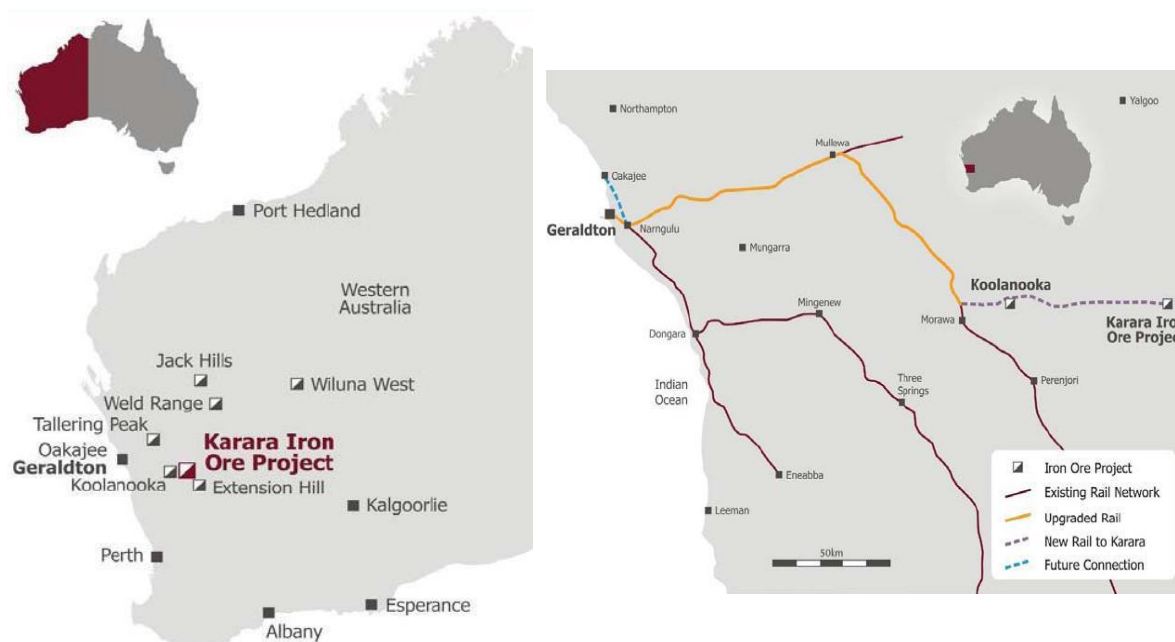


Karara Village Tender Scoping Document

1 Introduction

Karara Mining Limited (KML) consists of port, rail and mine site facilities required for the mining, transport and export of magnetite and DSO product from iron ore deposits located at the Karara mine site, approximately 320 kilometres north-north-east of Perth. Refer to the locality maps below.



The Karara site was initially explored by Western Mining Corporation (WMC) between 1962 and 1973, during which time WMC conducted iron ore mining and processing operations at Koolanooka, about 40 kilometres west of the Karara mine site.

The Karara deposit has a current magnetite JORC resource of 1.43 billion tonnes at 36.3% Fe and initial reserve of 497 million tonnes, supporting a 40 – 50 year mine life at a production rate of 8 million tonnes per annum.

The development of KML is based upon contract mining (by others) of 20 Mtpa of raw magnetite ore followed by a concentration process at the Karara process plant to produce an initial 8 Mtpa (dry) of 68% Fe concentrate.

The magnetite concentrate is to be transported by rail to the Port of Geraldton, where it will be stockpiled prior to loading for shipment to AnSteels' Bayuquan steel mill, which is located adjacent to the port of Yingkou in northern China.

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2 Scope of Works

2.1 General Scope

This scope of work covers the minimum requirements for the village facilities management and support services requirements at Karara Village (**Village**) and Operational Facilities.

- Accommodation Management
- Catering
- Vending Services
- Stocking and Maintaining Crib Rooms / Kitchenettes
- Cleaning and janitorial services
- Sanitary Hygiene Services
- Laundries
- Operation and Management of Recreation Facilities
- Operation and Management of Bar
- Operation and Management of Retail Facility
- Maintenance Work for village buildings, infrastructure and surrounds
- Industrial Cleaning
- Airport Services and ARO personnel
- Grounds Maintenance and Landscaping
- Waste Management (Note: The village services Contractor shall be responsible for the collection and transport of waste outside of the village)
- Management of stores for spares
- Pest Control Services
- Water Treatment (Potable, Black and Grey)
- Automated Teller Machines (ATM)
- On site bus service
- Geraldton bus service
- Maintenance of Fire Alarms, Smoke Alarms, Portable Fire Extinguishers
- Maintenance of Emergency Lighting
- Train Driver Servicing

2.2 Village General Description

The Karara Village complex is located on a site of approximately 30 Ha, 80 km east of Morawa and 5km west of the Karara Process Plant. The permanent village facilities are sized to accommodate and service up to 1348 persons and include the following:

- 600 x single accommodation units (four units per building, all with ensuites, 14.4 m x 4.2 m)
- 748 x single accommodation units (four units per building, all with ensuites, 14.4 m x 3.3 m)
- One disabled persons unit (2 unit per building, with ensuite, 6.0 m x 3.5 m)
- 28 (twenty eight) laundry/linen/cleaners buildings with services cupboard (14.4 m x 3.3 m)
- One administration office and retail shop (14.4 m x 9.9 m)

- One retail wet mess complex complete with cool rooms and a beer garden covered with steel framed color bond structures, to cater for up to 1350 people
- One recreation room (24 m x 12 m)
- Two gymnasiums (24 m x 12 m), fully equipped
- Two ice machine rooms (small, 6 m x 3 m)
- One medical facility (14.4 m x 3.3 m) with an ambulance shelter
- One bulk linen store (14.4 m x 6.6 m)
- One bulk chemical storage facility (14.4 m x 3.3 m)
- One main communications room (9 m x 3.3 m)
- One Maintenance Shed and Compound
- Eight Gazebos (5m x 5m)
- Swimming Pool Facility (25m x 8.5m)
- Multi-Sports Court and outdoor Cricket Pitch (netted)
- Golf Driving Range Nets
- Golf putting area
- Sporting Equipment
- Locker Room Facility
- Commercial Kitchen & Dining Hall

2.3 Battery Limits

The battery limits for the Karara village are:

- The accommodation units and all facilities within the individual village boundaries (defined by the exterior of the surrounding fire break) and loop roads;
- The battery limit for the raw water supply is the upstream flange from the raw water supply pipe at the edge of the accommodation village boundaries;
- The battery limit for the potable water supply is the upstream flange from the potable water supply pipe at the edge of the accommodation village boundaries;
- The battery limit for the waste water treatment system is the discharge outlet of the WWTF spray systems; and
- The electrical battery limit for the accommodation village is the 415V output terminals of the two (2) 33kV/415V transformers

2.4 KML Operational Facilities

Refer [Appendix 1](#) – KML Operational Facilities for current list. Noting Operational Facilities are subject to change.

2.5 Contractor Services

During the term the Contractor's general requirements shall include (but not limited to):

- Overall accommodation management and allocation of rooms to incoming guests
- Provision of catering services for all occupants of accommodation facilities
- The Contractor is required to hold relevant liquor licenses as licensee and appoint an approved manager
- Operation and management of the retail wet mess facilities, including BBQ facilities
- Operation and management of retail shop
- Provision of janitorial services for all buildings, facilities and surrounds within the Karara Village and Operational Facilities
- Managing compliance with the village rules, including vehicle access restrictions within the residential areas of the village
- Operation and maintenance of recreational and fitness centres and outdoor sport facilities together with recreational equipment
- Develop, install and implement systems to ensure that the village is operated in a safe and efficient manner and provides a high level of services to the occupants
- Cleaning and servicing of offices, crib rooms, control rooms and ablution buildings
- Freight of the contractors supplies, consumables and material
- Rubbish removal, deposition to waste disposal facility and waste management (excluding tip management)
- Operation, daily checks and maintenance of electrical power distribution at the village in accordance with the suppliers check lists and agreed human resource levels
- Operation, daily checks and maintenance of the water reticulation systems at the village
- Operation, daily checks and maintenance of the waste water reticulation systems and transfer pumps within the village and operations boundaries
- The supply of vending machines for both drinks and snack food within the village area
- Maintenance of all the Company's furniture, fittings and fixtures within buildings and facilities at Karara Village
- Maintenance of all the Company's accommodation buildings, site offices / facilities and internal equipment within the village and operations boundaries, including (but not limited to) air conditioners, water heaters, TV's, entertainment systems and refrigerators
- Maintenance of all infrastructure buildings and equipment within the village and operations boundaries, including (but not limited to) freezers, chillers, refrigerators, stoves, ice machines, laundry equipment, microwaves, boilers, heaters, ovens, cooking equipment and air-conditioners; and

- Maintain of services equipment within the village and operations boundaries, including (but not limited to) maintenance of Fire Alarms, Smoke Alarms, Portable Fire Extinguishers, maintenance of Emergency Lighting electrical reticulation and distribution, tankage, water reticulation, waste water reticulation, transfer pumps and fire protection pumps
- Excluded from the above is the communication building and tower located at the village. These are the responsibility of Karara mining Limited being an integral part of the site communications infrastructure
- Provision of daily on-site bus services between the village, airport and work site.
- Provision of the Geraldton bus service two (2) days per week, Tue and Wed. The service operates two (2) times per day between the Geraldton airport and the village car park.

3 Mobilisation and Demobilisation

3.1 Mobilisation

The Contractor shall mobilise all equipment, materials and personnel necessary on a timely manner for the execution of the works.

Mobilisation includes initial cleaning, strip, seal and initial treatment of vinyl floors, supply of linen, set up of bedrooms, toilets, laundries and other service facility buildings and the cleaning and testing of all Company-supplied equipment within all the village and facilities buildings.

3.2 Demobilisation

The Contractor shall demobilise all equipment and personnel on completion of the Works and hand over all Company-supplied buildings, equipment, furniture and fixtures to a standard satisfactory to the Company Representative.

All Company-supplied inventory items are to be returned upon demobilisation. Items not recovered, or in poor condition (save for fair wear and tear), shall be made good by the Contractor.

4 Contractor's Implementation and Operation Plan

The Contractor shall provide a specific "Facilities Management Implementation and Operation Plan" (**FMIOP**) that provides a document detailing procedures and operational methods for all functions of the Contract and conformance with the Scope of Works and this Specification.

The FMIOP shall be prepared, bound and submitted as a separate document for acceptance by the Company Representative. The FMIOP must be approved prior to the Contractor's mobilisation to site.

For the term of the contract, the FMIOP shall be treated as a controlled document with all alterations, deletions and amendments being circulated to all document holders. Such revisions will take account of any improvements to procedures and practices resulting from on-going site experience or other requirements.

Any revisions to the FMIOP shall be subject to the Company Representative approval.

4.1 FMIOP Mobilisation Plan

The Contractor shall provide in the FMIOP a schedule detailing the mobilisation of personnel, plant and equipment, plus the obtaining of all licences and approvals required for the village, with milestone dates nominated on the schedule being the date of any notice of acceptance of tender, the dates for possession of the individual sites and the dates for the provision of contracted services at the respective sites.

The Contractor must also ensure all costs relating to mobilisation and demobilisation of Karara's village is to be included in the FMIOP Plan.

4.2 Management, Administration and Personnel

Within the FMIOP, the Contractor must provide both an On-site and Off-site organisational chart nominating all personnel and their classification to be engaged under this contract.

The organisation chart must include details of roster structure and working hours.

The Contractor must nominate on-Site management staff and on-Site supervisory positions, clearly defining the areas of responsibility and associated reporting procedures. The Company will approve all personnel nominated for these positions.

The Contractor must ensure that all Personnel meet the Company's site pre-employment conditions including a clear drug & alcohol screen to Australian Standards.

The Contractor must provide and continuously update a detailed schedule of the movement to and from site of each of the Contractors own Personnel. This schedule must cover mobilisation and demobilisation as well as the leave roster for all Personnel.

The Contractor shall also provide detail of all administration systems and procedures to be implemented within the FMIOP.

Payments (which will be reviewed and approved by the Company representative) will be made to the Contractor on information (man-days) generated by the Companies resident management system, currently InFlight. These man-days are to be reconciled with the companies Site Travel team on a daily basis.

The Contractor shall provide accommodation management and operational procedures and nominate products and consumables to be utilised.

The Contractor shall provide schedules for Contractor supplied items. The Contractor must supply, maintain and replace, where necessary, all items of plant, equipment, vehicles and materials not specified as supplied by the Company but necessary for the successful completion of the Services.

These items must be of a high or new quality and must be subject to the approval of the Company. Any materials or other items that are not as specified, or of an approved equivalent, must not be accepted or chargeable and must be replaced at no additional cost to the Company.

The Contractor must, at the their own risk and cost, maintain and keep in good repair and condition all Contractors supplied items. The Contractor must maintain spare items of plant and equipment of the Contractors own supply, should such items be necessary for providing the Services specified.

The Contractor must ensure that all materials, consumables, equipment, fixtures and fittings necessary to provide the Services are available in sufficient quantities and at the times when they are required. This takes into consideration the freighting of associated goods during unfavourable

The Company Representative reserves the right to inspect all such proposed equipment and if not considered to be fit for purpose, such equipment will be rejected.

4.3 Emergency Procedures and Training

The Contractor shall provide detailed strategies and procedures in the FMIOP that deal with emergencies, such as firefighting, storm damage, cyclone, bomb scares etc. and evacuation of the site.

The Contractor shall be responsible for the initial response and follow-up to all village emergencies. The Contractor's employees shall be appropriately trained in emergency procedures and fire-fighting methods with ongoing training to ensure that a competent skill level is achieved and maintained. Training records in respect of all forms of safety, emergency procedure and fire-fighting methods shall be maintained and made available to the Company Representative upon request.

The Contractor shall develop and document a training program and provide a copy of this document to the Company Representative, along with quarterly progress reports on such training.

The Contractor's emergency procedures and training programs, where applicable, shall comply with the Company's Health and Safety Management Requirements and statutory regulations.

5 Village Accommodation Management

Accommodation at the Company's facilities is restricted exclusively for persons employed by the Company and other personnel as authorised by the Company Representative from time to time and includes the Karara Village.

The Contractor must provide accommodation management and reception service from the offices provided by the Company and is responsible for all aspects of the management and administration of the accommodation facilities.

The Contractors Operations/Area Manager is required to attend site regularly for on-site meetings.

