## Estate Maintenance Project Brief

### Project Number: SWS0979
### Project Title: Pt Perpendicular Lighthouse Heritage Structural/Maintenance Works
### Site: 1521

### Project Allocation:
- **Operating:** $330,000
- **Capital:** N/A
- **Other:** N/A

### Project Outcomes

<table>
<thead>
<tr>
<th>Scope:</th>
<th>Objectives.</th>
<th>Start (Indicative)</th>
<th>Finish (Indicative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undertake maintenance and structural repairs to the heritage facilities to Point Perpendicular Light House as per the Architects Edmiston Jones Point Perpendicular Lighthouse Report and GML Heritage Control Plan of 9 Nov 2009. <strong>Note:</strong> these works do not include addressing the functionality of the light or returning it to full working order.</td>
<td>Ensure all Structural &amp; maintenance objectives are met as per Architects Edmiston Jones Point Perpendicular Lighthouse Report and GML Heritage Control Plan of 9 Nov 2009.</td>
<td>October 2011</td>
<td>June 2012</td>
</tr>
</tbody>
</table>

### Special Impacts and/or Considerations

<table>
<thead>
<tr>
<th>Consultancy and/or design requirements</th>
<th>As per for construction drawings - Architects Edmiston Jones Point Perpendicular Lighthouse Report and GML Heritage Control Plan of 9 Nov 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Selection Board requirement</td>
<td>n/a</td>
</tr>
<tr>
<td>Risks to Defence Operations</td>
<td>Not to impact on live firing (NGS) activities at BWR</td>
</tr>
<tr>
<td>Availability constraints</td>
<td>Live firing activities at BWR. Preferably, not during Xmas 2011 School Holiday period.</td>
</tr>
<tr>
<td>Environmental Management System</td>
<td>To meet Heritage Management Plan and CHL listed values for the precinct.</td>
</tr>
<tr>
<td>Environmental Clearance requirement</td>
<td>Yes</td>
</tr>
<tr>
<td>Directed control measures and/or access requirements</td>
<td>tba</td>
</tr>
<tr>
<td>Heritage Management plan requirements</td>
<td>Must comply with HMP (with the exception of light functionality)</td>
</tr>
<tr>
<td>Related Projects</td>
<td>SWS 1284 – SHOAL-BWR-Pt Perp Lighthouse Precinct Fencing.</td>
</tr>
</tbody>
</table>
Stakeholders – Internal  |  SEO, OIC BWR
Stakeholders - External  |  Advise public of any visitation constraints to Lighthouse precinct.
Handover / Takeover requirements  |  handover / takeover policy attached to Program Brief

Contact Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS Program Officer:</td>
<td>Glen Scott</td>
<td>44297820</td>
</tr>
<tr>
<td>Primary Customer Officer:</td>
<td>Glenn Forrest/ Jo Benson</td>
<td>44297982</td>
</tr>
<tr>
<td>CMS Project Manager:</td>
<td>Warwick Freeman</td>
<td>44297957</td>
</tr>
<tr>
<td>DS Officer Preparing Brief:</td>
<td>Glen Scott/Glenn Forrest</td>
<td>44297982</td>
</tr>
</tbody>
</table>

Attached Documents Relevant to this Project: (list eg CSIR, Prior Consultancy)

Architects Edmiston Jones *Point Perpendicular Lighthouse Report* and *GML Heritage Control Plan* of 9 Nov 2009
**Purchase Order Amendment**

**Australian Government**
**Department of Defence**

**Vendor:**
DEFENCE MAINTENANCE MANAGEMENT  
CMS CONTRACT  
LEVEL 21  
PO Box 1510  
SYDNEY NSW 2001

**ABN:** 81089482093  
**Tel:** 02 9377 2277  
**Fax:** 02 9377 2660

**Date:** 21 Dec 2011  
**Order No:** 4500837555/001

**Your Reference:**  
**Quotation No:**

**Approved By:**  
**Karyn Margaret Sanderson**

**Contact:**  
Debra Margaret Miller

**Area:**  
DEFENCE SUPPORT-SA

**Email:** debra.miller@defence.gov.au

**Tel:** 1300 661 339  
**Fax:**

**Payment Terms:**  
Net 14 Days

**FOB Point:**

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**Note:** The order total is inclusive of GST where applicable.

Technical Contact: Danielle Margules  
Phone: 02 6266 8794

Defence reference: SWS0979

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**This order is subject to the attached terms and conditions.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total AUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>SWS0979-SHOAL - Pt Perp Lighthouse</td>
<td>1 VAL</td>
<td>VAL</td>
<td>1.00</td>
<td>$47G</td>
</tr>
</tbody>
</table>

Qty. conversion: 1 VAL = 1 VAL  
GST @ 10.00 %  
Delivery date: 30 JUN 2012

*** PO QUANTITY CHANGED ***
*** Item partially delivered ***

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**TOTAL LINE ITEM PRICE (AUD):** $47G

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**Please Deliver to:**

ESTATE MANAGEMENT  
ATTN: Danielle Margules  
BP 2-23, Brindabella Circuit  
MAJURA ACT 2609

**Direct Invoices to:**

DEFENCE ACCOUNTS PAYABLE  
PO BOX 800  
SALISBURY SOUTH SA 5106  
OR - EMAIL INVOICES TO:  
INVOICES@DEFENCE.GOV.AU

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Revised 15 Jun 2010  
Page 1 of 3
1. Supplies: The Supplier agrees to provide the Supplies to the Commonwealth in accordance with the terms of the Contract. Subject to clause 4, the Contract between the Commonwealth and the Supplier comprises the:

(a) Special Conditions;
(b) Purchase Order (other than the Special Conditions);
(c) Conditions of Contract.

2. Contract Documents: Subject to clause 4, the Contract between the Commonwealth and the Supplier comprises:

If there is any ambiguity or inconsistency between the documents comprising the Contract, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

3. Special Conditions: The Supplier must comply with the Special Conditions (if any).

4. Existing Contracts and Standing Offers: Subject to the terms of the Purchase Order and any Special Conditions, if the Purchase Order is issued under the terms of an existing contract or a standing offer, the terms of that existing contract or standing offer will apply and these Conditions of Contract (other than this clause 4) will have no effect.

5. Provision of Supplies: The Supplier must provide the Supplies and, if applicable, return the Repairable Item, to the Commonwealth at the Delivery Location on or before the relevant Delivery Date and in accordance with any special instructions for the delivery of the Supplies specified in the Purchase Order. The Supplier must promptly notify the Commonwealth if the Supplier becomes aware that it will be unable to provide all or part of the Supplies or return the Repairable Item, by the relevant Delivery Date and advise the Commonwealth as to when it will be able to do so.

6. Repair Services: The Supplier must provide the Repair Services to the satisfaction of the Commonwealth and in accordance with any requirements specified in the Purchase Order.

7. Repairable Item: The Supplier acknowledges that the Repairable Item at all times remains the property of the Commonwealth. The Supplier must keep the Repairable Item safe and secure and not use the Repairable Item other than for the purpose of providing the Repair Services. The Supplier must not part with possession or control of the Repairable Item except where specified in the Purchase Order or otherwise agreed with the Commonwealth. The Supplier must not create or allow to be created any lien, charge, mortgage or encumbrance over the Repairable Item.

