

Michael Gill

From: Michael Gill [michael.gill37@bigpond.com]
Sent: Tuesday, 30 September 2014 3:47 PM
To: 'Michael Keeble'
Cc: 'records@york.wa.gov.au'; 'Matthew Reid'; 'milbrookfarm@bigpond.com'; 'mark@malautos.com.au'; 'asboyle@bigpond.com'; 'cats1307@bigpond.com.au'; 'catweasles@hotmail.com'; 'icombus@gmail.com'
Subject: Documentation
Attachments: York Shire Incident Report.doc

Michael

As discussed, during the next Works Committee Meeting I will be following up on the safety concerns that emerged during the Storm Water Reuse Project at Forrest Oval. I have previously documented and submitted to the Shire my concerns regarding the Safety and Quality of works carried out at the Knotts Rd Bridge replacement earlier this year.

These two projects have utilised contractors to carry out significant components of the work.

I therefore formally request that copies of the contractual documentation used to engage these contractors and maintain control over both Quality and Safety, and to ensure that Probity can be satisfied.

The documentation that I require at this Thursday's Works Committee Meeting should include but not be limited too :

- Tender Documents
- Specification and Description of Works including Quality and Safety requirements.
- Contract Documents at Award
- Proof of appropriate Insurances to indemnify the Shire against negligence
- Cost reconciliation documentation, including payment certificates.
- Risk Assessments for each project

I trust that the incident report submitted to you on Monday 22nd of September 2014 (attached) regarding the unsafe practice witnessed at Forrest Oval has been acted upon as is required, including registering the incident in the Incident Register, and that a Corrective Action Report has been prepared and actioned to ensure a repeat of the incident does not occur.

As a community representative of the Works Committee it is my duty to follow through with these issues as failure to do so would be an act of negligence in itself.

Regards,

Michael Gill
MIE Aust CP Eng
Managing Director
Avon Civil Engineering