5.1 Accommodation Office

The Contractor shall establish and maintain at all times efficient, computerized accommodation and reception services. The accommodation offices shall:

- Be open for business seven days per week between 0600 and 1900 hours or as directed by the Company Representative
- Remain open as required for additional hours on the days of commuter flights to service the requirements of personnel arriving/departing site
- Have personnel on-call to handle queries outside opening hours
- Supply all necessary stationery requirements and any other forms necessary to perform the services
- Maintain a Man Day Register to record all arrivals and departures and submit to the Company Representative on a daily basis for verification as a true and accurate record of chargeable residents
- Prepare and issue of regular reports as specified in the FMIOP
- Supply the Company daily and weekly reports reflecting on past weeks operational & service KPI deliverables
- Meet with the Company Representative to discuss the reports on a weekly basis, or as otherwise agreed between the Contractor and the Company Representative
- Produce and provide to the Company Representative all agreed reports dealing with the village operations
- Provide a general reception service for all residents, including the booking in and out of residents, logging of all maintenance requests and the handling of day to day queries concerning village issues
- Provide flight check in services to all outgoing passengers; and
- Include a key cutting service for replacement keys

The Contractors Manager (or designated representative) must be available at all times and shall be adequately supported from the Contractor's main office all times. During Rest and Recreation (R&R)

the Contractor shall supply an approved Relief Manager who shall be on site for handover from and to the Contractors Manager.

Management functions at the village shall not cease or be compromised due to R&R leave or any other absences.

6 Assignment of Quarters and registration records

6.1 Definition of occupancy

All persons residing at the village, including the Contractor's personnel, shall be recorded and shall form part of the "Persons in Residence" (PIR) register. The PIR Register shall be varied daily as follows;

- New arrivals shall be deemed to be a resident on the day of arrival regardless of the actual time of registering and shall be included on the PIR register
- Departing residents shall be excluded from the PIR register on the day of departure regardless of the actual time of de-registering

The PIR register is for the purpose of tracking residents, it does not form part of the billing parameters.

6.2 Room Availability and Records

The Contractor must:

- Operate the Company Supplied INX In-Flight computerised accommodation records management system in accordance with the Company's procedures and policies and as directed by the Company Representative; and
- Ensure this information accurately reflects the resident movements and on site status.
- Confirm and reconcile this information with the Company on a daily basis.
- Provide the Company with a list of rooms not available for accommodation through maintenance or cleaning etc when requested.

6.3 Allocation of Rooms

The Contractor shall be responsible for the assignment of accommodation to registered residents and other authorised persons.

The Contractor shall consult with the Company Representative to establish the Company's assignment policy, which may be amended from time to time.

The Contractor shall ensure that sufficient cleaned rooms are available for occupation at all times to meet the demand for bookings. The Company will use best endeavours to provide an accurate forecast of upcoming bookings that may not be included in INX.

The Contractor shall be responsible for issuing each resident with a room key and shall maintain an up to date register to record all key issues.

6.4 Arrival Procedure

At the time of arrival and booking into the site, each new resident shall sign a registration form stating his/her name, address, employer and indicated duration of stay. The registration form is to include receipt of the Site Rules and Regulations, emergency procedures and an inventory of the furniture and fittings located in each room.

New residents shall be required to sign the registration form and shall be issued with a room key. Returning residents shall re-register in order to obtain their room key.

The Contractor shall keep accurate and up-to-date registration records in which details of the registration and identification of quarters assigned and blankets, doonas bed linen, pillows and towels issued shall be recorded.

All rooms shall be inspected prior to being made available for occupancy to ensure that all furniture and fittings are in good condition and that the room is clean and outfitted correctly.

Any defects shall be noted and rectified.

6.5 Departure Procedure

For personnel who will be terminating, an inspection shall be carried out by the Contractor who shall record any damage, additional cleaning requirements and missing items. In the event that a back-charge for cleaning or wilful damage is necessary, then a detailed costing will be provided to the Company.

6.6 Access to Rooms

The only persons, other than the occupant or invited guests, permitted to enter accommodation units shall be:

- The Contractor's cleaning staff whilst engaged in their official duties
- The Contractor's manager or delegate and the Company Representative or the resident's employer jointly, for a room inspection
- In the event of any matter requiring investigations as a result of theft, wilful damage or occurrence of that nature, the Contractor's manager or delegate and the Company Representative along with other persons authorised by the Company
- In an emergency situation, the Contractor's manager or the Company Representative
- Maintenance personnel required to carry out their authorised duties; and

- Any person duly authorised by Federal, State or Local Government Act or Regulations

6.7 Reporting Damage and Theft

The Contractor shall be responsible for reporting to the Company Representative all incidents:

- Involving wilful or otherwise, damage or vandalism, or other occurrences requiring investigation;
- All residents shall be advised to report thefts directly to the Contractor's manager;
- All advice of thefts received by the Contractor shall be reported to the Company Representative;
- Advise all personnel to report thefts directly to the police;
- All reports shall be submitted to the Company Representative on the day in question; and
- Maintain a register of all reported thefts and incidents.

6.8 Supply of Linen and Manchester

The Contractor must supply the items listed below to each room initially and ensure the ongoing replacement as required.

Sheets and blankets, etc. must be sized to suit the Company's supplied furniture and furnishings and must match the room colour scheme. The standard and quality of these items is to be nominated by the Contractor and must be approved by the Company Representative or their delegate prior to purchase:

- 1 mattress protector;
- 1x doona complete with cover;
- 2 bed sheets (one fitted);
- 2 pillows;
- 2 pillow slips;
- 2 towels;
- 1 wastepaper bin complete with plastic liner;
- replacement pillows as required; and
- 1 bath mat.
- 1 Dustbin set

Residents may request, and the Contractor must supply additional doonas in response to adverse climatic conditions. The Contractor must supply the Company with a linen replacement schedule.

6.9 Maintenance and Room Management

All accommodation rooms shall be inspected prior to being made available for occupancy to ensure that all furniture and fittings are in good condition and that the room is clean and outfitted correctly. Any defects shall be noted and rectified.

As a reimbursable item the Contractor shall provide, hold and maintain sufficient spares of beds, mattresses, curtains, room furniture, air-conditioners and white-goods to ensure that all rooms are available for occupation at all times. The extent of spares shall be agreed and capped with the Company Representative.

6.10 Room Inspections

The Contractor must inspect and report on room conditions within 24 hours of resident's permanent departure. Details of serious defects must be forwarded to the Company for possible back charging to the individual.

7 Catering Services

The Contractor shall be responsible for the provision of all Catering Services, which shall include but is not be limited to, providing all management, skills, supervision, labour, plant, equipment (other than Company supplied items as specified), tools of trade and services and includes ancillary activities such as washing, cleaning of associated equipment, facilities and premises.

All rates associated with the performance of the Catering Services are included in the Man Day Rates. Meals provided for scheduled working days, theme events, evening meals, must also be included into the Man Day Rates, with the only exclusions being those Services provided for:

- approved functions;
- special occasions; and
- casual meals that are not to be priced into the Man Day Rate

The Contractor must ensure that catering is included in detail in the FMIOP. The Contractor`s submission must be definitive in all areas, taking into consideration choice, quality and innovative concepts.

The Contractor must include:

- a comprehensive thirteen (13) week cyclic breakfast (Breakfast), crib (Crib) and dinner (Dinner) menus;
- The menu shall contain 40% Northern Chinese style.
- Christmas menus;
- 4 theme night meals including but not limited to: Chinese New Year, Easter, Anzac Day, NAIDOC Week etc.

- 12 BBQ Nights;
- Food specifications and suppliers;
- Aus-Meat accreditation and all other accreditation (for example hazard analysis and critical control point procedures (HACCP), ISO), refer to MSA Grades mentioned in the menu standards Clause 40;
- Accompaniments to be provided with meals
- Full time Chinese Chefs

Further detail can be found in Section 25 [Menu Standards](#).

The Contractor shall at all times comply with the health regulations imposed by either the Shire of Morawa or the Shire of Perenjori as applicable, the Health Department of Western Australia, the guidelines laid down within the Contractor's FMIOP and industry best practice, i.e. Hazard Analysis and Critical Control Point (HACCP).

The Contractor shall perform all services in a responsible manner with due regard to the principles of safe working practices and shall ensure that every care is taken to protect the Company's assets.

The Contractor shall use premium ingredients to prepare, cook, present and serve a high standard of meals at Karara Village. The menu will contain a well-balanced selection of dishes.

The Contractor shall provide all associated salads, condiments, accompaniments, non-consumables and all other items as required to perform the Work and shall supervise, clean and control the operations of the kitchen, dining rooms, messes, buildings, services, plant and equipment provided by the Company.

The Contractor shall maintain a sufficient stock of dry goods, perishables and semi-perishables at all times to ensure continuing performance of the Services under the Contract. As a minimum, the contractor shall maintain two weeks stock on-site during dry season and three weeks stock on-site during wet season.

All foodstuffs, provisions and other ingredients necessary for the preparation and service of meals must be of high quality and grade. The Contractor must ensure that all foodstuffs and all storage and preparation areas are made available for inspection by the Company Representative or any person or party nominated by the Company at any time without prior notice.

The Contractor shall provide the Company with a comprehensive Quality Management Plan for all each area of operations and shall specifically document rotation procedures.

Food shall be self-service and adequately stocked to a high standard of presentation.

Menus shall be planned carefully under specified guidelines to avoid becoming boring and repetitious to residents.

7.1 Preparation and Service of Meals

The Contractor shall prepare and serve meals at the facilities nominated by the Company in accordance with applicable Australian and New Zealand Food Standards, Australian and New Zealand health regulations and good commercial practice.

All food shall be prepared from the best available ingredients by qualified chefs and competent assistants and such preparation shall be continuously supervised by experienced senior staff.

The Contractor shall ensure that all catering services are carried out by competently trained and experienced personnel, supervised by professional caterers. All contractors' food handling staff must be trained to a Food Safety Plus standard, as a minimum, prior to commencing work at site.

The Contractor shall establish and maintain an efficient control over the production of meals and associated items.

The Contractor shall serve meals and there shall be no limits imposed on the quantity of food, which may be consumed by each individual at the dining room.

The Contractor shall ensure that the food service points are adequately staffed and supervised at all times to ensure that the presentation, availability and quality of food shall remain at a consistently high standard throughout the meal service.

The general appearance of service counters shall be checked continuously and replenishment of items on display carried out as required to maintain continuity of supply on a timely basis. The Contractor must provide a label and description of each buffet dish and beverage, presented in a way that describes contents and common name. Labelling must remain current and identify any ingredients that would not meet special dietary requirements.

As a general rule, diners will remove own crockery and cutlery to the service hatch, however, the Contractor shall ensure that used crockery and cutlery is removed from dining tables in a timely fashion and that the dining room tables are wiped down as required. The general appearance of the service areas and dining room is to be maintained to a high standard at all times.

The Contractor shall not use any goods that have expired use by or best by dates whatsoever and shall not recycle consumable materials.

Particular attention shall be paid to maintaining the highest standards of delivery and storage of food stocks and to proper rotation of dry, fresh, and frozen stocks. Only limited use of frozen vegetables

may be used, at the discretion of the Company Representative. All frozen vegetables are to be of Australian origin.

All shellfish and fish are to be of Australian and /or New Zealand origin, no imported frozen/fresh produce is to be used. In the pricing schedule the cost of imported fish compared with local produce needs to be represented. In the event Aus/NZ product not available the service should not be impacted however approval should be sought to the Company to use products outside. E.g., Tinned fish products may not always be Aus/NZ.

The Contractor shall provide a thirteen (13) weekly, three monthly, cyclical menus to include breakfast, crib, dessert, and lunch, theme night, barbeque grill and carvery dishes, including but not limited to Speciality Dishes for Chinese Theme dish nightly. Menu plans are required for approval four weeks prior to its implementation.

The Contractor shall provide an efficient catering service in the village and shall be responsible for:

- The supply of three meals per day (two hot meals and a self-select crib) to registered village residents and other authorised persons;
- The supply of casual meals and services (as required) as and when specified by the Company Representative in addition to residents not included on the Man Day Register on their day of departure (Departing Residents);
- Serving all meals in the dining room in "cafeteria" style in a clean, hygienic and attractive manner;
- Submitting four-week cycle menus for all catering aspects which are to include cold meat and salad rotation for both the dining room and crib selections, to the Company Representative for approval. If the Company Representative considers that the menu is not satisfactory, the Contractor may be directed to make such reasonable amendments to the menu as shall be necessary and the Contractor shall comply with such direction;
- Displaying the daily menu in the dining room inclusive of the health star rating of all main courses, the menu should be sent the day before to the Company's village supervisor and/or site notices;
- The Contractor shall, as far as possible, maintain the full range of choices stated in the daily menu throughout regular meal hours;
- The Contractor shall control of dress and behavioural standards within the dining room considered appropriate by the Company and set out in the village rules.

7.2 Meal Times

The Contractor shall prepare and provide meals for all village residents in the dining room at the times nominated in the following:

| | |
|-------------------|---|
| Breakfast / Cribs | 0430 to 0800 (refer below for flight component) |
| Lunch | Not Available |
| Dinner | 1630 to 2030 |

The Contractor shall ensure:

- Each meal is to be freshly prepared and cooked as close to each individual meal time as is practical;
- The dining room shall be open for the service of breakfast, preparation of self-serve crib lunch and dinner every day
- The availability of meals shall be maintained until after the arrival of regular flights, to allow personnel arriving to obtain an appropriate meal.
- All meal choices shall remain available up to closing time and shall be managed appropriately to ensure wastage is managed.

Meal times and length of meal times shall be fixed by agreement between the Company Representative and the Contractor and may be varied by further agreement.

The Company reserves the right to alter meal hours, but not extend total opening times and shall always endeavour to give the Contractor reasonable notice of such requirements.

7.3 Menu Planning and Healthy Lifestyle Commitment

The Contractor shall supply only the highest quality ingredients and shall order, take delivery and pay all costs, including freight, of all catering commodities.

The Contractor shall prepare, cook, present and serve a high standard of meals. The Contractor must ensure that menus are authentic in dish description, healthy and balanced, must be developed from quality ingredients, fresh where possible, by qualified trades persons, and must be prepared in a hygienic manner utilising the facilities provided.

The Contractor shall maintain a high standard of quality, variety, seasonal suitability and presentation at all times.

The Contractor shall ensure that menus are designed and prepared consistent with healthy lifestyle considerations and in accordance with recommendations published by the National Heart Foundation and other recognised bodies.

7.4 Healthy Eating Program

The Contractor shall develop specific healthy eating programs designed to educate residents and Contractor staff to the benefits of healthy eating. This healthy lifestyle programme shall include but not be limited to the preparation of meals utilising low cholesterol, low sodium products and the promotion of unrefined foods high in fibre, whole-meal and low-fat products.

The Contractor as part of its catering obligations must submit a specific healthy eating program for the Company's approval. The emphasis of the healthy eating program will be a balanced variety of foods that provide nutrients (protein, carbohydrates, fat, water, vitamins, and minerals) to maintain health, wellbeing, and energy levels.