8. Acceptance: The Commonwealth may accept or reject the relevant Supplies within 14 days after delivery of the Supplies to the Delivery Location. If the Commonwealth does not notify the Supplier of its acceptance or rejection within the 14 day period, the Commonwealth will be taken to have accepted the Supplies on the expiration of the 14 day period. The Commonwealth may reject the Supplies where the Supplies do not comply with the requirements of the Contract including any acceptance tests specified in the Special Conditions. If the Commonwealth rejects the Supplies the Commonwealth may:

(a) require the Supplier to provide, at the Supplier's cost, replacement Supplies which comply with the requirements of the Contract within a period determined by the Commonwealth; or
(b) terminate the Contract in accordance with clause 16.

In either case and at the Commonwealth's request, the Supplier must promptly remove any relevant Goods and, if clause 8(a) applies, the Repairable Item (if any), from the Commonwealth's premises at its cost.

9. Title and Risk: Title to the Goods transfers to the Commonwealth upon their acceptance by the Commonwealth in accordance with clause 8. The risk of any loss or damage to the Goods remains with the Supplier until their delivery to the Commonwealth at the Delivery Location. The Supplier bears the risk of any loss or damage to a Repairable Item from the date upon which the Repairable Item is delivered to the Supplier until delivery of the Repairable Item to the Commonwealth at the Delivery Location.

10. Payment: The Commonwealth must pay the Contract Price to the Supplier within 30 days after receiving a correctly rendered invoice in accordance with clause 11. If the Commonwealth fails to pay a correctly rendered invoice within 30 days of receipt and:

(a) the Supplier is a Small Business; and
(b) the Contract Price is valued up to $1 million,
the Supplier may submit a separate invoice in accordance with clause 11 for payment of simple interest on the unpaid amount at the General Interest Charge Rate calculated in respect of each day from the day after the amount was due up to and including the day that payment is made, provided the interest payable exceeds A$10.

11. Invoice: The Supplier must submit a correctly rendered invoice to the Commonwealth. An invoice is correctly rendered if:

(a) it is correctly addressed and calculated in accordance with the Contract;
(b) the Supplies meet the requirements of the Contract;
(c) it is for an amount which does not exceed the Contract Price;
(d) it includes the Purchase Order number, and the name and phone number of the Contract Officer; and
(e) it is a valid tax invoice in accordance with the GST Act.

The Supplier must promptly provide to the Commonwealth such supporting documentation and other evidence reasonably required by the Commonwealth to substantiate performance of the Contract by the Supplier or payment of the Contract Price by the Commonwealth.

12. Price Basis: The Contract Price is firm and is inclusive of all GST and all taxes, duties (including any customs duty) and government charges imposed or levied in Australia and overseas. (For contracts raised through the Standard Defence Supply System (SDSS) the GST will be applied at the invoice stage.) The Contract Price includes the cost of any packaging, marking, handling, freight and delivery, insurance and any other applicable costs and charges.

Subject to clause 11, if the Supplier makes a taxable supply (within the meaning of the GST Act) to the Commonwealth under the Contract, the Commonwealth will equal to the GST imposed on the supply in question.

13. Warranty: The Supplier warrants that:

(a) the Goods are new, free from deficiencies in design, manufacture and workmanship and are fit for the purposes for which goods of a similar nature to the Goods are commonly supplied and for any other purposes notified by the Commonwealth to the Supplier; and
(b) in providing the Repair Services, it will use workmanship of a standard consistent with best industry standards for work of a similar nature to the provision of the Repair Services and which is fit for its intended purpose.

14. Intellectual Property: The Supplier warrants that it has all intellectual property rights and moral rights necessary to provide the Supplies to the Commonwealth and to allow the Commonwealth to have the full benefit of the Supplies in accordance with the Contract.

15. Defects: Notwithstanding acceptance of the Supplies by the Commonwealth in accordance with clause 8, the Supplier must remedy at its cost any defects in the Supplies notified by the Commonwealth to the Supplier at any time within the period of 90 days or the Supplier's or manufacturer's standard warranty period (whichever is the longer) following acceptance of the Supplies by the Commonwealth. The Supplier will be responsible for any costs of removing the Goods and, if applicable, the Repairable Item and delivering repaired or replacement Supplies or the Repairable Item to the Commonwealth together with any associated or incidental costs. If the Supplier does not remend the defect, the Commonwealth may remedy the defect and the costs incurred by the Commonwealth in remedying the defect will be a debt due from the Supplier to the Commonwealth.

16. Termination: The Commonwealth may terminate the Contract in whole or in part if:

(a) the Supplier:
   (i) does not deliver all of the Supplies and, if applicable, the Repairable Item to the Delivery Location by the relevant Delivery Date or
   (ii) notifies the Commonwealth that it will be unable to deliver the Supplies and, if applicable, the Repairable Item to the Delivery Location by the Delivery Date in accordance with clause 5;
(b) the Commonwealth rejects any of the Supplies in accordance with clause 8;
(c) the Supplier breaches the Contract and the breach is not capable of remedy;
(d) the Supplier does not remedy a breach of the Contract which is capable of remedy within the period specified by the Commonwealth in its notice of default issued by the Commonwealth to the Supplier requiring the Supplier to remedy the breach; or
(e) the Supplier becomes bankrupt or insolvent.

If the Commonwealth has provided a Repairable Item to the Supplier in relation to that part of the Contract which has been terminated, the Supplier must immediately return that Repairable Item to the Commonwealth at the Supplier's cost.
17. Termination for Convenience: In addition to any other rights it has under the Contract, the Commonwealth may at any time terminate the Contract or reduce the scope of the Contract by notifying the Supplier in writing. If the Commonwealth issues such a notice, the Supplier must in accordance with the notice, comply with any directions given by the Commonwealth and mitigate all costs, (including the costs of its compliance with any directions) and arrange in connection with the termination, including those arising from affected subcontracts. The Commonwealth will only be liable for payments to the Supplier for Supplies accepted in accordance with clause 8 before the effective date of termination and any reasonable costs incurred by the Supplier that are directly attributable to the termination, if the Supplier substantiates these amounts to the Commonwealth. The Supplier cannot be entitled to profit anticipated on any part of the Contract terminated.

18. Quality Assurance: Upon request by the Commonwealth, the Supplier must provide the Commonwealth and its nominees with access to the Supplier premises to undertake quality audits and quality surveillance as defined in AS/NZ ISO 9000:2001 of the Supplier's quality system and/or the production processes related to the Supplies.

19. Security and Safety: If the Commonwealth provides the Supplier with access to any Commonwealth place, area or facility, the Supplier must comply with any security and safety requirements notified to the Supplier by the Commonwealth or of which the Supplier is aware and ensure that its officers, employees, agents and subcontractors are aware of and comply with such security and safety requirements.

20. Insurance: The Supplier must procure and maintain such insurances and on such terms and conditions as a prudent supplier providing supplies similar to the Supplies, would procure and maintain.

21. Set Off: If the Supplier owes any debt to the Commonwealth in connection with the Contract, the Commonwealth may deduct the amount of the debt from payment of the Contract Price.

