. ............. ............. |
| 1. If a limited liability company, give A.C.N. number:
 | .............. ............. ............. |
| 1. How many years has the Tenderer been in business as a contractor under its present business name?
 | .............................................................................................................................................................................. |
| 1. How many years’ experience has the Tenderer had in the type of work it would be required to perform under this Contract?
 | .............................................................................................................................................................................. |
| 1. Details of Professional Indemnity Insurance (minimum $1,000,000 with runoff period of 10 yrs). Details of Public Liability Insurance (min. $10,000,000)
 | .............................................................................................................................................................................. |

**Work of a similar type that the tenderer has done in the past 5 years.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Work** | **ContractSum ($)** | **Date Commenced** | **Date Completed** | **Client and Location of Work** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Experience of the key personnel of the tenderer in the type of work it would be required to perform under this contract?**

|  |  |  |
| --- | --- | --- |
| **Name and Position** | **Client and Location of Work** | **In what capacity** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **4.** |  |  |

**Financial referees (list details)**

|  |  |  |
| --- | --- | --- |
| **Banks or other financial institution from which references may be obtained:** | **Contact person** | **Phone number** |
| 1. |  |  |
| 2. |  |  |

**Professional referees (list details)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Organisation** | **Phone number** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Name of Contractor: ................................................................................

Signature:.............................................................................

SCHEDULE 31

**Occupational Health & Safety Management System Questionnaire**

*This questionnaire forms part of Principal’s tender evaluation process and is to be completed by Tenderers and submitted with their tender offer. Tenderers may be required to verify their responses in the questionnaire by providing evidence of relevant matters.*

Are you pre-qualified with Wellington Shire Council?  **YES / NO**

If **YES**, you are not required to complete this schedule.

Questionnaire

|  |  | **Yes** |  | **No** |
| --- | --- | --- | --- | --- |
| **1** | **OHS Policy and Management** |  |  |  |
| 1.1 | Is there a written company health and safety policy? |  |  |  |
|  |  |  |  |  |
| 1.2 | Is there a company OHS Management System manual or plan? |  |  |  |
|  |  |  |  |  |
| 1.3 | Does the company have an OHS Management System certified |  |  |  |
|  | by a recognised independent authority (eg: SafetyMAP)? |  |  |  |
|  | *If Yes provide details.* .......................................................................................................................................................................................................... |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2** | **Safe Work Practices and Procedures** | **Yes** |  | **No** |
|  |  |  |  |  |
| 2.1 | Does the company provide and maintain systems of work which are safe  |  |  |  |
|  | and without risks to health so far as is reasonably practicable? |  |  |  |
|  |  |  |  |  |
| 2.2 | Does the company provide and maintain plant and equipment which are  |  |  |  |
|  | safe and without risks to health so far as is reasonably practicable? |  |  |  |
|  |  |  |  |  |
| 2.3 | Does the company make arrangements for the safe use, handling,  |  |  |  |
|  | storage or transport of plant so far as is reasonably practicable? |  |  |  |
|  |  |  |  |  |
| 2.4 | Does the company make arrangements for the safe use, handling,  |  |  |  |
|  | storage or transport of substances so far as is reasonably practicable? |  |  |  |
|  |  |  |  |  |
| 2.5 | Does the company maintain the workplace under its management and  |  |  |  |
|  | control in a safe condition so far as is reasonably practicable? |  |  |  |
|  |  |  |  |  |
| 2.6 | Does the company provide adequate facilities for the welfare of  |  |  |  |
|  | employees at any workplace under the company’s management and |  |  |  |
|  | control so far as is reasonably practicable? |  |  |  |
|  |  |  |  |  |
| 2.7 | Does the company provide such information, instruction, training or  |  |  |  |
|  | supervision to employees as is necessary to enable the persons to |  |  |  |
|  | perform their work in a safe way? |  |  |  |
|  |  |  |  |  |
| 2.8 | Does the company have reasonably practicable means of ensuring that  |  |  |  |
|  | persons other than its employees are not exposed to risks to their health |  |  |  |
|  | and safety arising from the conduct of the company’s undertaking? |  |  |  |
|  |  |  |  |  |
| 2.9 | Does the company have reasonably practicable means of ensuring that  |  |  |  |
|  | any workplace it manages or controls is safe and the means of entering |  |  |  |
|  | and leaving the workplace are also safe and without risks to health |  |  |  |
|  |  |  |  |  |
| **3** | **OHS Training** |  |  |  |
|  |  |  |  |  |
| 3.1 | Does your company provide health and safety training? |  |  |  |
|  |  |  |  |  |
| 3.2 | Is a record maintained of all training and induction programs |  |  |  |
|  | undertaken for employees in your company? |  |  |  |
|  |  |  |  |  |
| **4** | **Health and Safety Workplace Inspection** | **Yes** |  | **No** |
|  |  |  |  |  |
| 4.1 | Are regular health and safety inspections at worksites undertaken? |  |  |  |
|  |  |  |  |  |
| 4.2 | Are standard workplace inspection checklists used to conduct |  |  |  |
|  | health and safety inspections? |  |  |  |
|  |  |  |  |  |
| 4.3 | Is there a procedure by which employees can report hazards at workplaces? |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **5** | **OHS Performance Monitoring** |  |  |  |
| 5.1 | Is there a system for recording and analysing health and safety |  |  |  |
|  | performance statistics? |  |  |  |
|  | *If Yes, provide details.* ..................................................................................................... |  |  |  |
| 5.2 | Has the company ever been convicted of an occupational health |  |  |  |
|  | and safety offence? |  |  |  |
|  | *If Yes, provide details.* ..................................................................................................... |  |  |  |

Schedule 31 (Continued)

|  |  |
| --- | --- |
| **6** | **Company References** |
| 6.1 | Please provide the following information for the three (3) most recent contracts completed by the company: |
|  |  |  |  |
|  | Contract 1 | Contract 2 | Contract 3 |
| Contract Description |  |  |  |
| Client |  |  |  |
| Contact |  |  |  |
| Phone Number |  |  |  |
| Number of lost time injuries |  |  |  |
| Number of person days on contract |  |  |  |
| Total days lost due to injuries |  |  |  |

Name of Contractor: ................................................................................

Signed: ................................................................................

ATTACHMENT A

**BACKGROUND INFORMATION REGARDING THE WELLINGTON SHIRE**

**Age Profile**



**Families with Children**



**In the Wellington Shire there were 637 children enrolled in Pre-school (ABS, 2016**)