This will be delivered through a variety of modern, appetising recipes and food & beverage choices that use portion size advice (where possible), fresh produce (vegetable/fruit), wholegrains, minimal fats (especially saturated and trans-fat), ingredients high in protein, low/medium carbohydrates, minimal salt, minimal sugar, minimal or no processed food components, and as minimum the program must contain:

- Menus that are accredited and signed off by a dietician or nutritionist.
- Menus that are designed and prepared in accordance with healthy lifestyle considerations and recommendations published by the National Health and Medical Research Council and other similarly recognised authorities.
- The promotion of healthy eating regimes by offering a nutritionally balanced menu selection and a menu that limits the availability of high fat content dishes at each meal by offering menu items that have been prepared with healthy eating in mind and using low fat, high fiber ingredients.
- A demonstrated promotional program that outlines the annual communication strategy detailing the benefits of a healthy lifestyle by communicating with residents by means such as: Printed materials such as posters; table talkers; free standing A-frame signage; free standing easels with A1 size boards; and other formats as required in servery areas.
- Newsletters or other electronic direct mail (EDM) format; digital screens, and
- Menu signage and labelling for dishes.

Emphasis shall be made on a nutritionally balanced diet for good health. The Contractor shall provide a range of different foods with each meal and shall adhere to the following guidelines:

- Foods with a high fat and/or excessive sugar levels shall be avoided;
- Avoid preparing foods with excessive fat;

- Promote and encourage the consumption of bread and cereals (preferably wholegrain), vegetables and fruit; and
- Use minimal salt;

Any changes to the submitted menus shall be advised to the Company in advance. The contractor shall evaluate the nutritional value of all menu plans and display the health star rating next to those items that meet the criteria.

The Contractor shall display all allergen advice notifications for all prepared meals at service areas.

In addition, the following shall apply:

- The use of dehydrated products such as powdered potato, eggs or milk shall not be permitted unless an emergency situation arises and then only with prior approval of the Company Representative;
- Long-life products shall not be used with the exception of low volume specialist milk products, such as soy milk;
- The use of added monosodium glutamate (MSG) in any form shall not be permitted; and
- The Contractor shall use vegetable based cholesterol-free oils for grilling, cooking and frying. The use of animal based oils and fats for cooking purposes is not permitted.

7.5 Special Diets

The Contractor shall, where practicable, cater for residents who have special dietary requirements. These special dietary requirements include, but are not limited to, vegan, vegetarian, gluten free, diabetes and lactose intolerance. The Contractor shall ensure special dietary foods are available for those residents.

7.6 Crib Lunches

The Contractor must stock and maintain the lunch preparation area in the mess and associated facilities for residents and other approved personnel to make Crib Lunches.

The crib buffet selection shall be available during the breakfast service in a designated area that is continuously monitored, cleaned and replenished.

The Contractor shall ensure that a range of well-presented quality products are available, and every effort shall be made to provide innovative selections to assist in eliminating repetitions. The buffet selection shall be replenished to ensure the presentation and selection availability during the service remains consistent.

The Contractor shall supply safe, hygienic, approved containers with secure lids and other packaging materials for residents to pack their own cribs (lunch and tea breaks). The Contractor should only supply compostable packaging materials, non-plastic.

7.7 Packaged Crib Lunches

The Contractor must provide a packaged crib lunch to a person if that person's immediate supervisor or delegate has ordered the packaged crib lunch by lodging a 'Standard Function Order Form' requesting it.

Supervisors and delegates shall endeavour to order packaged crib lunches 24 hours in advance.

7.8 Casual Meals

The Contractor will be required to provide meals to Departing Residents and some of those meals may be casual meals. The Contractor will also be required to provide casual meals to non-resident other approved personnel and authorized visitors that are not part of the man day register (Additional Persons) during normal meal times.

For the purposes of this clause 'non-resident' means 'that do not stay overnight'. Where any Additional Persons stay overnight, the Contractor will charge a Man Day Rate in relation to those persons as opposed to Casual Meal Rates.

7.9 Barbecue

Residents may make use of the BBQ facilities on site. Ingredients for the BBQ will be via a function form and costed accordingly.

These items are not free issue and do not negate the variable rate for a night's accommodation. The cost in the function form should reflect this.

Barbeque packs shall be ordered 48 hours in advance and signed for by the resident.

7.10 Functions and Working Lunches

The Contractor shall cater for additional functions, including senior executive functions, if required to do so by the Company Representative. The specifics of this request are to be detailed on a 'Standard Function Order Form'.

If additional labour is required to cater for a function, the Contractor shall be reimbursed for the cost of that labour, provided that the Company Representative has approved the amount to be reimbursed in writing before the function.

The Contractor shall provide lunches for meetings at the mine site if required to do so by the Company Representative. Contractor shall be given 48 hours' notice for function and working lunch requests, where possible, via an agreed function form.

The lunches must be supplied from the menus approved by the Company Representative.

7.11 Special Meal Service

The Contractor must provide a Special Meal Service if required to do so by the Company Representative. The Company Representative shall endeavour to advise the Contractor in advance that a Special Meal Service will be required. However, Special Meal Service will frequently be required at short notice.

Special Meal Service shall either be served in the dining room or consist of a crib lunch or barbecue pack. Menus for Special Meal Service must be approved by the Company Representative and may be developed on an 'as needs' basis. However, it is envisaged that the meal will generally consist of short order grills or Crib Lunches, the minimum content shall be provided in the pack, including but not limited to the following items, roast of the day, processed meat, salad, fruit and biscuit.

The Contractor shall provide a function service to the Company. Such functions shall be authorised by the Company with all costs being broken down into labour, material and mark up and the cost being agreed to in advance.

Chargeable labour costs for such activities will only be those worked outside the span of their normal daily hours

7.12 Christmas, Easter and Chinese New Year

The Contractor shall provide on Christmas Day, Easter and Chinese New Year, typical Christmas/Easter fare meals and drinks. Christmas/Easter dinner shall be served buffet style and shall consist as a minimum of a top quality (meat are to be minimum MSA 4 stars, refer to the [Menu Standards](#)) selection of roast meals and poultry, fish, shellfish, salads, cheese board and a selection of desserts including gateaux and pastries and fresh fruits in season.

The buffet shall be served in addition to three hot dishes, which shall be premium roasts and grills.

7.13 Common Room Supplies

Identify items typically provided in the crib rooms. This list shall be developed by the Contractor and agreed by the Company. Minimum Stock levels shall be developed and agreed by each location.

- Biscuits
- Crackers
- Cordial
- Disposal Cups
- Milk – Full Cream 1L
- Milk - Skim 1L
- Coffee – Bulk product / sachets
- Sugar 1KG

- Sugar – sachets
- Tea Bags
- Wooden Stirrers
- Milo
- Fly Spray
- Cleaning products
- Napkins
- Paper Towel – leaved
- Paper Towel – roll

7.14 Recreation Room Supplies

The Contractor shall supply disposable cups and teaspoons, tea, coffee, decaffeinated coffee, milo, milk and sugar in sufficient quantities to maintain the continuous service in the village recreation rooms.

The Contractor shall supply vending machines located in recreation rooms and other locations in suitable places within the village boundaries.

7.15 Contractor Provided Equipment

The Contractor shall supply all equipment suitable for catering at each dry mess facility at Karara Village, other than that equipment that is to be supplied by the Company and includes the replacement of any damaged or broken initial supplies, which the Contractor deems necessary for the effective and efficient provision of the services outlined in this Specification.

The Contractor shall be responsible for supplying hot beverage and bulk milk dispensing machines. This includes any additional equipment deemed necessary by the Contractor in addition to that provided by the Company.

The Contractor shall ensure that an adequate supply of equipment is available at all times. Chipped, cracked or damaged crockery shall be replaced.

7.16 Ice Making Machines

The Contractor shall operate and maintain the ice making machines at the village. At least once every seven days, each ice machine storage bin and cold water tank will be emptied cleaned and sanitised monthly.

7.17 Hazard Analysis and Critical Control Procedures (HACCP)

The Contractor shall develop Hazard Analysis and Critical Control Point (HACCP) procedures which define the Contractor's method of establishing and maintaining the quality of the foodstuff being served to the residents.

The Contractor's OH&S Coordinator shall be responsible for all Quality Assurance programs incorporating the above, from supplier to server.

The procedures shall cover purchase, handling, storage, preparation, cooking and serving, from the specification for purchase and selection of produce through to the serving of the individual.

7.18 Microbiological Testing

In addition to the Contractor's standard quality system specification and procedures, the Contractor shall develop and maintain an ongoing microbiological testing program. This program shall be submitted to the Company for approval.

The Company may, from time to time, arrange for independent microbiological testing of cooked and raw foodstuffs, utensils and food preparation and storage facilities. This may also involve off-site suppliers when considered necessary.

Results of the microbiological tests will be made available to the Contractor and, if required, the Contractor shall be responsible for ensuring remedial action is taken immediately.

Random testing will be carried out at the expense of the Company; however, any costs necessary to rectify deficiencies, including subsequent testing, will be at the cost of the Contractor.

8 Cleaning and Janitorial Services

8.1 General

The Contractor shall provide cleaning and janitorial services to all the Company's building and facilities within the village and operational areas including but not limited to accommodation units, offices, wet messes, dining room, kitchen, ablution blocks, recreation rooms, gymnasiums, laundries, airport, and any other facilities as directed by the Company Representative.

The Company requires that all facilities, buildings, pathways and immediately adjacent areas are maintained, at all times, in a clean, hygienic, tidy and presentable condition and in accordance with the Western Australia's health and hygiene regulations and the cleaning standards specified in section 27 below.

The Contractor shall provide in the FMIOP specifications for all janitorial materials, consumables and cleaning activities, and provide management and operational procedures and service schedules for every specific activity.

The Contractor shall provide all necessary cleaning equipment, including industrial vacuum cleaners, floor scrubbers and polishers, steam cleaners, high pressure water systems, mops, buckets, brooms, brushes, dust pans, wheelie bins, waste paper baskets, rubbish bins, cloths, sponges and the like.

Whilst the Company has endeavoured to be specific in nominating cleaning standards and frequencies to assist the Contractor, it remains the Contractor's responsibility to ensure that all areas pertaining to cleaning services, whether specified or not, receive the attention necessary to maintain a clean, hygienic, presentable appearance at all times.

The Contractor shall include specific cleaning tasks and frequencies as a minimum (daily, weekly, monthly, half – yearly) for all facilities, common areas and common buildings below or as referenced in section 27.1 [Appendix Cleaning Services Specification](#) below.

A sample list of specific cleaning tasks can be seen below:

(i) Daily

- sweep, mop, spot-clean and buff all vinyl floors;
- spot clean interior wall surfaces;
- sweep and wash down verandas and walkways in high traffic and/or communal areas;
- clean, sanitise and deodorise all ablutions, showers, toilets, wash hand basins, matting and mirrors;
- clean smokers' ashtrays;
- remove garbage to allocated garbage collection point;
- clean and reline all garbage and rubbish bins;
- clean all equipment, furniture, fixtures and fittings, and telephones;
- clean and sanitise gymnasium equipment;
- clean chilled water fountains;
- clean ice machines externally;
- clean shoe grates and door mats;
- maintain and clean outdoor recreation facilities, including the swimming pool;
- maintain and clean all surrounding areas within the accommodation Site perimeter;
- maintain and clean areas surrounding the designated job site buildings external to the accommodation Site perimeter, and including the Company offices; and
- maintain and clean each laundry

(ii) Weekly

- polish floors;
- sweep and wash down verandas and walkways in accommodation areas;
- clean and sanitise shower curtains/screens; and
- clean air-conditioning filters.

(iii) Monthly

- clean windows and screens;
- clean, defrost and sanitise ice machines within Mine Sites;
- clean interior and exterior of fridges;
- mattress turned; and
- remove calcium build up on clear shower screens.

(iv) Quarterly

- clean both internal and external wall surfaces of all buildings, including accommodation;
- defrost fridges;
- clean, defrost and sanitise ice machines within accommodation Village;
- clean ceiling and light fittings; and
- shampoo/dry clean all carpets.

(v) Bi-Annually

- strip, seal and polish all vinyl floors; and
- launder fabric curtains and other soft furnishings.

Appropriate signage shall be displayed where floors are wet and when cleaners are cleaning ablutions and change rooms.

The Contractor shall ensure that all cleaning and janitorial (housekeeping) services are carried out by competently trained and experienced personnel, supervised by professional cleaners.

The Contractor shall perform all services in a responsible manner with due regard to the principles of safe working practice and shall ensure that every care is taken to protect the Company's assets and resident's possessions from any adverse effects of cleaning.

The Contractor must ensure that all chemicals, cleaning agents and hazardous materials are stored, used and disposed of strictly in accordance with the manufacturers' instructions, to the satisfaction of the Company and in accordance with all statutory regulations and requirements.

Material Safety Data Sheets (MSDS) must be available for all chemicals used by the Contractor. The Contractor must ensure that product application charts are displayed in all chemical storage areas.

Where directed by the Company, the Contractor shall clean certain equipment and facilities by means of steam cleaning or high-pressure water treatment. Such services shall always be carried out under supervision and by appropriately trained persons.

The Contractor shall ensure all buildings and offices are locked and lights turned off after cleaning is completed, except in the areas where shift work is carried out and the facilities are used continually. The Contractor shall pick up at the start of each shift and return at the end of each shift, keys from the relevant village administration office. The Contractor shall maintain a key log that shall require personnel to sign out and in all keys allocated. Keys will not be loaned or given to any other person without the prior approval of security and the Company Representative.

In the performance of the Services the Contractor becomes aware of any equipment that is missing, damaged or requires maintenance or electrical tagging the Contractor shall be responsible to report to the Company Representative.

The Contractor shall provide alcohol based germicidal / antibacterial hand cleaner at the dining room entry point. This hand cleaner shall be in suitable dispensers and shall be of a type that does not require water or towels for its effective use.

The Contractor shall supply each washroom facility with a dispenser and continuous supply of liquid hand soap and "Solvol" soap.

The Contractor shall supply in the room of each village resident one 72 gm cake of soap of each week.

A toilet brush and holder shall be placed in each toilet cubicle.

The Contractor shall provide consumables for janitorial services such as detergents, disinfectants, air fresheners, toilet paper, paper towels and cleaning compounds, liquid soap dispenser and continuous supply of both liquid and cake soap, suitable for use in the toilets. Cake soap should be replaced with liquid soap dispensers in common areas for hygiene/non sharing routines.