22. Indemnity: The Supplier indemnifies the Commonwealth, its officers, employees and contractors against any liability, loss, damage, cost (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), compensation or expense arising out of or in any way in connection with:

(a) a default or any unlawful, wilful or negligent act or omission on the part of the Supplier, its officers, employees, agents or subcontractors; or
(b) any action, claim, dispute, suit or proceeding brought by any third party in respect of any infringement or alleged infringement of that third party's intellectual property including moral rights in connection with the Supplies.

The Supplier's liability to indemnify the Commonwealth under paragraph (a) is reduced to the extent that any wilful, unlawful, or negligent act or omission of the Commonwealth, its officers, employees or contractors contributed to the liability, loss, damage, cost, compensation or expense.

23. Notices: Any notice or communication under the Contract will be effective if it is in writing, signed and delivered to the Contract Officer or the Supplier as the case may be, at the address or facsimile number set out in the Purchase Order.

24. Assignment: The Supplier must not assign any of its rights under the Contract without the prior written consent of the Commonwealth.

25. Subcontracting: Subcontracting the whole or part of the Supplier's obligations under the Contract will not relieve the Supplier from any of its obligations under the Contract. Upon request the Supplier must make available to the Commonwealth the details of all subcontractors engaged to provide the Supplies under the Contract. The Supplier acknowledges that the Commonwealth may be required to disclose such information.

26. Approvals and Compliance: The Supplier must obtain any necessary export licenses or other approvals for the provision of the Supplies and arrange any necessary custom entries for the Supplies. The Supplier must comply with and ensure its officers, employees, agents and subcontractors comply with the laws from time to time in force in the State, Territory or other jurisdictions in which any part of the Contract is to be carried out and all Commonwealth policies relevant or applicable to the Contract.

27. Hazardous Substances: Unless the Commonwealth otherwise agrees in writing, the Supplier warrants that the Supplies do not contain any hazardous substances as defined in Part 6 of the Occupational Health and Safety (Safety Standards) Regulations 1994 (Cth). Where the Commonwealth agrees, that the Supplies may contain hazardous substances, the Supplier must comply with the Hazardous Substance policy as detailed in the Defence Procurement Policy Manual.


29. Entire Agreement: The Contract represents the parties' entire agreement in relation to the subject matter and supersedes all tendered offers and prior representations, communications, agreements, statements and understandings, whether oral or in writing.

30. Definitions: In the Contract:

"Commonwealth" means the Commonwealth of Australia as represented by the Department of Defence ABN 68 706 814 312.

"Conditions of Contract" means these General Conditions of Contract for the Supply of Goods and Repair Services.

"Contract Officer" means the contract officer specified in the Purchase Order.

"Contract" has the meaning given in clause 2.

"Contract Price" means the contract price specified in the Purchase Order, including any GST component payable, and for the purposes of clause 11 only, includes any simple interest payable on late payments.

"Delivery Date" means the date or dates for provision of the Supplies specified in the Purchase Order.

"Delivery Location" means the location or locations for the provision of the Supplies specified in the Purchase Order.

"General Interest Charge Rate" means the general interest charge rate determined under section 8AAD of the Taxation Administration Act 1953 on the day payment is due, expressed as a decimal rate per day.

"Goods" means the goods specified in the Purchase Order (if any) to be provided by the Supplier and any goods or component parts supplied by the Commonwealth as part of providing the Repair Services.

"GST" means a Commonwealth goods and services tax imposed by the GST Act.


"Purchase Order" means the purchase order attached to these Conditions of Contract.

"Repair Services" means the repair services in respect of the Repairable Item specified in the Purchase Order (if any).

"Repairable Item" means any item or items provided by the Commonwealth to the Supplier for the purpose of the Repair Services.

"Small Business" means an enterprise that employs less than the full time equivalent of 20 persons on the day that the Contract is entered into. If the enterprise forms part of a group, this test is applied to the group as a whole.

"Special Conditions" means the special conditions attached to the Purchase Order by the Commonwealth (if any).

"Supplier" means the supplier specified in the Purchase Order.

"Supplies" comprises the Goods and the Repair Services and, for the avoidance of doubt, do not include the Repairable Item.
Environmental Clearance Certification

Section A – Proposed Action (To be completed by Action Authority)

Service, Group or Organisation: Batmac Constructions
Unit: Brookfield- Shoalhaven
File Reference (Defence to insert): Env 07/2012

Description of the proposed action: (refer to attachments if necessary): eg. Exercise Instructions, Project/Activity, description, Location of all activity components (eg. Grid Refs), Timings, Personnel, Vehicle Details (number by type), and Earthmoving (eg. m³ of earth excavated, m³ land cleared) etc.

Title: SWS0979, SWS0764, SWS1284 Structural Repairs and Refurbishment to Point Perpendicular Lighthouse, Fence and Externals of Precinct Buildings

Location: Point Perpendicular; Beecroft Weapons Range Jervis Bay

Date/Duration: 4 Months beginning, February 2012 & will run approximately Sixteen (16) weeks

Project/Activity: SWS0979, SWS0764, SWS1284

Building 1 – Lighthouse (SWS0764)
- Reseal lantern glazing
- Removal of lead base paint as required
- Removal of contaminated soil from around the lighthouse
- Repair of floor topping and painting of floor to Northern and Southern ground floor rooms (Known as S3 and S4)
- Repair of damaged rendered walls as per Pacific Westlake Structural Report
- Replacement of waterproofing to the suspended slab area (Known as S6A)
- Structural supports to ceiling in Southern ground floor room (Known as S4)
- Repairs to the end of the steel beams supporting the light platform
- Repair of the metal rain water outlets from the suspended slab area (Known as S6A)
- Inspection of all doors a make operable, Replace missing screws. Make existing hardware operable & service
- Repairs to windows in stairwell to make operable
- Installation of ember screens to all opening doors and windows to prevent egress of ash in the event of a bushfire
- Replacement of fanlight glass to Door 1 to match existing sidelight glass
- Replacement of existing curtains on level S9 to match existing
- Replacement of damaged glass in windows
- Installation of new downpipes and repair existing rainwater heads
- Installation of gutter guard
- Repair cracks in plaster cornices
- Repair tiling to entry (Known as S2) and stair landings
- Repair all existing painted surfaces
- Installation of emergency and exit lights
- Installation of fire extinguishers
- Repair lantern glazing, door and catwalk
- Repair interior and exterior of lantern dome
- Alterations to stair handrail and gate to suit BCA compliance

Buildings 2 to 6 (SWS0979)
- Adjust ground levels around buildings to ensure turfed area is below the internal floor level
- Check, adjust and ensure all external doors are operational
- Replace door on Building 3B to match door on 3C
- Replace external paving, Repairs to cracked concrete using epoxy filling and Replace external verandah topping
- Installation of stainless steel covers to subfloor vents
- Repair external gate on Building 4B
- Painting to all previously painted surfaces on buildings 2 to 6
- Service all windows including replacing any broken glass and ensure operation of all sashes
- Installation of ember screens to all opening windows
- Replace missing barge cap to South West wall on Building 4C
Environmental Clearance Certification

- Repair Southern downpipe on Building 3A
- Installation of new downpipes on Buildings 3B, 4B, 4C, 5B and 6
- Optional works to provide structural works to Buildings 3B, 3C, 5B and 6

Perimeter Fencing (SWS1284)
Remove existing chainwire perimeter fencing and replace with new as per details on drawings by Woodhead Architects.
Mitigation Measures

Heritage
The Point Perpendicular lighthouse Precinct is of a high heritage value and therefore needs to be treated with that in mind. Materials that are replaced will be replaced with like materials and referenced to the drawings and specifications prepared by Architects Edmiston Jones to ensure new finishes are such, that they reflect the original design of the buildings.

Reference will be made to "DMM-ENV-10-6A - ENVIRONMENTAL CONTROL PLAN #6 HERITAGE MANAGEMENT" and the Point Perpendicular Lightstation HCP November 2009 prepared by Godden Mackay Logan – Heritage Consultants.

Painting
All paint brushes and rollers will be cleaned using an "envirowash" unit. The system separates the residual paint inside the unit so it can be scraped off and disposed of, as referenced in "DMM-ENV-10-5A - ENVIRONMENTAL CONTROL PLAN #5 DMM SPILL CONTROL PROCEDURE" and "DMM-ENV-10-4A - ENVIRONMENTAL CONTROL PLAN #4 DANGEROUS GOODS MANAGEMENT".

Cutting Of Metals
Metals will be required to cut on hard surfaces to reduce the risk of causing a bush fire. A portable fire extinguisher will be on hand when performing this work.

Wildlife
Employees and contractors are made aware of the abundance of local wildlife. In the unfortunate event of an animal being injured the Rangers Station will be contacted to seek advice on treatment of the animal. The Phone Number for the Rangers Station is 4448 3411. Reference "DMM-ENV-10-11A - ENVIRONMENTAL CONTROL PLAN #11 FLORA AND FAUNA".

Vehicles and Traffic
Employees and contractors are made aware of the sensitivity of the area and employees and contractors are reminded to only drive on designated roads and adjust their speed to the conditions. Larger vehicles should be driven at lower speeds to reduce the damage to the roads. Vehicles will be regularly checked for fluid leaks that may pollute the soil and waterways. Fluid leaks will be cleaned up with a spill kit as referenced in "DMM-ENV-10-5A - ENVIRONMENTAL CONTROL PLAN #5 DMM SPILL CONTROL PROCEDURE".

Spills
A spill kit will be site to clean up any paint or oil spills as referenced in "DMM-ENV-10-5A - ENVIRONMENTAL CONTROL PLAN #5 DMM SPILL CONTROL PROCEDURE".

DMM Environmental Control Plans and National Codes of Practice which these works will be controlled under will be:

- DMM Environmental Control Plan #2 – Water Management
- DMM Environmental Control Plan #3 – Soil Management
- DMM Environmental Control Plan #4 – Dangerous Goods Management
- DMM Environmental Control Plan #5 – DMM Spill Control Plan
- DMM Environmental Control Plan #6 – Heritage Management
Environmental Clearance Certification

Contact Officer’s Name: Paul Battersby – Project Manager
Michael Featherstone – Site Foreman

Contact Officer’s Phone no.: 4423 5544 or 522
Contact Officer’s email address: paul.battersby@batmac.com.au

- DMM Environmental Control Plan #7 – Heritage Management Checklist
- DMM Environmental Control Plan #6 – Green Procurement and Sustainability
- DMM Environmental Control Plan #9 – Air Quality
- DMM Environmental Control Plan #10 – Waste Management
- DMM Environmental Control Plan #11 – Flora and Fauna
- DMM Environmental Control Plan #14 – Record of Attendance
- Environmental Management System (ISO 14001) In the Defence – How to Make It Work
- Defence MFPE (Manual Fire Protection Engineering) 2011
- DMM ECP and Heritage Management Plan

National Codes of Practice for:
- The Prevention of Falls in Housing Construction – May 2010
- The Prevention of Falls in General Construction – April 2008
- National Code of Practice for the Prevention of Musculoskeletal Disorders from Performing Tasks at Work – August 2007
- National Code of Practice for the Storage and Handling of Dangerous Goods – March 2001
- National Code of Practice for the Labelling of Workplace Substances – March 1994
- National Code of Practice for the Control of Workplace Substances – March 1994

And
- Batmac Constructions Environmental Management Control System Manual

Section B – Clearance (To be completed by Defence Senior Environment Manager/Regional Environmental Officer)

1. The proposal has been assessed and is considered not likely to cause any significant environmental impacts on the environment, or any matters of national environmental significance, under the EPBC Act. The proposal may proceed subject to the following conditions:

1. All activities under this ECC must be restricted to Defence land areas at BWR, in particular to the designated worksite at Point Perpendicular Lighthouse Precinct.
2. All works must be undertaken in accordance with the Mitigation Measures described in Section A.
3. This ECC remains in force until 30 June 2012.
4. Regular toolbox meetings must be conducted during this activity to ensure all personnel are provided with relevant environmental information and maintain knowledge of the environmental risks for their respective works.
5. The appointed Contractor must ensure that the conditions of this ECC are communicated to all subcontractors as part of their specific toolbox talks.
6. A record of all toolbox meetings must be retained and made available on request.
7. Vehicle activity must be confined to existing tracks, thoroughfares and cleared areas.
8. All vehicles entering Defence facilities must be clean, and free from any potentially contaminating substance, such as soil, pathogens or noxious weed seeds.

ECC Template dated December 2011
Environmental Clearance Certification

9. All vehicles and machinery used in the works must be maintained to ensure that exhaust emissions comply with NSW EPA clean air standards. Hot works must not be conducted during periods of extreme fire danger or total fire ban.

10. All works must carried out in accordance with AS 2436-1981 'Guidelines to Noise Control on Construction Maintenance and Demolition Sites'.

11. All fuels/oils must be stored in bunded areas.

12. Portable fire suppression unit(s) must be available at all times.

13. Any spills of fuel or any other chemical substance must be contained, recovered (where practically reasonable) and disposed of appropriately.

14. Records of any incident must be kept in the site incident diary and reported to the Duty Ranger through BWR Ranger Station (02 4448 3411 522) and to the CA.

15. Written incidents reports must be provided to the RSO/SEO within 24hrs.

16. Fuel clean-up kits must be available at all times.

17. Animals must not be brought on-site.

18. Areas of significant heritage conservation value are to be protected. Workers are to be briefed to be vigilant for indigenous or European heritage artefacts.

19. Work must immediately cease on the discovery of any items of cultural or heritage nature and the Duty Ranger notified immediately. Works must not recommence without written approval of the RSO/SEO.

20. Daily site inspections must be undertaken to ensure compliance with environmental mitigation conditions, with a record retained and made available as required.

21. Native animals must not be disturbed by construction activities.

22. All waste material from the building activity shall be removed from Defence land and taken to a NSW EPA approved disposal site or collection point.

23. Where dust is created at work sites suppression strategies that do not contaminate run-off must be implemented.

24. All vehicles and fuel burning machinery used must be maintained to ensure that exhaust emissions comply with NSW EPA clean air standards.

25. The efficient use of plant and machinery must be encouraged to minimise possible greenhouse gas production during construction works.

26. Hazardous or dangerous material must not be allowed to enter any formed drains, or watercourse.

27. All hazardous or dangerous material must be separately stored in designated locations away from potential hazards during the construction works. This area must be clearly designated by signage suitable for public display.

28. Subcontractors and in particular painters must be instructed that the site is a no "wash out zone" this will reduce the risk of waste entering the Jervis Bay Marine environment.