Employees should be competently trained. The following cleaning and janitorial tasks for all buildings, facilities and outside areas shall be undertaken as a minimum in accordance with the following frequency directions, unless specified otherwise elsewhere:

The Contractor shall supply, replace and/or service the following on an as required basis:

- Door mats to high traffic doors;
- Shower curtains;
- Toilet brushes;
- Water filters;
- Coat Hangers;
- Waste bins;

- Fixing of wall hung items including paper towel dispensers and towel rails to ensure security to walls;
- Cracks in vinyl are to be reported to Company Representative immediately whereupon a decision will be made regarding responsibility and cost of repair;
- Light globes and fixtures;
- Floor waste outlets are to be cleared of lint, hair and rubbish on a regular basis to prevent potential flooding;
- Washing machine hoses, seals and lint traps;
- Dispensers, liquid soap, paper hand towels, toilet paper (ensure at a minimum two spare toilet rolls are available in each toilet every day), laundry consumables, waste bins and liners; and
- Wheelie bins will be located strategically throughout the village, site and company offices to prevent the build-up of rubbish.

8.2 General, Dining and Crib Rooms

The Contractor must ensure:

- in addition to the regular cleaning service, after every meal service all used crockery, glassware, cutlery and all other utensils are thoroughly washed, sanitised, rinsed and dried in the dishwashing equipment provided. Particular attention must be paid to the removal of calcium or other hard water stains. All such utensils must be stored immediately after cleaning in the facilities provided;
- all tables and chairs are cleaned and damp-wiped with detergent additive during and after each service. Tables and chairs (including legs) must be washed at least once per week with detergents and disinfectant additives;
- bench tops, display counters, drink dispensers, toasters, urns, tray slide, cutlery containers and all other dining-room utensils and equipment must be thoroughly cleaned and sanitised after each meal period. They must also be maintained in a clean condition throughout the meal period; any spillages must be promptly attended to by catering Personnel;
- the dining area is maintained in a thoroughly clean condition with all walls, doors, ceilings, windows and other surfaces, including air-conditioner filters and fascia's; and
- floors are swept and mopped after every meal service and are stripped, sealed and polished as requested by the Company but no less than half yearly. Floor drains must be inspected and cleaned (if required) on a daily basis; and residents are encouraged to return their plates, cups, glasses and cutlery to the dish-wash area within the meal service time frame; however, the Contractor must ensure tables are cleared promptly. Tables must be cleared, wiped and cleaned between sittings by the Contractor and this service should be maintained during service and between settings. Dining hall should be manned and constant clearing of tables and sanitising as much as practicable between resident use.

8.3 Kitchen and Food Preparation Areas

The Contractor must ensure that all food storage facilities, food preparation areas, kitchen equipment, cooking utensils, server and display areas, dining-room equipment, dispensers and furniture are thoroughly washed and sanitised and maintained to the highest possible standard of cleanliness and hygiene.

Freezers, cool rooms, defrosting areas and dry goods stores must be maintained in strictly hygienic conditions. Kitchen preparation areas, freezers, cool rooms, defrosting areas and dry goods stores shall be maintained in strictly hygienic conditions, as follows:

- Sinks, hand basins, benches and shelving to be cleaned frequently during meal preparation and at wash-up times.
- All residue to be removed from sink strainers, and sinks, draining boards, benches and shelving shall be washed clean and dried after each use.
- Surface drains and grease traps to be inspected and cleaned daily. Accumulated effluent to be removed and disposed of appropriately.
- Shelves and flooring to be maintained in a clean condition at all times; spillage and grime not to be allowed to accumulate.
- Non-reusable or cooked or uncooked foodstuffs which have passed their “use by” or “best by” dates must not be allowed to accumulate in freezers and cool rooms and must be disposed of according to food storage and hygiene regulations.
- Decomposing vegetables or other foodstuffs to be disposed of as soon as decomposition becomes noticeable.
- All kitchen appliances such as grillers, deep fryers, stoves, steamers, ovens, bain maries are to be cleaned regularly after each use. Build-up of grease, grime or calcium not to be allowed.
- All kitchen equipment such as slicer, mincers, toasters, microwave ovens, food processors are to be cleaned regularly after each use.
- Exhaust hoods and filters to be kept clean and free of grease and oil at all times to minimise the risk of any fire. Filters and grease channels to be cleaned daily and scrubbed at least weekly, this service must be documented on cleaning records to ensure compliance and safety.
- Dishwasher / pot washers shall be cleaned daily, including filters
- All refrigerators, freezer, display cabinets, milk and cordial dispenser fixed parts and interior surfaces to be washed or scrubbed down as appropriate.
- All kitchen / dining room crockery, cutlery, glassware, pots, pans and utensils to be washed, dried and stored appropriately after use.

- All sinks and draining boards to be rinsed clean and then wiped dry. Food scraps and other residues to be removed from sink.
- All kitchen floors to be maintained in a dry and clean condition during meal preparation periods and be thoroughly washed and scrubbed at least daily.
- All rubbish bins to be emptied, rubbish has been removed, bins cleaned and bin liners replaced as necessary – liners to be provided by the Contractor.
- All internal walls, surfaces and fittings within easy reach to be free of grease, dust, marks and general residue.
- All exhaust fans and vents are checked regularly and to be free of dust, marks and general residue.
- Ceilings and under surface areas are to be kept clean and free of grease.
- Shelving to be kept clean at all times.
- Cleaning equipment and food service trolleys to be well maintained and in serviceable condition.
- The Contractor to service major plant and equipment, as follows:
 - Surface Drains and Grease Traps
 - Drains and metal grids to be scrubbed daily.
 - Grease traps to be inspected daily and surface grease removed with a perforated scoop to prevent it passing into the sewerage system and to prevent offensive odours developing.
 - Lids and surroundings to be thoroughly washed down with a suitable disinfectant after each cleaning.
 - External Grease Traps
 - These to be pumped out by the Company, however, it to remain the responsibility of the Contractor to ensure that these areas are maintained in a clean and sanitary condition at all times.
 - The Contractor to arrange for the external grease traps to be pumped and maintained in a hygienic condition at all times as required.
 - The grease traps to not be permitted to overflow and the Contractor to use deodorants and/or disinfectants to ensure that there are no offensive odours emanating from any source.
 - Exhaust Hoods and Ventilators

- Exhaust hoods over cooking equipment play an important part in keeping the atmosphere in the kitchen and surrounding areas to be free from grease and fumes.
 - The mechanical ventilation systems must be kept in good working order and hoods, flues and grease filters must be kept clean to minimise the risk of fire.
 - Hoods, guttering and grease filters to be scrubbed at least weekly.
 - Ventilator fans to be inspected regularly and cleaned as necessary.
- Compliance with all regulations and industry best practice to be adhered to at all times

8.4 Accommodation Quarters

Cleaning services to single person's quarters shall be of the highest standard. The Contractor shall arrange linen supplies in a regular fashion, the Contractor must clean each room at least once per week and on change of occupancy of the Resident, due short term stays, varied roster patterns, motelling and shutdown room moves.

The Contractor's personnel servicing rooms shall report any damage or maintenance that requires attention to the Contractor's manager via the daily cleaning reports. The Contractor shall then be responsible for raising the required maintenance job request.

The Contractor shall supply each occupied room with a doona and doona-cover to suit the bed size, one fitted sheet, one flat sheet and two pillows complete with cases and two towels and a bath mat. Each room shall be supplied with a waste paper basket. Extra blankets shall be available for residents use during the winter months.

The Contractor shall ensure these items are left in the room when the room is vacated. The Manchester items shall be first quality industry standard items on mobilisation.

Each occupied room in the village shall be fully serviced once per week on a normal working day. Refer cleaning standards; Section 27.1(vi) [Accommodation Units within the Village](#)

8.5 Full Cleaning Service

Refer Section 27.1(vi) [Accommodation Units within the Village](#) for full service clean for Karara Village.

A record of the mattress turn, curtain cleans and the cleaning of the exterior of the buildings is also to be recorded. This record shall be part of the KPI's and must be available to the Company Representative when requested.

8.6 Terminated Rooms

Vacated rooms must be fully serviced within 24 hours of the day vacated. The Contractor must conduct a Full Cleaning Service as well as the following tasks:

- a thorough clean-out of all drawers, shelves and lockers;
- the removal of any graffiti or previous resident's decorations;
- a thorough clean of the refrigerator both internally (including defrosting) and externally;
- a check of all furniture and cleaning as required;
- Cleaning including sanitisation.

8.7 Room Notices and Service Directories

The Contractor must monitor, maintain and display the following notices in each room:

- emergency contact points and room telephone numbers; and
- fire and emergency evacuation muster points and security procedures.
- Village rules be placed into the room on vacate clean for next resident.

8.8 Room Access

The Contractor must ensure that the only persons who are permitted to enter an accommodation room, other than the resident, are:

- other residents, as the guests of the room resident;
- the Site's Accommodation Manager and the Contractor's Personnel whilst engaged in official duties;
- Company's Representative or other authorised Personnel;
- in the event of any emergency, Personnel authorised by the Company or the Contractor;
- other persons authorised by statute.
- Key audits and management of the master key registers should be completed weekly.

8.9 Room Inspections

The Contractor must inspect and report on room conditions within 24 hours of resident's permanent departure. Details of serious defects must be forwarded to the Company for possible back charging to the individual.

8.10 Communal Toilets, Ablutions, Laundries, Offices, Storerooms and Recreation Facilities and Common Areas

The Contractor shall provide one complete cleaning service daily. Cleaning Rosters and Reporting should be in place and visible upon request.

Special attention shall be paid to all recreational equipment such as dartboards and pool tables, which shall be cleaned and or wiped daily.

Microwave ovens shall be cleaned daily. The beer garden area of the wet mess shall be swept and washed down daily.

At each service, the Contractor shall ensure that in addition to the regular clean:

- All gym equipment shall be cleaned and sanitised
- All Telephone handsets are wiped clean.
- All walls, windows, ceilings, fittings and furniture are maintained in clean presentable condition at all times.
- Tea and coffee making facilities, the sink unit and the immediate surrounds are to be cleaned at each service as required.
- Ensure that all chilled water units are cleaned and polished to a stain free condition.
- Associated toilet facilities shall be cleaned.
- No DVD, computer or similar equipment is to be cleaned unless specifically requested by the Company.
- Each laundry facility shall be cleaned, including washing machines bowls, troughs, ironing stations and cupboards
- All washer and dryer filters and lint traps are cleared daily
- Operating instructions for washing machines and dryers are clearly displayed in each laundry block
- Each laundry shall have two washing machines clearly designated for dirty work clothes
- The Contractor shall service the common and outside areas, as follows:
 - Chilled water units are cleaned and polished to a stain free condition.
 - Buildings are free of graffiti
 - Concrete footpaths and balconies - sweep, hose and brush down, remove all loose litter.
 - Outside Areas - pick-up all loose litter and rubbish from all areas.
 - Removal of cobwebs and the like on a regular basis.
- Maintain and clean outdoor recreation facilities
- Maintain and clean all surrounding areas within the village perimeter
- Maintain and clean areas surrounding the designated job site buildings, external to the village perimeter, and including the construction site offices and toilets

8.11 Medical/First Aid

The Contractor shall thoroughly clean and sanitise the village medical and first-aid facilities on a daily basis or as requested by the Company Representative. All medical or first-aid waste matter shall be collected and disposed of in the appropriate manner.

The mattresses shall be inspected on a weekly basis for tears and stains and are to be rotated monthly. If damaged, medical treatment beds shall be replaced or repaired.

Fully equipped first aid boxes shall be supplied, installed and maintained by the Contractor in all Company work areas.

8.12 Periodic Cleaning Services

The Contractor shall provide a Periodic Cleaning schedule for the permanent village and operations facilities including a minimum of the following services:

- Strip, seal and polish vinyl floors;
- Wash walls, doors, frames, architraves, sills, skirting's and ceilings;
- De-scaling of toilets, toilet units, hand basins and shower head/roses;
- Wash toilet partitions and tiles;
- Cleaning of cupboards and shelves;
- Carpet cleaning by hot water extraction or dry-cleaning method;
- Washing of external windows (inside and outside), flyscreens, window frames, window tracks and internal glass;
- Cleaning of air-conditioning units and filters; Filters should be cleaned at a minimum Monthly and this should be included in the monthly report.
- Cleaning of external doors, frames and flyscreens doors;
- Cleaning of internal lights, light fittings and vents;
- Exterior of buildings high pressure water cleaning;
- Laundering of curtains (if applicable) and other soft furnishings;
- Washing down concrete paths and walkways;
- Clean all wet area equipment and fittings; including pipe work, shower curtains and roses, to be cleaned to limit any calcium build up;
- Refrigerators and refrigeration equipment to be defrosted; and
- Launder fabric curtains and other soft furnishings.

Proposals shall include frequency and hours budgeted for these tasks and following acceptance by the Company this programme shall be carried out by the Contractor and variances to budgeted programmes reported.

8.13 Sanitary Hygiene Services

The Contractor shall provide sanitary hygiene facilities at all female toilet and ablution blocks at the operation site and the public facilities at the village. The Contractor shall determine the appropriate number receptacles for each facility and maintain the units to an acceptable standard.

8.14 Laundry Services

The Contractor shall provide Laundry services to support the requirements for the accommodation units. Laundering of articles shall be carried out at an off-site commercial laundry (including pickup and delivery). Under no circumstances is the Contractor to utilise the laundry facilities provided for residents/guests of the village.

The Contractor shall supply stocks of colour coordinated towels, gym towels, bath mats, pillows, sheets, pillowcases, blankets, doonas and doona covers, of a commercial standard approved by the Company Representative.

Two sheets, two towels, one bath mat and two pillowcases shall be issued per occupant and these shall be exchanged each full service for freshly laundered items.

Blankets or doona covers shall be laundered not less than monthly and shall be replaced as, and when, necessary.

Only freshly laundered sheets, towels, bath mats, pillowcases and doona covers shall be provided for new arrivals and, if necessary, blankets shall be freshly laundered before reuse.

The Contractor shall ensure that sufficient stocks are on hand to maintain the required service intervals on a continuous basis and shall ensure coverage for both normal and emergency situations.

Village facilities shall not be used for the laundering of linen, towels or blankets and continental quilts. All linen must be laundered off site in an approved facility and the Contractor is to advise full details of the proposed arrangements in their FMIOP.

The laundering of personal laundry is the responsibility of the village residents. The Contractor shall provide tubs of detergent with a low phosphorus content to be used by residents in each laundry. This product is to be suitable for use in the WWTP system. The Contractor shall provide other ad-hoc laundry services to support catered functions as requested.

9 Industrial Cleaning (Mine Site Cleaning)

The Contractor must provide a cleaning service to each site's operation offices. This service must be performed outside the Company's normal working hours.

The Contractor must thoroughly clean and maintain these buildings, facilities and surrounds to a high standard of cleanliness, hygiene and appearance in accordance with Western Australia's health and hygiene regulations and the cleaning standard XX

The Contractor must ensure that all cleaning services are carried out by competently trained and experienced personnel, supervised by professional cleaners. The Contractor must perform all services in a responsible manner with due regard to the principles of safe working practice and must ensure that every care is taken to protect the Company's assets from any adverse affects of cleaning.