29. CCA treated timbers or timbers from unsustainable sources must not be used on site during Project works and sustainable timber certificates must be provided to the SEO/REO on request.

30. Environment and Heritage Awareness Cards advising on Shoalhaven threatened species, heritage and other environmental and safety risks are to be made available on-site. These can be obtained from the BWR Ranger Station.

Reporting

31. Incidents with environmental implications, such as the discovery of Indigenous heritage, injury to fauna, etc must be reported to the Duty Ranger through the BWR Ranger Station, ph. 02 4448 3411 522 as soon as possible after incident occurrence or emailed to enviroincidentsJB@defence.gov.au as a minimum.

32. A post activity report is required in accordance with Section D.
Environmental Clearance Certification

Any breach of the conditions within this ECC will be reported to the relevant contract authorities through ASEPE.

<table>
<thead>
<tr>
<th>Regional Environment</th>
<th>Printed Name</th>
<th>Title or Rank</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JAN FORGES</td>
<td>REG</td>
<td>17/01/12</td>
</tr>
<tr>
<td></td>
<td>CARY CLARK</td>
<td>DSM</td>
<td>17/01/12</td>
</tr>
</tbody>
</table>

ECC Template dated December 2011
Environmental Clearance Certification

Section C – Commitment to Comply (To be signed by the Action Authority or Subcontractor following completion of Section B)

I have read and I understand the conditions and will ensure full compliance.

(To be signed by the Action Authority)

<table>
<thead>
<tr>
<th>Signature Action Authority</th>
<th>Printed Name</th>
<th>Title or Rank</th>
<th>Appointment</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

or

I have read and I understand the conditions and will ensure full compliance.

<table>
<thead>
<tr>
<th>Signature Subcontractor</th>
<th>Printed Name</th>
<th>Title or Rank</th>
<th>Appointment</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5176</td>
<td>Paul Batossay</td>
<td>Mr. Project Manager</td>
<td>16.01.12</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bannac Constructions Pty Ltd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section D - Post Activity Report
(To be completed by Action Authority and submitted to the Senior Environmental Manager (SEM)/Regional Environmental Officer (REO) within 10 working days following completion of activity and remediation)

1. The proposal requires a post activity report  ☑ Yes  ☐ No

<table>
<thead>
<tr>
<th>Service, Group or Organisation</th>
<th>Unit</th>
<th>File Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batmac Constructions</td>
<td>Brookfield - Shoalhaven</td>
<td>ENV 07/2012</td>
</tr>
</tbody>
</table>

**Mitigation Measures & Conditions (as per Section A & Section B)**

Heritage issue - A previously fractured section of a metal finial on the external catwalk of the lighthouse broke off during the works. This piece has been retained behind the glazed section of the light mechanism.

Environmental Issue - Damage to the grassed area adjacent to the works on the Lighthouse. Area was returfed to the approval of the Defence Environment Team.

All issues that were not in accordance with Heritage guidelines were completed in direct consultation with SEO and DSG including site visits, emails and drawings. All other conditions on the ECC were upheld and final site inspections have confirmed this. I.E:

- Installation of structural Steel to the two ground floor rooms of the Lighthouse
- Installation of plasterboard ceiling under structural steel beams in Lighthouse
- Clear sealing of exposed masonry adjacent to the Lighthouse dome
- Retaining of existing cornice where possible for the installation of the new structural steel beams to the Lighthouse
- Painting of the interior walls of the Lighthouse shaft
- Modification to the scope to the repair of the concrete footpaths. Existing paths 20mm thick topping over 200mm thick crushed sandstone and cement. Existing paths topped with a new reinforced concrete footpath
- Specified barbed wire top strands on 1800mm high chainwire fence changed to plain wire to reduce the potential of birds being caught on the barbs.

2. This confirms that only the proposed action identified in Section A has been undertaken, and that measures identified in Section A, and conditions in Section B have been implemented according to the claims above. Any lessons learnt or suggestions for an improved environmental outcome identified during this activity have also been recorded.

---

**Printed Name**: Paul Brodersen  
**Title or Rank**: Mr.  
**Date**: 10.08.12
# CORPORATE SERVICES AND INFRASTRUCTURE REQUIREMENT

## Project Name
Shoalhaven / SubRegional SWS – CSIG Shoalhaven Environment Team – Heritage

## Authorisation (on behalf of the Sponsor)

<table>
<thead>
<tr>
<th>Name</th>
<th>David White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Tech Services Manger – CSIG SW/S</td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

## Product Type | Project Id (CSIG Staff) | CSIG Manager (CSIG Staff)
--- | --- | ---
CSI Funded / Sponsor Funded | SWS0979 | Mr Glenn Forrest

## Contact Details (Local point of contact)

<table>
<thead>
<tr>
<th>Group</th>
<th>CSIG Shoalhaven Environment Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Glenn Forrest</td>
</tr>
<tr>
<td>Position</td>
<td>RFO</td>
</tr>
<tr>
<td>Contact Number</td>
<td>02 4424 2007</td>
</tr>
<tr>
<td>Contact Fax</td>
<td>02 4424 1426</td>
</tr>
<tr>
<td>Contact E-mail</td>
<td><a href="mailto:Glenn.Forrest1@defence.gov.au">Glenn.Forrest1@defence.gov.au</a></td>
</tr>
</tbody>
</table>
**Requirement Description**

The Shoalhaven Defence Estate contains numerous assets and places listed on the Commonwealth Heritage List (previously the Register of the National Estate) for their natural and cultural (European and indigenous) heritage values. This project aims to undertake heritage management, conservation and interpretation for those sites as required under EPBC Act 1999. The new heritage amendments to the Act require that all Commonwealth properties with heritage values be managed and maintained under a new management framework. The community and Service members also have an interest in Defence’s heritage as it is a formative part of Australia’s history. Defence’s heritage management vision is to be a leader in the management of its properties with heritage values, seeking to provide a sound balance between Defence capability, heritage values, the requirements of heritage bodies and legislation, and the expectations of Australian society now and into the future.

This project seeks to implement priority management tasks that have been recommended in individual Heritage Management Plans that have been developed previously. The tasks will include repairs to high significance heritage fabric to protect and where possible restore and enhance the heritage values of the sites, conservation and protection of indigenous heritage sites, implementation of landscape heritage management and master plans and interpretation and presentation of heritage values of listed places. This includes the maritime component and the protection of ship and aircraft heritage infrastructure and sites.

This project will assist Defence to meet its legislative obligations by developing and implementing plans for the management of its heritage values and assisting with the maintenance and conservation of these non-renewable heritage values.

The project will include, but is not limited to:

- Conservation and management of indigenous heritage fabric for sites at BWR, HMAS ALBATROSS and HMAS CRESWELL;
- Conservation and management of landscape heritage values at HMAS CRESWELL and HMAS ALBATROSS;
- Implementation of the Ship and Aircraft Wreck HMP in the maritime component;
- Rehabilitation, conservation and management of heritage fabric at Point Perpendicular lighthouse including return of the heritage light to service; and
- Interpretation and presentation of heritage values at BWR, HMAS ALBATROSS and HMAS CRESWELL, and wrecks on the seabed in the maritime components.

The aim of the works is to protect and enhance the heritage significance of buildings listed on the Commonwealth Heritage List and thus meet Defence’s commitments under the EPBC Act and the expectations of community and Service members.

**Expected Outcomes**

Describe the measurable outcome in business terms, stating what is to become possible as a result of addressing the problem. Ie What is to be achieved by solving the problem.
Expected outcomes include:

- to be the maintenance of Heritage assets, indigenous sites and heritage landscapes in accordance with previously developed heritage management plans. This will ensure that Defence is addressing its obligations under the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) with respect to Heritage Listed places and assets.

- Addressing significant shortcomings and disrepair within the heritage listed precinct at Point Perpendicular, including the lighthouse, its outbuildings and surrounding precinct to ensure that it will have conservation activities carried out to render the structures and surroundings safe from an OH&S perspective (thereby enabling safe access by the public, Defence personnel and others and facilitating adaptive reuse of the buildings), sound from a structural soundness perspective and secure from further deterioration from existing structural problems and in a condition that can be assured through ongoing maintenance. The project will also facilitate Defence meeting its obligations with respect to the existing heritage conservation plan for the structural aspects of the precinct and in meeting obligations to protect and interpret heritage values under the EPBC Act 1999, including recommissioning of the heritage light.

- The amplification of Heritage Management Plans for CHL estate and values in accordance with EPBC Act obligations.

- Management of listed indigenous values of the defence estate within the Shoalhaven.

- Improved morale for Service members as they take pride in their link to Defence’s history.

- Meeting community and Regulatory authority expectations for the management of Defence’s heritage.

---

**Preferred Solution**

*Outline the preferred solution to the problem (developed in consultation with CSIG staff).*

The preferred solution is that this project be allocated the requested funding. This funding would then be used to implement the works (including, fabric, indigenous, landscape, ecological and cultural values) as outlined in the individual Heritage Management Plans and for the validation and improvement of other management plans for CHL and RNE properties.

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**Justification**

*A justification for the preferred solution.*
Defence assets listed on the Commonwealth Heritage List/Register of the National Estate are required under the EPBC Act to be managed in a manner that maintains their significant heritage values.

Defence has made policy commitments to be a leader in the sustainable management of the environmental and heritage values of its estate. Defence has also committed to managing its heritage assets in accordance with Commonwealth legislation. Defence has the vision “from a proud past, to a better future”, which illustrates the importance of Defence’s heritage to its Service personnel and community members. Defence’s heritage is an important part of the development and defence of Australia, and is a tangible link to the past Service in many conflicts around the world.

This project seeks to undertake maintenance and conservation of significant heritage fabric associated with Shoalhaven heritage listed properties to enable compliance with the heritage provisions of the EPBC Act whilst also demonstrating a commitment to heritage management. The Shoalhaven sites selected for the 2007 program are in accordance with priorities identified in their relevant Heritage Management Plans.

The Shoalhaven facilities selected for maintenance works are priority buildings and places (including indigenous and ecological/landscape) that are in use by ADO personnel and these works will facilitate maintaining overall building and places integrity/fit for use.

Point Perpendicular Lighthouse is one of Jervis Bay's most distinctive and powerful landmarks. In 1995 the Australian Maritime Safety Authority handed over management of the Point Perpendicular Lighthouse to the RAN, enabling the lighthouse and grounds to be managed as part of the Beecroft Weapons Range (BWR). The Beecroft Weapons Range Cultural Heritage Management Plan (BWR CHMP) and Northern JB HMP included recommendations for a high priority urgent structural and safety assessment of Point Perpendicular Lighthouse and ancillary buildings and structures and urgent & ongoing maintenance, safety and amenity works. A detailed Assessment of Structural, Safety and Heritage Conservation Works requirements was conducted in 2004/5. Implementation of the recommendations of this assessment is now required under relevant heritage legislation encapsulated within the Commonwealth Legislation EPBC Act 1999.

Proposed heritage plans and conservation works at HMAS CRESWELL are in direct sympathy with the proposed redevelopment to be undertaken there and are in accordance with the Southern JB HMP.

It is Defence’s obligation to preserve and manage these tangible links to the past for the present and future generations to experience, and to then appropriately interpret their values.

<table>
<thead>
<tr>
<th>Year/Timing of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify the year and identify any time criticality for implementing the solution and why, eg availability constraints. For a multiple years requirement, indicate the timeframes.</td>
</tr>
</tbody>
</table>

The heritage values of Defence assets have continually been neglected. Each year this occurs the assets become more degraded and Defence further opens itself up to scrutiny under the EPBC Act and public rebuke. Defence Heritage Assets in the Shoalhaven cannot go without funding in FY 07/08.

This project will be implemented in July 07 with the intention of completing it by June 08. There are no foreseeable reasons why this could not be achieved.
**Cost Estimate**

*Provide broad order of cost estimates (+/- 50%) of the preferred solution and the basis for these costs (method of estimation). The total project bid is to be inclusive of GST, management and design costs. Price breakdown to be attached as required.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Cost Estimate</td>
<td>222,500</td>
</tr>
<tr>
<td>Management Cost Estimate</td>
<td></td>
</tr>
<tr>
<td>Design Cost Estimate</td>
<td></td>
</tr>
<tr>
<td>Total Cost Estimate</td>
<td></td>
</tr>
<tr>
<td>GST</td>
<td>27500</td>
</tr>
<tr>
<td>Total Project Bid (incl GST)</td>
<td>250,000</td>
</tr>
</tbody>
</table>

**Basis of costs (describe how the costs where estimated)**

Costings are based on individual estimates developed by consultants with a background in the conservation and management of heritage assets, and CSI-SW/S Shoalhaven ability to implement a specific quantity of work within the FY0607.

---

**Capital and/or Expense Split.**

<table>
<thead>
<tr>
<th>Capital</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

---

**Recurrent Costs (NPOC)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Funding Source (Group/Org)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Personnel</td>
<td>Navy</td>
</tr>
<tr>
<td>Provide additional bldg assets for training support at CRESWELL, currently standing vacant.</td>
<td></td>
</tr>
<tr>
<td>Civilian Personnel</td>
<td>All</td>
</tr>
<tr>
<td>Provision of a safe environment in public access areas at BWR.</td>
<td></td>
</tr>
<tr>
<td>Garrison Services</td>
<td>CSIG</td>
</tr>
<tr>
<td>Appropriately funded management and maintenance will reduce costs related to Garrison Services.</td>
<td></td>
</tr>
<tr>
<td>Estate Maintenance</td>
<td>CSIG</td>
</tr>
<tr>
<td>Appropriately funded ongoing heritage management and maintenance will reduce future</td>
<td></td>
</tr>
<tr>
<td>Information and Communications Technology</td>
<td>Nil identified</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Utilities (Electricity, Gas, Water)</td>
<td>Upgraded facilities in and on heritage infrastructure will reduce ongoing maintenance costs. Reduced costs of utilities through introduction of energy &amp; water efficient measures</td>
</tr>
<tr>
<td>Other</td>
<td>Reduced costs wrt responding to complaints by the public for poor upkeep of heritage property. Increased positive relationships with Indigenous populations with on-flowing responsiveness when dealing with other issues. Appropriate management of Defence Heritage in the public domain such as under on the seabed and at BWR.</td>
</tr>
</tbody>
</table>