The Contractor must provide all necessary cleaning equipment, including industrial vacuum cleaners, floor scrubbers and polishers, steam-cleaners, high-pressure water systems, mops, buckets, brooms, brushes, dust-pans, garbage bins, cloths, sponges and the like required for the performance of the Services.

The Company's site operations offices and other buildings must be cleaned daily. As a minimum, the Contractor must:

- i. empty bins daily;
- ii. collect rubbish and remove rubbish to land fill daily;
- iii. clean and maintain equipment such as fridges and water coolers;
- iv. vacuum, sweep and mop floors;
- v. dust blinds weekly;
- vi. clean and dust desks, cupboards and tables daily;
- vii. buff floors weekly;
- viii. strip and polish floors as required;
- ix. Clean outside troughs and wash facilities bi-annually;
- x. clean windows monthly;
- xi. clean hand wash areas and supply paper towels to hand wash areas;
- xii. mop and disinfect toilets and all sanitary items supplied daily; and
- xiii. clean verandas and pergola areas weekly.

10 Aerodrome Support

The Company will operate on a rostered FIFO system which requires regular flights to the Karara airport. The Contractor shall provide suitably trained and qualified personnel to perform the duties of the Aerodrome Reporting Officer (ARO), cleaning and maintenance of aerodrome facilities.

All ARO's, permanent and relief must be compliant with the ARO certification and undertake refresher training every two (2) years. KML has adopted the advice contained in the CASA circular advisory (CA) for best practice.

The Company fulfils the role of Aerodrome Manager, with a direct reporting line between the ARO's the Aerodrome Manager for all aspects of the aerodrome operation, compliance and safety matters.

Two (2) ARO's must be on site at all times and this function is their primary role. The roster configuration must ensure there is complete coverage and make provision for call out services at night to attend to emergency Royal Flying doctor events.

There must be adequately trained support staff to assist with normal ARO duties after these call outs to ensure normal flights operate and fatigue management is maintained.

There must be an appointment of permanent ARO's to the site as consistency is required to ensure compliance with safety standards. Relief ARO's are acceptable to cover leave and training, at least one permanent ARO must be on site at all times.

When not working at the aerodrome other duties can be performed in the village but these are only secondary and the ARO function must take priority.

Some work is required during weekends, mainly in the summer months as runway surface maintenance is required, but not always. This is dependent on ambient temperature.

Other requirements occur through normal aerodrome activities and these must be accommodated by the ARO resource.

10.1 Flight Check-In and Baggage Handling

Check-in and baggage handling shall be performed by the Contractor who shall be required to receive, weigh, prepare a baggage manifest and dispatch baggage for persons departing site by Company charter.

The check-in function is completed at the village admin office by the Contractor's admin staff. All personnel involved with this function must comply with all requirements as deemed necessary by KML.

Currently this includes:

- Avantik/Uplift check in tooling (NJE/AERLINK provided)
- Dangerous goods awareness for air travel
- NJE human factors
- NJE safety management system awareness

The cost for obtaining and maintaining these training competences is at the contractor's expense.

10.2 Aircraft Parking and Marshalling

The AROs shall manage the air charter services contractor for all direction, marshalling and parking-up of KML charter aircraft at the Company airport.

10.3 Aerodrome Operations

The following table includes the basic operating requirements for a certified aerodrome under Civil Aviation Safety Regulation 139 (CASR 139) and Manual of Standard 139 (MOS 139) which are the primary regulations relating to aerodromes.

It is the ARO/WSO that holds the statutory responsibility for the safe operation of the Karara Aerodrome in accordance with the CASR 139, and under no circumstance shall anyone undertake the role without prior approval from the Companies Aerodrome Manager or their delegate.

The function of the ARO/WSO at the Karara Aerodrome is an extremely important role and therefore needs to be a primary role for the position. All ARO/WSO's shall be appointed by the Karara Mining Ltd Aerodrome Manager after being assessed as competent to hold the position by the Aerodrome Safety Officer (Company employee).

The Contractor shall be responsible to provide an approved ARO/WSO for all aerodrome operations, this may include out of hours medical evacuation and un-scheduled flight arrivals/departures. Contingency plans must be in place to ensure there will always be coverage in this event.

10.4 Aerodrome Reporting Officer / Works Safety Officers Responsibility

The following are the responsibilities of the Aerodrome Reporting Officer / Works Safety Officers:

- The Aerodrome Reporting Officer and Works Safety Officer functions, shall be conducted in accordance with the **Karara Aerodrome Manual, CASR 139** and **MOS 139**;
- Hold a formal qualification as an Aerodrome Reporting Officer / Works Safety Officer. The period of qualification shall not exceed two years from the date of initial training;
- Ensuring the movement area is safe for aircraft operations by inspection of airside facilities, including fencing, emergency equipment, lighting, Report and mark any unserviceability affecting aircraft operations;
- Ensure all Aerodrome Works are conducted in accordance with the MOS 139 section 10
- Undertake direction from the Company's Aerodrome Manager (or delegate) for matters relating to aerodrome safety

- Maintain the necessary equipment carry out a serviceability inspection of the aerodrome and its facilities
- Report any defects in equipment that may interfere with conducting the duties of an ARO/WSO
- Understand the requirements of the Aerodrome Emergency Plan
- Have knowledge of the NOTAM system and the ability to carry out aerodrome reporting procedures
- Maintain daily logs on all operational matters, including the control of personnel and vehicles accessing the aerodrome
- Identify dangerous practices or situations before an incident or accident occurs
- Perform surveillance of operating practices and works to ensure they are conducted in accordance with relevant standards and regulations
- Participate in third party audits, inspections and incident investigations as required
- Implement Bird & Wildlife Management procedures
- Comply the Karara Aerodrome Manual
- Any direction provided by the company Aerodrome Manager / Accountable Manager

The requirements detailed below do not include those tasks undertaken in support of the actual air service operations (check-in, baggage handling and aircraft marshalling).

10.5 Flight Schedule

The current flight schedule is listed below to assist in resource planning. While this schedule suits the company's current operational needs, being a critical component to the successful operation, the company reserves the right to modify the schedule and all services must be flexible enough to accommodate changes without a loss to service delivery.

The below schedule is permanent, there are occasions where additional ad-hoc flights are operated. Without limitation, these include;

- Major shutdown
- Minor shutdown
- Special charters
- Royal Flying Doctor

Flight Schedule is provided in Appendix XX.

11 Bus Services

11.1 On Site Bus Service

The Contractor will provide an on-site bus service providing resident movements between the aerodrome, village and plant work site. The service is to operate seven (7) days per week and timings flexible to accommodate varying flight arrivals / departures.

The Company reserves the right to modify the flight schedule at any time and the bus services must be flexible to accommodate.

The travel time between the aerodrome and village is 7 minutes each way. The travel time between the village and plant site is 9 minutes each way. There are four (4) pick up / drop off points at the plant site.

All bus services are performed with a coach of capacity exceeding 50 seats.

The on site bus schedule is provided in Appendix XX.

11.2 Geraldton Bus Service

The Company operates a coach service between the Geraldton airport and village car park every Tue and Wed. The travel time is 2 hours and 45 minutes.

The Geraldton bus Schedule is provided in appendix XX.

The Contractor must ensure adequate resources are available to ensure driver fatigue is managed and appropriate for the activity.

For passenger comfort the coach requires an on-board toilet or regulated comfort stop on route.

The contractor must ensure a contingency plan in place in case the breakdown between Geraldton and site.

12 Maintenance of the Village Facilities

The Services under the Contract include but are not limited to the provision of Maintenance Services of the Company's buildings and facilities. The Services shall be performed at various facilities at the village and include but not necessarily be limited to the following areas:

- village accommodation units;
- village mess facility, including kitchen and dining area;
- Retail facilities, including wet mess and shop;
- Public and recreational facilities, including swimming pool, tennis courts, indoor cricket arena, BBQs and common areas;
- village offices and meeting rooms;
- Workshop and compound in the village;
- Operations Facilities buildings (upon request of the Company).

For the purpose of this Contract, the term "Maintenance Services" means maintenance services to the Company's village buildings and facilities internally and/or externally as required during the course of this Contract, and other specialised services as required by the Company from time to time, subject always to available Contractor personnel. These Services are generally described as:

- Building maintenance and repairs;
- Minor civil maintenance and repairs;
- Painting services; and
- Furniture movements

The Contractor shall provide a maintenance software that will track daily reactive and preventative maintenance.

The Contractor shall be solely responsible to ensure that personnel possess the skills, experience and relevant license, qualification and certification required to perform the Company requirements.

All maintenance items shall be attended to promptly and repairs are to be carried out to professional standards by suitable qualified personnel. Only qualified tradespersons shall carry out specialist work.

The person carrying out electrical maintenance work shall be qualified to carry out all electrical and air conditioning maintenance work within the operational facilities and village.

As a minimum, the Contractor shall provide a suitably qualified electrician, fridge mechanic, plumber, Waste Water Treatment Plant Operator (WWTP) and general handyman capable of carrying out required tasks. All electrical test and tagging of appliances and equipment within the operational facilities and village shall be to the cost of the Contractor and comply with KML electrical standards.

The Contractor must provide a 24-hour on-call emergency service to attend to and rectify faults outside of ordinary working hours if deemed to be an emergency.

The Company reserves the right to put priority on a particular service. The Contractor must adjust programs to give priority to such service. The Contractor must respond to any request for emergency service within two hours of the receipt of a request issued by the Company Representative.

The Contractor shall provide procedures, incorporating communication and contingency plans for managing after hours-emergency response.

The Contractor shall be licensed with all appropriate Government Authorities.

12.1 Services Included

The Contractor shall make available the services of suitably qualified and / or registered trade and support personnel who are competent in commercial and domestic building maintenance services.

The Contractor shall provide breakdown, corrective and preventative maintenance services in the following trade and support disciplines:

- Electrical
- Carpentry / joinery;
- Plumbing;
- Refrigeration mechanic;
- WWTP operation and repairs
- Glazing / window treatments;
- Painting;
- Floor coverings including carpet, vinyl and tiles (minor works only);
- Fencing;
- Minor civil and paving works;
- Minor floor and wall tiling; and
- General labour.

The Contractor shall maintain a log of all maintenance items that are reported to the accommodation office by providing “Maintenance Request Forms” for residents to detail any maintenance requirement and collecting the forms daily.

Where the Contractor attends a room in response to a Maintenance Request Form, then a calling card will be left in the room describing the work and advising on any delays to the work pending the receipt of material/parts.

The Contractor shall be responsible for ensuring that all maintenance inspections of the village facilities as set out in the schedules are carried out in a timely manner by competent persons. The Contractor shall prepare detailed maintenance plans and schedules in the FMIOF.

The Contractor shall arrange a staggered start and finish time for maintenance personnel to ensure that urgent maintenance calls can be attended to after the normal finish time of the site workforce.

The Contractor shall provide the Company Representative with a Preventative Maintenance Program for managing the maintenance schedule of all village buildings and infrastructure, with a target of 98% scheduled maintenance. This schedule shall be subject to the approval of the Company Representative.

A stock of critical spares shall be purchased with prior approval of the Company Representative and levels maintained to ensure ready rectification of services.

The Contractor shall supply the Company Representative with a daily report on all outstanding maintenance work together with a weekly report that details all maintenance activities carried out for the week in question.

Any work requiring outsourcing will be back charged to the company provided it is approved by the Company prior to engagement.

13 Retail & Wet Mess Operations

13.1 General

The Contractor shall offer a range of goods and services for sale to a standard that is acceptable as normal in similar operations in Western Australia. The extent of the stock and lines to be carried will be agreed with the Company Representative prior to commencement and may be varied as circumstances warrant.

The Contractor will operate all retail (including wet mess) operations (Retail Services) on a commercial basis with the profit and loss being solely to the Contractor's account.

The Contractor shall be responsible for the all operational aspect of the Retail Services, which shall include:

- The Contractor shall maintain a sufficient stock at all times to ensure continuing performance of the Services under the Contract;
- The Contractor shall provide customers with an ATM. The Contractor shall not pass on any associated costs to customers;
- The Contractor shall not use any goods that have expired best before or use by dates whatsoever; and
- The Contractor shall provide the Company with a comprehensive Quality Management Plan, which shall detail all retail operations and will specifically document rotation procedures.

13.2 Trading Hours

The Contractor shall be required to open for business 7 days per week as follows:

- (i) **Retail Shop**

| | |
|-----------------------|--------------|
| Monday to Thursday AM | 0530 to 0930 |
| Friday to Sunday AM | 0530 to 0730 |
| Monday to Sunday PM | 1500 to 1930 |

(ii) **Wet mess / Tavern**

The trading hours may be varied at the Company's discretion (subject to the applicable liquor license conditions), but the total opening time will not be extended. Current times are:

| | |
|---------------------|--------------------------------------|
| Monday to Sunday AM | 0730 to 0830 (regular plus takeaway) |
| Monday to Sunday PM | 1800 to 1830 (take away only) |
| Monday to Sunday PM | 1830 to 1930 (regular sales only) |
| Monday to Sunday PM | 2015 to 2100 (regular sales only) |

13.3 Retail Services Pricing

Retail items for sale in the village shall be purchased at Perth wholesale prices and the Contractor's landed price will include freight cost on the invoiced price of goods.

Unless otherwise specified in this paragraph, the Contractor shall maintain pricing for retail items at a mark-up on the Contractor's landed price of goods throughout the term of the Contract.

The Contractor shall provide a list of both landed and resale prices for the retail items offered as part of the retail services. The Contractor shall present all resale-pricing schedules to the Company Representative for approval.

Resale-pricing schedules and prices shall not change without the Company Representative's approval and the posting of adequate notices advising of the proposed changes, however any price changes to retail products (including alcohol, cigarettes and associated smoking requisites) due to a change in Taxes (including excise) levied or assessed by any Government Authority will be changed effective from the date of the change to the relevant Tax (or excise) and will not require Company approval but needs to notify the Company at all times.

13.4 Wet Mess

The Contractor shall hold a liquor license for the operation of the wet mess and provide a Contractor nominated Approved Manager. The Contractor shall at all times run the wet mess operation in a professional manner in accordance with the Western Australian Liquor Licensing Act 1985 as well as all appropriate health legislation and local government requirements.

The Company Representative reserves the right to set the service policy in relation to carton and take-away sales. The service policy shall be set by the Company Representative prior to the commencement of the contract.

The Company reserves the right to vary the hours to accommodate a night shift if circumstances necessitate, or such other times as the Company Representative and the Contractor may agree to.

The Contractor shall provide a bar supervisor and sufficient other labour to ensure a prompt service to residents of the village. The Contractor shall ensure an adequate stock of both alcoholic and non-alcoholic chilled beverages is available at all times.

The Contractor shall supply and replace all glassware, bar runners, coasters, ashtrays and any other items used in performing the work. Damaged, cracked or chipped glassware shall not be used under any circumstances.

In addition and when directed by the Company Representative, the Contractor shall procure and offer for sale additional items associated with this Service.

The Contractor shall maintain the liquor stocks in the storage chillers within the temperature range 0 to 5°C. Should the temperature fall outside this range, the Contractor shall immediately advise the Company Representative.

The Contractor shall not operate the wet mess outside the hours nominated unless first authorised by the Company Representative in writing. The Company Representative reserves the right to vary the permission for the revised hours as granted by the relevant authority.

The Contractor shall not install any video game machines, juke boxes or any other forms of entertainment in the facility without express authorisation from the Company Representative.

The Contractor shall not propose or engage in the organisation of any raffles and/or social club activities without authorisation from the Company Representative.

13.5 Wet Mess Cleaning

The wet mess operation shall be maintained to a high standard of cleanliness and hygiene.

The Contractor shall observe all liquor licensing division, health acts and local government requirements at all times.

The Contractor shall thoroughly clean all equipment and glassware immediately after each trading session and store in a hygienic condition.

Special attention must be paid to all recreational equipment such as dartboards and pool tables, which must be cleaned, wiped and sanitised each service. The pergola area of the wet mess must be washed down daily.

14 Facilities

14.1 Gymnasium

The Contractor shall coordinate and supervise the gymnasiums. The Contractor shall ensure that the Company-supplied equipment is maintained in good order and condition and is replaced as required.

The gymnasiums shall operate on a membership system with all members being required to be site inducted and sign an indemnity.

The Contractor shall ensure that all equipment is maintained in a safe useable condition and shall at all times fit for purpose. The equipment management shall refer to Section 15.14 [Asset and Equipment Management](#).

14.2 Sporting Facilities

The Contractor shall encourage residents to take part in sporting activities and to utilise the recreational facilities provided. The Contractor shall ensure that, in addition to Company-supplied equipment, there is sufficient sporting equipment such as nets and balls, table-tennis bats and balls, pool cues, chalk, darts; and other similar equipment.

The Contractor shall ensure that all equipment and sports facilities are maintained in a safe useable condition and are at all times fit for purpose. The Company may also direct the Contractor to upgrade the facilities at the Company's expense, as necessary.

The Contractor shall maintain and advertise a booking register for all facilities including special events, training and practice sessions.

14.3 Recreational Facility

The Contractor shall be responsible for the operation of the recreational facilities at the village. The facilities shall include Contractor-supplied hot drink making facilities, wide screen TV, DVD and sound systems will be supplied by the Company. It is the responsibility of the Contractor to ensure that these items are maintained and operational at all times.

The Company may also direct the Contractor to upgrade the facilities at the Company's expense, as necessary.

14.4 BBQ

The Contractor shall check all BBQ facilities on a daily basis. If the BBQ has been used the hot plate shall be cleaned. The Contractor shall fill gas bottles on a regular basis to ensure BBQs are operational at all times.

All barbecue gas hoses and fittings are to be checked on a weekly basis. All gas bottles will be secured to the barbecue area to prevent theft. The Contractor is responsible for the replacement and refilling of all gas bottles located in the barbecue areas.

The Company may also direct the Contractor to upgrade the BBQ facilities at the Company's expense, as necessary.

15 Other Services

15.1 Gardening, Grounds and Swimming Pool Maintenance

The Contractor shall maintain the entire outdoor area of the village, including all pathways, breezeways, car parks, barbecue areas, recreation areas, beer gardens and garbage compounds in a clean, tidy and litter-free condition each day. Particular attention shall be paid to the undersides and immediate surrounds of buildings.

The Contractor shall sweep and hose down all areas as required. All garbage bins and receptacles throughout the village shall be emptied and sanitised as required.

The Contractor shall also be responsible for the general maintenance of all lawns, gardens, plants and reticulation systems across all areas of the village.

The 'tools of the trade' – tools, watering hoses, vehicles and all other items necessary to undertake the services shall be supplied by the Contractor.

15.2 Gardening / Landscaping

The Contractor shall undertake the management of weed control, lawn mowing, lawn care, lawn and plant fertilizing, reticulation maintenance, landscaping/planting, mulching, raking of general rubbish in garden beds and lawn areas, tree lopping, palm and shrub pruning, plant removal, brush cutting, plant pest and disease control at the village.

The maintenance of the landscaped areas shall include, but not be limited to the following works:

- All lawn areas shall be maintained as features of the areas;
- Weeds and other noxious plants shall be managed through a weed management program;
- All lawn and gardens areas shall receive sufficient water and shall be free from insect infestation;
- All trees and shrubs shall be trimmed / pruned on a regular basis;
- All rubbish, grass cuttings, dead and pruned branches shall be removed the same day and where practicable used for mulch and / or compost. Under no circumstances shall the Contractor allow any accumulation of rubbish at any location; and
- All reticulation systems shall be operational at all times.

The Contractor shall ensure through regular inspections that the reticulation system is maintained to ensure that all watering points are operating effectively, that the micro jets are not blocked, sprinklers are checked and any damage to any part of the system is repaired with a minimum of disruption to the watering programme.

The Contractor shall provide a maintenance program for replacement of irrigation systems, including pipe work and sprinkler systems.

The Contractor shall provide and maintain plants located in the mess facilities. These plants shall be changed out regularly.

15.3 Ground Maintenance

The Contractor shall care, maintain and upkeep the recreation areas, grounds and facilities at the village to a high standard and condition at all times. Recreational facilities and public areas shall also be covered including but not limited to;

- Sports courts;
- BBQs;
- Gazebos;
- Common rooms; and
- Swimming pool.

All roads, car parks, public areas and recreational areas within and around the village shall be kept clean and tidy and clear of litter at all times.

The Contractor shall be responsible for the maintenance, chemical testing, cleaning and operating of the swimming pool. The cost of the chemicals shall be to the account of the Company and must comply with the Health Act (Swimming Pools) Regulations 1964 (WA).

Testing and analysis of the pool water must be carried out at least twice daily. The test must comply with the standards and statutory requirements for public pools. Should the pool water test show at any time that the pool is unfit for use, the Contractor must immediately advise the Company, take the necessary remedial action and post appropriate notices at the pool. Results of water tests must be documented and signed off by the Company Representative daily.

The Company may from time to time engage the services of an independent analyst to undertake testing of the pool. In the event that the independent analysis should show the pool to be unfit for use, the Contractor must rectify the problem immediately at the Contractor`s cost. The Contractor must also maintain adequate stocks of pool chemicals and testing equipment.

15.4 Power Supply Maintenance

Electrical power supply will be provided by the Company as defined by the battery limits and excluded items referred to in section 20 EXCLUSIONS below. The Contractor shall be responsible for the maintenance of all low voltage reticulation and distribution systems within the village.

15.5 Waste Water System Maintenance

The Contractor shall provide personnel to service all pumps, manholes, grease traps, sewer mains and fittings within the village areas and to perform daily servicing and checks of the Waste Water Treatment Plant (WWTP) in accordance with the requirements laid down by the equipment supplier.

The cost of all consumables and materials will be reimbursed by the Company. A register of all maintenance shall be kept and maintained by the Contractor.

The following testing must be conducted on a monthly basis:

- Total Nitrogen (Mg/L)
- Total Phosphorus (Mg/L)
- Biochemical Oxygen Demand (BOD) mg/L
- E.Coli (cfu/100 mL)
- Total suspended solids (mg/L)

Sampling must be performed in accordance with Australian Standard 5667.1:1998 and testing must be done by a NATA accredited lab for the specific analytes.

15.6 Waste Management

The Contractor shall provide an efficient waste collection and disposal service for the village and airport including the Company offices and crib rooms.

The Contractor shall provide a waste management plan in the FMIOP detailing the service schedules for all waste management requirements within the village and the method of transportation of waste to the garbage disposal facility. Such waste collection and disposal will not extend to any construction waste generated by other contractors working at the site.

This plan must align with CORP-EN-PLN-1013 KML Environmental Waste Management Plan.

The Contractor shall ensure that all garbage-holding areas are kept insect and vermin proof and are cleaned and sanitised after each garbage pick-up. The Contractor shall maintain all waste collection areas to a high standard of cleanliness and hygiene.

The Contractor shall remove all waste from the specified collection points and dispose of putrescible waste material and all non-putrescible waste in the landfill site provided by the Company. The service shall be performed at least once per day.

The costs of any external land fill fees and charges, if applicable, shall be paid by the Contractor.

The Contractor shall ensure that all controlled waste and oils generated by its activities are correctly stored in a bunded area prior to removal from site by a controlled waste contractor, or recycled. The Contractor shall supply colour-coded bins to collect and store the various individual recyclable materials. Recycling facilities are to be provided for compostable food waste, cooking oil, glass, plastic, aluminium cans, steel cans, paper and cardboard.

The Contractor shall make every effort to ensure that waste is separated into required waste streams for recycling.

The Contractor shall crush all glass onsite, bale aluminium cans, bale cardboard, bale PET plastic etc. and remove all recyclable material from site and deliver it to a designated KML-approved recycling facility. All profits from the recycling facility will be returned to the local communities or Karara charities, which will be at the discretion of the Company Representative.

The Contractor shall supply and replace where necessary all waste bins and lids for both internal and external use, and these shall be thoroughly cleaned and disinfected at least daily or as necessary, then drained and relined before reuse.

The Contractor shall supply and ensure the use of heavy-duty plastic bin liners at all times. Bin liners shall not be recycled.

The Contractor shall provide wheelie bins to be placed throughout the village and in the kitchen areas. The number and collection frequency is as follows:

- One general rubbish wheelie bin to every two accommodation blocks – collection daily;
- One general rubbish wheelie bin per laundry block - collection daily;
- One general rubbish wheelie bin by each ice machine – collection daily;
- Recycling bin stations (three wheelie bins per station) per laundry block - collection daily;
- Multiple Recycling bin stations (three wheelie bins per station) at wet mess, sports courts and store, as deemed necessary by KML- Collection daily;
- Additional Recycling bin stations around accommodation areas, as deemed necessary by KML - collection daily;
- Compost wheelie bins for kitchen area – collection daily by the Company; and
- Wheelie bins in the central facilities areas are at the Contractors discretion. However these must be strategically placed to ensure that sufficient bins are located around the area to minimise the amount of rubbish left on the village grounds – all such bins shall be collected daily.

The Contractor shall nominate the proposed method of transport and disposal of rubbish i.e. garbage truck, enclosed trailer, etc. The Contractor shall also provide details of a backup service in the event that the prime vehicle for rubbish removal is not available.

The Contractor shall ensure that all aspects of its waste management activities are detailed in its FMIOF and are to include a risk assessment of the proposed waste management system in its Safety Management Plan.

The Contractor shall be fully responsible to transport and disposal of all treated wastes and/or other untreated non-toxic waste to the location designated by the Company Representative

15.7 Potable Water Testing

The Contractor shall arrange for potable water samples to be taken from the nominated sample points once a week. These samples shall be forwarded to an approved laboratory for analysis and a copy of the laboratories report provided to the Company Representative.

The charge of the analysis will be reimbursed by the Company at invoiced cost. Potable water testing is to include samples from all ice machines within the village and from the storage tanks. The water testing procedure and sampling points will be agreed with the Company Representative prior to commencement.

Sampling shall be undertaken in accordance with KMLs Drinking Water Quality Management Plan (DWQMP). Sampling shall be undertaken in accordance with relevant Australian drinking water quality guidelines from points and locations as identified by the Company and the DWQMP. All testing shall be done by a NATA accredited laboratory for analytes as detailed in the DWQMP.

The Contractor's Scope of Work also includes the following:

- maintain a maintenance register and provide regular updates to the Company on maintenance activities;
- undertake daily chlorine (free and residual) testing within set and random locations around the plant and the village on a daily basis. These results shall be provided to the Company on a monthly basis;
- organise quarterly maintenance of the water treatment plants with an approved maintenance supplier. This shall be undertaken in accordance with Department of Health guidelines;
- maintain and operational monitor the water supply plants at the village and the plant site;
- maintain a chemical handling register;
- undertake an inspection of the sites on a weekly basis, and provide the output of the inspections to the Company; and
- required staff to be made available for the Company auditors on a quarterly basis.

15.8 Pest Control

The Contractor shall ensure that all areas in the village are maintained free of pest and vermin at all times, with particular attention being paid to all food storage, handling and preparation areas. The Contractor shall ensure that where externally mounted air curtains are provided to the entry and exit doorways of these areas, they are kept working whenever the door is open and maintained such that

they can deliver an air velocity of at least 13 mps. Electronic insect 'zappers' shall be maintained in an operational and clean condition at all times.

Food scraps and other garbage shall not be allowed to accumulate in any exposed areas and all drains, sumps etc. around kitchen areas shall be kept clean at all times.

The Contractor shall ensure that adequate infrastructure and equipment is in place throughout the village to ensure protection from pests and vermin. All chemicals and agents used to eradicate pests and vermin are subject to approval of the Company Representative and must conform to state environmental regulations and the requirements of either the Shire of Morawa or the Shire of Perenjori as applicable.

Pest control costs within the food handling and storage areas of the village are the Contractor's responsibility. All Company Representative requested inspections and eradication treatments shall be reimbursable at invoiced cost. If, in the opinion of the Company Representative, the Contractor has been negligent in the Contractor's duty to maintain clean premises, requiring that a professional pest exterminator shall be called in to rectify the situation and all the costs of this service shall be to the Contractor's account.

15.9 Bi Monthly Pest Control Service

The Contractor shall schedule and organise for a bi monthly pest service from a licensed pest control provider for the village. This service shall be back charged to the Company at cost.

15.10 Deliveries

The Contractor must, if requested, provide a mine site delivery service for any items or materials requisitioned by the Company covered under this contract. The costs associated with this Service shall be included in the Man-Day Rate and existing Contractor's site vehicles must be used for this Service.

The costs included in the Man-Day Rate cater for an average of 1 delivery per shift per billing period. If deliveries were to occur more often, this service should be charged at an additional agreed rate.

15.11 Village Regulations

The Contractor shall be satisfied that all personnel registered in the village including the Contractor and any employees, agents and invitees of the Contractor, comply with the village regulations issued from time to time.

The Contractor shall ensure that at all times the Rules and Regulations applicable to the village are to be complied with, and is responsible for reporting all known breaches directly to the Company Representative.

15.12 Vending

The Contractor shall establish and operate a confectionary vending service at various locations, around the village and operational facilities. All proceeds from this service shall be to the Contractor's account.

The Contractor shall supply and maintain the vending equipment and the vending products. Retail prices shall be subject to the approval of the Company Representative.