**Stakeholder Consultation**

- CO HMAS CRESWELL
- Shoalhaven Environmental Working Group.
- OIC BWR
- DMM (CMS)
- PLO Facilities & Infrastructure
- Base Manager & Technical services Manager
- Director Heritage and Biodiversity Conservation
- Director Environmental Stewardship
- Lighthouse Association
- Wreck Bay Aboriginal Community Council
- Jerringa Land Council.
- IAD Branch and managing consultants for redevelopments at CRESWELL and ALBATROSS

**Impact of Strategic Estate Planning Guidance**

Template Version Error! Unknown document property name.
Error! Unknown document property name.
This project supports:

HMA Ships CRESWELL (including RANSSS) – which identifies heritage as its greatest risk - and ALBATROSS redevelopments,

**Upgrade and maintain range and training area infrastructure.** Increased operational tempo and the introduction of new equipment has identified shortfalls in current ranges and training areas (in particular BWR and naval waters of Jervis Bay). The increased operational tempo, potential increases in use by foreign forces, and the ongoing drought related pressures would mean more effort would be required to maintain ranges and training areas. Natural, cultural (including indigenous) is a significant component of training areas in the Shoalhaven that require proactive management.

All properties involved with this project are being kept by Defence for the foreseeable future. They are all properties that are critical to maintaining Defences capabilities.
## Risk Assessment

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Consequence Rating</th>
<th>Description of Consequence of not meeting delivery of requirement, ie justification for the level selected.</th>
<th>Likelihood Rating</th>
<th>Description of the Likelihood that the consequence will occur, ie justification for the rating selected.</th>
<th>Risk Level</th>
<th>Risk Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capability</td>
<td>Moderate</td>
<td>Not funding heritage maintenance and heritage management may impact on the delivery of Defence's mission and training objectives, particularly wrt managing indigenous heritage at BWR, which could impact on NGS activities through injunctions and with the provision (or lack of) training assets at CRES.</td>
<td>Possible</td>
<td>There is a possibility that this may occur this funding period as heritage assets continue to degrade or are not appropriately managed over time.</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>Moderate</td>
<td>Minor injuries or ailment that does not require medical treatment by a physician but may require a qualified first aid person. Lead Based paint is present in many of Defence’s older buildings. This causes asthmatic reactions in susceptible persons. Structural deterioration, including electrical wiring will affect. The psychological impact of existing and further deterioration on the public, Defence personnel and contractors, the local community and special interest groups nationally will increase due to the iconic value placed on Shoalhaven European and Aboriginal heritage sites.</td>
<td>Possible</td>
<td>Even probability of occurring during the funding period with 40-60% chance of occurring in the next funding period if the risks are not mitigated</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Legislative Compliance</td>
<td>Major</td>
<td>Defence is obliged to comply with the EPBC Act. Defence has made policy commitments to comply with this Commonwealth legislation in its environment and heritage policies, stating that it aims to be a leader in sustainable environmental and heritage management. In addition Defence has stated it will comply with State Policies on the management of indigenous heritage values. Particularly relevant for ship and aircraft wrecks off Defence properties that are currently being</td>
<td>Likelyly</td>
<td>Very high probability of the consequences occurring during the funding period with &gt;90% chance of occurring in next funding period if risk not mitigated.</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>
Heritage values are now protected under the EPBC Act. If the Defence assets are not managed or maintained then there may be a loss of heritage values. Heritage values are not renewable. Irreversible and extensive damage is caused to a Commonwealth Heritage Listed Site or asset. Particularly relevant for ship and aircraft wrecks off Defence properties that are currently being mismanaged. Management processes of reactive maintenance issues under the CMS contract needs to be implemented as a matter of urgency to protect the values – currently no processes are in place.

Financial Efficiency

| Major | Substantial increased costs (>100%) are likely to occur if the works are not undertaken in the preferred funding year, based on existing rates of deterioration and likely collateral damage resulting from existing problems causing further ones. Further deterioration could render some structural heritage fabric beyond repair and result in irrevocable loss which cannot be conventionally costed. Works will contribute to CRES redevelopment. | Likely | High probability of the consequences occurring during the funding period and has a 60-90% chance of occurring in the next funding period if the risk is not mitigated | High |

Personnel

| Major | Defence staff and contractors, like the general public, regard the lighthouse and precinct as an icon of the Jervis bay area and morale is being affected by its deterioration. These effects are likely to increase and become critical if heritage fabric of the site is irreversibly damaged due to failure to implement repairs and maintenance resulting in more than half the staff involved reconsidering continued employment with Defence. | Likely | Even probability of occurring during the funding period with 60-90% chance of occurring in the next funding period if the risks are not mitigated | High |
Similar effects are likely with respect to failure to protect Aboriginal heritage sites on BWR and European and Aboriginal heritage at HMAS CRESWELL & HMAS ALBATROSS. Particularly relevant for ship and aircraft wrecks off Defence properties that are currently being mismanaged, leading to concern from Defence personnel. Continual responding to complaints and negativity from public has an effect on morale.

| Reputation | Major | Defence owns many listed and significant properties in Australia. The community and service members expect Defence to look after and conserve its history and place in Australia's history. There may be a perception that Defence is having a significant impact on the environment by not managing and maintaining its heritage value. Sustained detrimental national or state media reports, parliamentary questions and ministerials and sustained community outrage are very likely if existing deterioration of heritage sites and assets and failure to meet heritage obligations continues unabated. It is surprising that this has not yet occurred and is probably only being held at bay by the perception that works are planned. Because the Point Perpendicular lighthouse is such a high profile scenic and historic icon in an area accessible to the public when BWR is open, Defence’s reputation as a heritage manager is on very public display. Current interest in structural repairs to the lighthouse and precinct by Lighthouses of Australia Inc (previously the Australian Lighthouses Association) further increases reputation issues. Similar consequences apply in respect of heritage sites at HMAS CRESWELL and at Aboriginal heritage sites on | Likely | It is likely that this will occur this funding period as there is significant interest in Defence heritage and the assets continue to degrade. High probability of the consequences occurring in the funding period and a 60-90% chance of occurring in the next funding period if the risks are not mitigated. | High |

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<table>
<thead>
<tr>
<th>Risk Band</th>
<th>Risk Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>BWR.</td>
<td>Particularly relevant for ship and aircraft wrecks off Defence properties that are currently being mismanaged.</td>
</tr>
</tbody>
</table>
Risk Mitigation

Defines a risk mitigation strategy covering what the current action is that is being applied to mitigate the risk, what other options have been considered instead of a FACOPS solution and what the long term strategy would be to mitigate the risk if the project is not approved.

<table>
<thead>
<tr>
<th>Current action to mitigate risk?</th>
<th>Heritage management Plans have been developed for the conservation and management of heritage values of listed places and assets. Implementation of the recommendations of these plans in accordance with priorities identified within the plans is required to adequately mitigate identified risks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other mitigation options?</td>
<td>Close public areas on BWR to reduce risks of vandalism/damage. Enormous negative reaction from public likely.</td>
</tr>
<tr>
<td>Action taken if project not approved?</td>
<td>None. Sites will slowly degrade and remain at risk of deterioration and permanent damage from threats identified in relevant management plans.</td>
</tr>
</tbody>
</table>
## Work Direction – Custom

### Safety Notice:
Inform site contact of your arrival. Ask for info. on hazards that may affect your work. Assess risks before starting work. Commence only if it is safe to do so. Call DMM to obtain a close off number upon completion or to place the job on HOLD.

### Attendance

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>No. Of People</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In...</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Out...</td>
<td></td>
</tr>
</tbody>
</table>

### Site Contact Report

The request was actioned / made safe within the time required.

Signature & Date:..........................................................................................

---

### WHS Hazard
None

### WHS Risk
N/A

### Request No.
200106166

### Approved By
Nash, Andrea 1

### Date Approved
22/03/2012

### Unit Code
Planning

### Request Status
Financial Completion

### Complete By
Planning

### Contractor Ref

### Subcontractor
- **Site**: 0026, HMAS Albatross
- **Structure**: 0026/U023, Environmental Site Code
- **Address**: HMAS ALBATROSS
- **Level**: Space
- **Equipment**: CDRI
- **Supplier**: Maintenance Works
- **Work Type**: Maintenance Works
- **Work Description**: Heritage management as per HMP
- **Contractor Notes**: s47G

### Problem
Environmental

### Project Number
SWS0979
1. TITLE OF WORKS
Shoalhaven Heritage Management

2. REQUIREMENT
- Implement heritage conservation works at Pt Perpendicular Lighthouse
- Implement interpretive path, platform and heritage fencing design works at BWR
- Implement Pt Perpendicular LHMP
- Recommission lighthouse and remove lattice tower

(Note: Further discussion with DET is required to address specific detail and words from this PIB should not be cut and pasted into Scoping documentation)

3. SITE / ASSET NUMBER / BUILDING NAME
Defence Estate - Shoalhaven

4. TYPE OF EXPENDITURE
The type of funding is operating expense. The upper limit of expense funding for this project is $250,000 (including GST).

5. PURPOSE OF WORKS
Defence assets listed on the Commonwealth Heritage List/Register of the National Estate are required under the EPBC Act to be managed in a manner that maintains their significant heritage values.

Defence has made policy commitments to be a leader in the sustainable management of the environmental and heritage values of its estate. Defence has also committed to managing its heritage assets in accordance with Commonwealth legislation. Defence has the vision "from a proud past, to a better future", which illustrates the importance of Defence’s heritage to its Service personnel and community members. Defence’s heritage is an important part of the development and defence of Australia, and is a tangible link to the past Service in many conflicts around the world.
This project seeks to undertake maintenance and conservation of significant heritage fabric associated with Shoalhaven heritage listed properties to enable compliance with the heritage provisions of the EPBC Act whilst also demonstrating a commitment to heritage management.

Point Perpendicular Lighthouse is one of Jervis Bay's most distinctive and powerful landmarks. In 1995 the Australian Maritime Safety Authority handed over management of the Point Perpendicular Lighthouse to the RAN, enabling the lighthouse and grounds to be managed as part of the Beecroft Weapons Range (BWR). The Beecroft Weapons Range Cultural Heritage Management Plan (BWR CHMP) included recommendations for a high priority urgent structural and safety assessment of Point Perpendicular Lighthouse and ancillary buildings and structures and urgent & ongoing maintenance, safety and amenity works. A detailed Assessment of Structural, Safety and Heritage Conservation Works requirements was conducted in 2004/5. Implementation of the recommendations of this assessment is now required under relevant heritage legislation encapsulated within the Commonwealth Legislation EPBC Act 1999.

This project will assist Defence to meet its legislative obligations by developing and implementing plans for the management of its heritage values and assisting with the maintenance and conservation of these non-renewable heritage values.

The project will include, but is not limited to:

- Implement heritage conservation works at Pt Perpendicular Lighthouse
- Implement interpretive path, platform and heritage fencing design works at BWR
- Implement Pt Perpendicular LHMP
- Recommission lighthouse and remove lattice tower

**6. BRIEF SCOPE OF WORKS**

a. **Preliminaries**

Meet on site with DS-SWS representatives to discuss the scope of works and anticipated duration of the project.

b. **Project Intent**

Engage an appropriately experienced contractor to works as described above. All work shall comply with the requirements of the EPBC Act, OH&S, Australian Standards, BCA, MFPE, the Defence Security Manual, and all relevant and other standard requirements and regulatory and environmental requirements.

**7. PROJECT DELIVERABLES**

a. Undertake the role of Project Manager and Contract Administrator, and deliver the project so that it is fit for the intended purpose.

b. Provide a Facilities Acquisition Strategy (FAS) and Tender Evaluation Plan (TEP) for approval by DS-SWS Shoalhaven. The documentation is to outline how the CMS Contractor intends to procure the services of contractors, achieve the best value for money, and manage the delivery of the project in terms of cost, time and quality.
Procurement is to be in accordance with Commonwealth procurement guidelines and any specific additional requirements provided to the CMS Contractor by DS-SWS.

c. A scope of works shall be developed in conjunction with DS-SWS and the Defence client representative suitable for contractors to tender. The prepared scope of works is to be approved by DS-SWS prior to tenders being sought.

d. Develop tender documentation for contractor engagement appropriate to the scope of works.

e. Submit to the DS-SWS the following documentation:

- A project time-line (using MS Project 98 or later version) of the Project;
- An itemised cost estimate of the project;
- A monthly project expenditure plan for the delivery of the project for DS-SWS concurrence; and
- Recommendation of the preferred construction tenderers for concurrence by the DS-SWS Estate Operations Manager.

f. Ensure that all necessary approvals for the works are obtained prior to the commencement of works and that certification if and as necessary is provided in a format acceptable to DS-SWS Shoalhaven verifying that all works have been undertaken in accordance with the EPBC Act, Building Code of Australia (BCA), Manual of Fire Protection Engineering (MFPE), Australian Standard, and all other regulatory requirements on completion.

g. Update the ‘Value of Work’ fields within the Phasings section of the DEEMS Project Planning Module on a monthly basis.

h. In consultation with the DS-SWS Regional Environmental Officer, and prior to the commencement of the works determine if there are any environmental and/or heritage issues involved in the project

i. Ensure that all data meets the specifications for management within the Defence Information Systems and in particular available for management within systems operated by the DET in the Shoalhaven.

8. PERFORMANCE REQUIREMENTS

The project manager and contract administrator shall ensure that all structures, works and services provided by the contractor are fit for the intended purpose based on this Project Initiation Brief and must comply with the EPBC Act, BCA, MFPE, the Defence Security Manual, and all relevant Australian and other Standards and regulatory and environmental requirements.

The project is to be delivered in accordance with the agreed project timeline, to the DS-SWS approved budget, and to the satisfaction of the DS-SWS and Defence Client representatives.

Any changes to the agreed project time-line provided to DS-SWS, and all project variations are to be approved by DS-SWS prior to any confirmation to the contractor.

9. POINTS OF CONTACT
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Environmental Officer</td>
<td>Glenn Forrest</td>
<td>(02) 4424 2007</td>
</tr>
<tr>
<td>Regional Environmental Officer</td>
<td>Jan Forbes</td>
<td>(02) 44242005</td>
</tr>
</tbody>
</table>

**Glenn Forrest**  
Senior Environmental Officer  
DS-SWS Environmental Team(Shoalhaven Region)

Date 8 April 2016