15.13 Security Assistance

The Contractor shall assist with the general security of the village by liaising and working with KML ERT Team(MESOS)to ensure that:

- Regular foot patrols of the village are conducted;
- Respond to urgent requests for assistance with the security provider;
- Assist the security provider with any disturbances or emergencies;
- Deal with conflict demonstrating high levels of restraint to avoid confrontation;
- Be contactable by an after-hours phone number;
- Patrol defined areas including car parks, and other areas advised by the Company (from time to time);
- Monitor and set up of security tapes;
- Escorting of female staff and residents to cars / rooms at night;
- Late room key check ins outside admin hours;
- The Contractor shall promptly escalate any issues as described below:
- Report disturbances, emergencies and assaults to Police and Emergency Services as required; and
- Seek assistance from the Company Village Service Team for any issues that require extra guidance or assistance.

15.14 Asset and Equipment Management

The Contractor must use Company supplied items for eligible activities only, as prescribed in Legislation; and

implement procedures to ensure that the Company supplied items are used in a safe, efficient and effective manner.

The responsibility for care and custody of the Company's property is transferred to the Contractor on supply of Company's property to the Contractor and remains with the Contractor until completion of the services.

The Contractor must exercise a high level of care when using and operating the Company's property, subject to fair wear and tear. Ownership of the Company's property remains with the Company and may only be used for the purposes of performance of the services and fulfilling the Contractor's obligations under this agreement.

The Contractor must not remove the Company's property from site without the Company's representative's prior written approval.

The Contractor is liable to the Company for any loss or damage to or waste whatsoever of the Company's property in the care custody or control of the Contractor.

The Company shall undertake the repairs, rectification or engage another party to undertake the repairs or rectification to its property or equipment, caused by the Contractor. The costs, including incidental costs, incurred by the Company as a result will be a debt due and payable from the Contractor to the Company and will be deducted from any payments otherwise due from the Company to the Contractor.

The Contractor must return the Company's property to the Company at the times, in the condition and at the location directed by the Company.

The Contractor must maintain and provide a full equipment register of all Company assets that is maintained regularly and provide to the company representative on bi-annually basis.

15.15 Communications

Telstra Next G Network mobile access will be available at the village.

The village units will have the following services installed in the accommodation rooms (1348 rooms)

- Master Antenna Television (MATV) reticulated to each room. Televisions will be provided.

The shared facilities include:

- Communal television rooms, including wide screen TV, free-to-air facilities, and TVs in the wet mess; and
- Contractor is to supply an ATM that shall be located at the shop and the wet mess.
- Service and infrastructure support rooms, such as the dry mess, gatehouse, offices and first aid rooms, will also be supplied with a phone and data point.

15.16 Contractor Responsibilities

To support the communications facilities, Company-nominated IT support officers and the village Contractor shall share responsibilities. The IT support staff shall be responsible solely for maintaining the network backbones, switches and other associated hardware.

The Contractor shall be responsible for the following areas to support the communications system in the village:

- Management of EFTPOS facilities to support purchases and provision of cash dispensing services;
- Managing the location of televisions and handsets; and
- Cleaning of phone, internet, communications and television rooms and switch cabinets.

Neither the Contractor nor the IT officers shall be responsible for the support of privately-owned computer equipment.

The Contractor shall ensure the phones are operational at all times and shall liaise with Telstra to ensure that the requirements are met. The Contractor shall clean and sanitise phones daily.

16 Key Personnel

16.1 Management

In addition to the provision of a specific Human Resource Management Plan, the Contractor shall provide the Contractor's organisation chart (on-Site and off- site) nominating all management positions and the number and classification of personnel to be engaged in the contract. The organisation chart shall be in accordance with the scheduled working hours and R&R roster. Key personnel should include minimum qualification for certain positions, for example, Chef shall have minimum Cert 3 in commercial cookery.

The Contractor shall nominate "on site" management staff and "offsite" supervisory positions, clearly defining the areas of responsibility and associated reporting procedures.

The Company Representative shall approve personnel nominated for these positions prior to their mobilisation to site.

The Contractor shall also indicate on the pricing schedule or manning histogram at which man-day strength the Contractor intends to provide for these positions.

16.2 Health, Safety and Environment (HSE)

The Contractor shall ensure that its employees and any Subcontractor employees engaged in the performance of the Works observe at all times a safe system of work that complies with relevant Acts, regulations of by-laws, ordinance, rules of order, and adopts known and accepted safe working practices.

The Contractor shall provide all of its employees and its subcontractor employees engaged in the performance of the Works, with all appropriate personal protective equipment and safety information.

16.3 Uniforms and Personal Protection Equipment, Safety and Environment (HSE)

The Contractor uniforms shall:

- include appropriate footwear, headwear, gloves and other PPE (for hot, cold and wet weather conditions);
- be in accordance with the occupational health and safety (OH&S) and Health (Food Hygiene) Regulations; and

- be maintained in a clean and tidy condition at all times during the Services with sleeves rolled down.

Without limiting the Contractor's statutory obligations, the Contractor shall comply with and shall be deemed to have allowed for the safety requirements contained in the Contract.

16.4 Personnel

All personnel shall be fully qualified and experienced and have appropriate Commonwealth and State Police clearances.

Curriculum-vitae for all proposed key site positions shall be provided to the Company Representative for consideration and approval/rejection prior to personnel being mobilised to the Site.

The Contractor shall request the approval of the Company Representative for any proposed change to the key personnel and other members of the team, prior to such change being affected.

16.5 Supervision and Operations

The Contractor shall ensure that:

- All employees observe a high standard of personal hygiene and presentation and that they are fit for work. Smoking shall not be permitted in the facilities and vehicles;
- All employees undergo a pre placement medical assessment and a drug and alcohol test to ensure they are physically able to carry out the duties required; and
- All employees behave in a responsible manner at all times whilst on site and during travel to, from and between the sites.

17 Industry Standards

The Contractor must comply with all relevant industry standard documents applicable to the performance of the Services including, but not limited to, the following:

- Health (Food Hygiene) Regulations 1993 (WA);
- Australian Food Standards (Code 1992);
- Occupational Safety and Health Regulations 1996 (WA);
- Mines Safety and Inspection Act 1994 (WA);
- Pest and Vermin Control Regulations;
- Poisons Regulations 1965 (WA) (as amended 1996);
- Dangerous Goods Regulations (Storage and Handling) 1992 (WA);
- Code of Practice, WorkSafe Western Australia;
- Health (Pesticides) Regulations 1956 (WA) (as amended 1996);
- Liquor Licensing Act 1988 (WA);
- Health Act (Swimming Pools) Regulations 1964 (WA); and

- all particular or special requirements of the Shires of Morawa and Perenjori.

The Contractor must comply with all applicable reference documents including, but not limited to:

- Australian Meat Information Manuals (Aus-Meat Volumes 1 and 2); and
- National Health Council Dietary Guidelines for Australians.

18 Transportation, Service Vehicles and Mobile Equipment

The Contractor:

- must supply, operate and maintain all of the vehicles necessary to carry out all of the Services specified including golf carts or equivalent;
- must ensure that at all times there are competent and qualified licensed personnel to operate the vehicles and ensure that all vehicles and associated equipment are maintained in a safe operational condition;
- must ensure that all vehicle registration, licensing and insurance requirements are met and are current;
- must ensure that the interior of all of the Contractor`s vehicles, including food transport vehicles, is at all times maintained to a high standard of hygiene, cleanliness and appearance. The exterior of all vehicles must be cleaned as required, weekly at a minimum, and must be maintained in a clean condition at all times;

The Contractor must supply, operate and maintain, as a minimum, the following vehicles and equipment for the Contractor`s use in performing the Services. These vehicles must comply with all statutory regulations and the Company`s environmental procedures as necessary for the Contractor to undertake the Services as specified:

- Light vehicles;
- truck(s) and
- golf carts or equivalent,

19 Vehicles & Transportation

- All vehicles to be operated by the Contractor on the site must display an approved form of identification (green sticker) in order to gain admission to the Site.
- The Contractor must ensure that all vehicles to be used on the site are licensed and roadworthy and the Company`s personnel will inspect any of the Contractor`s vehicles on entering the Site and defective or un-roadworthy vehicles will be denied access.
- Any vehicle of the Contractor which it proposes to operate on the site and more than eighteen months old must undergo an inspection by a qualified automotive mechanic and a vehicle inspection certificate in a form approved by the Company must be completed by the Contractor and provided to the Company`s security personnel prior to the Contractor being granted access to the site.

- Any vehicle that the Contractor uses on site must have a Vehicle Inspection Book in the vehicle in a form that is acceptable to the Company Representative. The Vehicle Inspection Book must be completed daily and the record maintained for inspection on request by the Company Representative.
- All vehicles coming to site must contain a risk assessment for that specific Vehicle which will be conducted by the Company's security.

20 EXCLUSIONS

The Company shall provide the following facilities and services at no cost to the Contractor:

- The buildings and facilities that make-up the village infrastructure (installed by others);
- Preparation and refrigeration facilities and other equipment, fixtures, fittings, furniture and furnishings as defined on the drawings and documents in appendices or as the Company Representative reasonably considers necessary, including kitchens, dining rooms, wet mess and tavern at the individual sites;
- Equipment, fixtures, fittings, furniture and furnishings as defined on the Drawings and documents in Appendices or as the Company Representative reasonably considers necessary, including but not limited to administration office, accommodation units, recreation rooms, gatehouses, induction rooms, retail, maintenance, gymnasiums, sporting facilities and storage areas at the village and operational facilities;
- All necessary beds, mattresses, curtains, room furniture, white goods and other than spares.
- Supply of electrical power, deemed high voltage, to the three incoming transformers.
- Diesel fuel at no cost to the Contractor for approved vehicles and Contractor's equipment while carrying out the services identified in this scope and future scope amendments;
- Telephone and television cabling and connection points;
- The supply of raw and potable water to the buildings and facilities at the village;
- Waste water treatment and reticulation equipment and facilities at the village;
- Maintenance of site access roads and internal roads at the village and operational facilities;
- Single accommodation for the Contractor's employees of a standard equivalent to that provided for other contractor personnel;
- While the Company covers the cost of the above items, the Contractor personnel may be involved in repairs and maintenance of these items, any resources utilised that are included in the charge rates shall not be adjusted by the Contractor.

21 Flights, Accommodation and Meals

- The Company will arrange and free issue seats on flights between site and for personnel and Company-approved subcontractors of the Contractor flying in and out of Site pursuant to their allocated and agreed roster or as required by this Contract (Flights).

- Unless prior approval is given by the Company Representative, any flights taken up by the Contractor's personnel or Company-approved subcontractors, that are in addition to those required to fulfil the allocated and agreed roster or not required by the terms of this Contract, may be recovered from the Contractor at the prevailing rate at that time (which shall be the cost of the seat on the flight to the Company from its provider) (Flight Cost). The Company must provide sufficient evidence supporting each recovery to the Contractor.
- The Company may also make seats on flights available to the Contractor's visitors, agents and other third parties from time to time (Third Party Flights) with prior approval from the Company. The Contractor may seek authorization from the Company Representative for such Third Party Flights to be free-issued to the Contractor and must seek such authorization prior to the travel to Site occurring.
- Should the Company Representative authorize the free-issue of the Third Party Flights, it will be for one instance of travel to and from the Site only, unless specified otherwise in the Company Representative's response.
- Should the Company Representative not authorize the free-issue of the Third Party Flights, the Contractor agrees and acknowledges that the Contractor will be charged for the Third Party Flights at the Flight Cost.
- The Contractor agrees and acknowledges that if it should allow a person to take up Third Party Flights before the Company Representative has authorized a free-issue or otherwise, the Contractor will be subsequently charged for those Third Party Flights should the Company Representative decide not to free-issue.
- All instances of Flights or third-party Flights, where the person taking up the seat on the flight fails to do so (No Show), will be back charged to the Contractor at the prevailing Flight Cost.
- All cancellations to Flights or third-party Flights made with less than 12 hours' notice will be back charged to the Contractor at the prevailing Flight Cost, unless the Company is able to mitigate the loss by it being taken up by another party. The Company shall endeavour to take reasonable steps to mitigate the loss.

22 Local and Indigenous Engagement

The Company is committed to giving opportunities to local and indigenous people in connection with the services or supply. Contractors are encouraged to adopt a proactive policy with respect to the opportunities given to locals and indigenous people in connection with work for this contract and in particular to:

- Adopt local and/or indigenous employment and equal opportunity strategies when resourcing for work;
- Demonstrate a commitment to local and/or indigenous employment and local Aboriginal community capacity building; and

- Demonstrate a commitment to support local and indigenous enterprises where possible, including, but not limited to, the engagement of local or indigenous enterprises as subcontractors or suppliers.

23 Continuous Improvements

The Company is committed to the consistent achievement of targeted gains in quality, costs and reliability to meet the changing needs of customers (continuous improvement).

The Contractor must recognize and acknowledge that there are always better ways of operating and room for improvements.

The Contractor must recognize that in the performance of its obligations under the Contract it will:

- Avoid complacency;
- Eliminate Waste;
- Improve quality of Services delivered as per the scope of works;
- Actively research and implement improvements in processes;
- Leverage international footprint and experience to identify continuous improvement and opportunities;
- Communicate in detail continuous improvement opportunities as part of their Monthly and Quarterly reporting to the Company; and
- Specifically communicate on the savings realized due to these continuous improvements initiatives on a quarterly basis.

24 Environmental & Heritage Requirements

Without limiting its obligations under the general conditions, the Contractor and its personnel must ensure that they comply with the Company's environmental policy & procedures and with all reasonable directions of the Company Representative and environmental department regarding the protection of the environment. All works undertaken by the Contractor shall be performed in accordance with the Company's Operational Environmental Management Plan CORP-EN-PLN-1020. In particular, the Contractor and its personnel must abide by the following environmental requirements of the Company:

- The Contractor must comply with all applicable law when performing its obligations, all planning permissions relating to the site and the conditions of all authorisations. In addition, compliance with all relevant guidelines issued by Regulatory Authorities and relevant Australian Standards and promptly gives the Company copies of all relevant documentation to prove compliance.
- The Contractor must submit to the Company all current environmental plans & procedures prior to mobilisation to the village. All documentation, at a minimum must comply and align

to KMLs Operational Environmental Management Plan (OEMP) CORP-EN-PLN-1020, the Heritage Management Plan (HMP) and associated plans and procedures. Alternatively, should the Contractor not have an EMP and HMP then the Company's OEMP / HMP and associated plan and procedures shall be complied with at all times.

- The Contractor shall ensure it will perform its obligations so as to avoid causing unlawful environmental harm or pollution of the site and its surrounds.
- The Contractor must report any environmental incident as per the OEMP and the KML Incident and Reporting Analysis Procedure – CORP-HS-PRO-1018
- The Contractor must at its cost clean up and rectify any unlawful harm or pollution of the Site and its surroundings that may be caused whilst undertaking the works.
- The Contractor must consult with the Company's environmental manager / environmental superintendent prior to rehabilitating disturbed ground. All decommissioning and rehabilitation works carried out by the Contractor must be carried out as per the Company's plans and procedures.
- The Contractor should undertake all applicable monitoring, audits & inspections and reporting as outlined in the OEMP.

24.1 Flora and Fauna

The works performed by the Contractor must not destroy fauna or disturb trees, shrubs, protective bunds, water courses or alter the natural soil surface at the village except as directed by the Company Representative & the Company's environmental department. Where necessary and accepted, any such changes and disturbances will be subject to either remedial works as defined by the contract and specifications or to an obligation to reinstate the environment to a condition acceptable to the Company's Representative and/or nominee.

The Company's Representative's approval shall be obtained before any soil, grasses or plants are brought onto the village by the Contractor.

24.2 Ground/Surface/Water/Contamination

Contaminant, liquid or solid, must not be discharged to the ground or to water directly or indirectly via spillage or wash-down or any other means, whether concentrated or diluted. Where required, the removal of paints, protective coatings and other similar substances from construction materials/equipment may need to be carried out in designated areas or be carried out under the specific direction of the Company Representative.

24.3 Atmospheric Emissions

Emissions to the atmosphere, whether they be products of combustion or not, must be in compliance with the Company environmental policy. Preventative measures taken by the Contractor must be such as to effectively contain dust and particulate matter, solvents and noxious gases. Where doubt exists as to the interpretation or application of standards and/or the Company`s environmental policy or requirements, Company`s department responsible for the Company`s compliance with environmental requirements and implementation of the Company`s environmental program must be consulted and must, through the Company Representative, determine the specific requirements for the Contract.

24.4 Ground Disturbance

Without limiting The Contractor`s obligations to comply with the Company`s “Permit to Dig” requirements, The Contractor and its personnel must comply with the Company`s policies and procedures relating to all ground disturbance, whether in relation to mine operations sites or aboriginal heritage sites.

25 Menu Standards

The Contractor shall apply at a minimum, the following standards for menus at Karara Village mess facility operated and managed by the Contractor.

- All fish and shellfish are to be of Australian and or New Zealand origin and where possible Western Australian origin
- All frozen vegetables are to be of Australian origin
- All meat and poultry are to be Australian produce, preferably Western Australian.
- MSA (Meat Standards Australia) calculates and differentiates three levels of meat-eating quality, MSA three (MSA Graded), four (Premium quality) and five stars (Supreme quality), all the meat provided by the Contractor are to be minimum MSA four stars (Premium quality).
- The Contractor shall utilise local (Geraldton and surrounding area) suppliers where possible
- All suppliers to the Contractor will be audited prior to tender award and will be periodically audited after award
- The Contractor is encouraged to be proactive and innovative towards their ability to employ a reasonable content of local employees
- The Contractor is encouraged to be proactive and innovative towards recycling on and off site

- All Northern Chinese items must be authentic and as traditional as possible

25.1 Standard Daily Minimum Requirements

(i) Breakfast

- 3 x Fresh fruit juices (100% pure) and 2 x cordials daily:
 - Selection one – orange daily
 - Selection two – tomato or vegetable alternate days
 - Selection three – another juice, varied daily
 - Selection four – water
 - Selection five – two cordials
- Fruits - Changes according to seasonal availability:
 - Selection one - (freshly sliced and skinned daily) watermelon, rockmelon, pineapple, dew melon (two choices)
 - Selection two – fresh fruit salad provided daily
 - Selection three - a choice of at least three canned fruits such as, stewed fruits, peaches, pears, pineapple etc.
- Bakery products
 - Fresh bread and rolls shall be baked daily
 - Provision of wraps
 - A selection of croissants, raisin buns, pastries etc. shall be available with a minimum choice of two, to be varied daily
 - On varied days a selection of pancakes, muffins, flapjacks, crumpets or raisin bread shall be available
- Dry and hot cereals
 - A minimum of six (6) dry cereal selections shall be available daily, of which the selection shall include processed and unprocessed muesli.
 - One selection of hot cereal such as porridge shall be available daily
- Dairy
 - As a minimum, the following dairy products shall be available daily:
 - Fresh full cream milk
 - Fresh low fat milk
 - Fresh low-fat soy milk
 - One selection of natural yoghurt
 - One selection of flavoured yoghurt
 - One selection of flavoured low-fat yoghurt
 - Long life products shall not be used without prior approval from the Company's Representative.
 - Yoghurt products shall be supplied as bulk items, not as an individual serves.
- Eggs
 - As a minimum, the following shall be available daily:

- Fried
 - Poached
 - Boiled
 - Scrambled
 - Omelettes
- Accompaniments
 - Selection of baked beans, spaghetti, mushrooms or fresh tomatoes will be available daily
 - Potato dishes such as hash browns, croquettes, french fries, etc will be available on alternate days with a minimum of one selection daily
 - Dietary and/or vegetarian - One specialty selection shall be available daily
- Grills
 - The following selection shall be available daily:
 - Bacon and sausages
 - Selections such as minute steak, hamburgers, fish, fishcakes and ham will be available on alternate days with a minimum of one selection daily
- Wet Dishes
 - A fresh wet dish such as curry, Irish stew, stroganoff, fried rice shall be available daily
 - An additional choice utilising the previous evenings “wet” dish can be made available as the Contractor’s choice in accordance with Health Act/Regulations and HACCP procedures

(ii) Crib Lunch

- Chinese Meal
 - Chinese stir-fry dish
 - Chinese Main course
- Cold meats
 - The meats shall be cooked on site daily and will include lamb, pork, beef and poultry. These selections will be varied daily in flavour and type (e.g. pickled pork leg, corned beef, smoked turkey etc). All cooked meats and chicken pieces shall be prepared in accordance with HACCP
 - A minimum of four choices shall be available daily
- Small goods and processed meats
 - The products are to be of prime quality and diverse in choice-salami, hams, metwurst, chicken, pastrami, ham etc. Methods to prevent contamination shall be employed at all times
 - A minimum of two choices shall be available daily
- Tinned fish

- Two selections of quality tinned fish shall be available daily. This choice shall be varied and include, salmon, herring, tuna and sardines in tomato sauce
- Pastries - as a minimum, the following shall be available daily:
 - Meat pies (assorted flavours)
 - Sausage rolls
 - Pasties
 - Quiche (e.g. bacon and egg slice, asparagus, spinach and other vegetables)
 - Mini Pizza
- A selection of salads, cheese (sliced or grated) and biscuits
- A varied range of fresh salad ingredients shall be provided. As a minimum, the following shall be made available daily:
 - Pre-sliced tomato, beetroot, cucumber, onion, lettuce, capsicum, carrot, celery, cheese etc
 - Prepared salads- potato, coleslaw and mixed pasta
 - Boiled eggs
 - Contractor's choice – minimum four compound salads
- Cheese- as a minimum the Contractor shall supply a choice of three sliced cheeses plus one other such as Brie, Fetta, Camembert
- A selection of four biscuits such as Saltines, Ryvita, Cabin Crackers, etc
- Microwave Suitable Items
 - These items shall be varied and must include at least one soup and one other from a selection of:
 - Two minute noodles
 - Mini pizzas
 - Sufficient quantity of Microwave re-heatable meals, that satisfy requirements of the Department of Health
 - The Contractor shall supply a range of packaging items suitable for heating in a microwave oven in site crib rooms.
- Selection of accompaniments, the following will be available daily:
 - Pickled onions, gherkins, cucumbers, olives, sun dried tomatoes, roasted capsicum and the like together with two premix sandwich filling such as curried eggs
- A selection of fresh bread, rolls and bakery products:
- As per the breakfast menu together with three choices of freshly baked cake, biscuits and buns
- A selection of fresh fruit daily

- A selection of four (4) fresh fruit daily. Apples and oranges daily, plus two additional choices such as pears, grapes, plums, peaches, nectarines, apricots, cherries, kiwi fruit, mandarins, avocados, bananas, pineapple etc.
- Fresh fruit salad provided daily
- The Contractor shall provide fresh fruit in accordance with seasonal availability.
- Packaging, the following items shall be available:
 - Compostable containers with lids, two (2) types comprising 750ml and 500ml volume respectively
 - Cling wrap/aluminium foil
 - Compostable cutlery
 - Robust brown paper bags (assorted sizes)
 - Dispenser serviettes (available all meals)
- Portion control items
 - Salt and pepper
 - Tomato and barbeque sauces
 - Mayonnaise and vinaigrette
 - A selection of jams, honeys, vegemite, peanut butter etc
 - A selection of margarine's and butter

(iii) Dinner

When designing the menu for dinner, please note the requirement for a Northern Chinese element. Two (2) of the main courses must be an authentic Northern Chinese item.

- Soup
 - The soup will be freshly made from quality ingredients and varied in choice from day to day. Where appropriate croutons shall also be supplied.
- Daily Grill
 - Each evening there will be a choice of grilled steak, chicken or fish cooked to order as an option to the standard menu. All steak shall be no less than 200 grams and 300 grams for T-bone before cooking, and shall be prime-quality, pasture-fed steer. The selection shall include T-bone, rump and scotch fillet, all of these shall be with minimum Grade 4.
- Main course one
 - The selection shall be a meat / fish dish with a minimum of one selection daily. The choices, as a minimum, shall include:
 - Roast lamb, beef, pork and poultry
 - Corned beef, pickled pork
 - Baked fish
- Main course two – (including cooked to order option)

- The selection is to be a grill or similar dish with a minimum of one choice daily:
 - Poultry, pork, lamb and seafood
 - Steak, schnitzels, burgers, loin chops, sausages and mixed grills
- Main course three
 - One wet dish including accompaniments shall be available daily. The choice as a minimum shall include:
 - Stroganoffs, goulashes, braised steak and onions and pies
 - Pastas
 - Chicken cacciatore
 - Prawn mornay, curried scallops (minimum once per week)
 - Braised chops, Irish stew
- Main course four
 - The dietary/vegetarian choice, shall be in addition to the prior three selections in the event that any of these choices do not meet requirements.
 - Fresh vegetables
 - The vegetables for each evening as a minimum shall be as follows:
 - Potatoes
 - Rice
 - Fresh vegetables - three choices daily, there is to always be one green vegetable
 - Frozen vegetables-one choice daily
- Main course five / six
 - Northern Chinese Meal Speciality Section.
 - Meat and vegetarian options.
 - Medium or jasmine rice should be used.
- Fresh fruit
 - A minimum of three selections of fresh fruit (seasonal) to be available daily
- Bakery products
 - A minimum of three selections of breads and rolls shall be available daily, including white, wholemeal and multigrain
- Desserts and sweets
 - A selection of desserts such as gateaux, cakes, pastries, fruit pies, jellies, puddings, ice cream or similar shall be provided. At a minimum the following selection shall be available daily:
 - Cold - one choice
 - Jelly - one choice
 - Cakes/gateaux - two choices
 - Hot - two choice plus custard or cream
 - Ice cream plus toppings- four choices, one to be vanilla
 - Ice cream cones

- Cold buffet selection
 - There shall be a minimum of three choices daily as follows:
 - Fresh selection of cold meats
 - Smallgoods and processed meats, with a minimum of two daily
 - Tinned fish, with a minimum of two daily
 - The fresh cold meat selection shall be different from the main meal.
- Salad bar and cheese
 - A selection of eight fresh salads inclusive of three compound dishes is to be available for the evening meal. The Contractor shall take into consideration the selection provided for the morning crib buffet and, where possible, avoid repetition
 - The cheese and biscuit selection shall, at a minimum be:
 - One brie or Camembert
 - One vintage or mature
 - One Contractor's choice such as blue or smoked cheese etc
 - One sliced cheese
 - Three choices of dry / savoury biscuits

(iv) Beverages

- Non-alcoholic beverages shall be available at all mealtimes including but not limited to the following:
 - Hot and cold beverages
 - Chilled water
 - Two choices of cordial-selection one to be orange or lemon, selection two to be varied flavours
 - Chilled full cream and low fat milk
 - Coffee-both instant and decaffeinated
 - Tea bags-one traditional and one herbal choice
 - Milo
- Disposable cups available for take-away beverages shall be chlorofluorocarbon (CFC) free.
- In addition to the above the Contractor shall provide at least four hot beverage bars in the dining room dispensing a range of hot drinks.

(v) Condiments

- At a minimum, the following accompaniments/condiments shall be available for all meals:
 - Pepper-white, black and fresh cracked black
 - Salt-table and low sodium
 - A selection of salad dressings, one fresh and an additional four selections including low calorie
 - Vinegars and oils – quality olive oil and two vinegars one of which is to be balsamic

- Chili and chili sauces
- Selection of sauces, soy, chutneys, mustards, pickles and relishes
- Selection of jam, honey, maple syrup, vegemite, peanut butter and spreads
- Butter and margarine (including nil cholesterol)
- Sugar-traditional, brown, raw and dietary sugar supplement (sweetener)
- Paper serviettes and toothpicks
- Condiments related to the choices of the day (e.g. applesauce with pork) shall be available in addition to the above.

26 Applicable Documents

All work covered by this Scope of Work shall comply with the applicable statutory requirements of Federal, State and Local Authorities of Australia, and shall comply with the nominated Codes, Standards and referenced standards within these.

All work to be furnished by the Contractor shall conform to the requirements of the following documents and they shall form part of the contract.

The Contractor shall note that if there is any doubt, the hierarchy of the documents are indicated below:

- a) All Statutory Authorities having jurisdiction over the works;
- b) This Scope of Work document;
- c) The latest editions of relevant Company's Standards and Specifications;
- d) Standard Association of Australian Standards; and
- e) All other relevant publications and regulations.

Where Standards applicable to the work are not published by the Standards Association of Australia, then relevant International Standards shall apply subject to the written approval of the Company.

26.1 Procedures, Standards and Specifications

The Scope of Work shall be executed in accordance with the following documents but not limited to the following documents.

| Document No. | Title |
|--------------------|---|
| CORP-HS-PRO-1008 | MOBILE PLANT, EQUIPMENT AND LIGHT VEHICLE PROCEDURE |
| CORP-HS-PRO-1022** | SITE ENTRY AND SECURITY PROCEDURE |
| CORP-HS-PRO-1052 | ALCOHOL AND OTHER DRUGS PROCEDURE |
| CORP-HS-PLN-1011 | HEALTH, SAFETY & TRAINING PRE-MOBILISATION REQUIREMENTS |

| Document No. | Title |
|--|--|
| CORP-HS-PLN-1003 | EMERGENCY MANAGEMENT PLAN |
| CORP-HS-PLN-1001 | OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN |
| CORP-HS-STD-1042 | STORAGE AND USE OF HAZARDOUS SUBSTANCES STANDARD |
| CORP-EN-PLN-1020 | OPERATIONAL ENVIRONMENT MANAGEMENT PLAN |
| CORP-EN-PLN-1013 | ENVIRONMENTAL WASTE MANAGEMENT PLAN |
| CORP-EN-PLN-1010 | ENVIRONMENTAL PLAN - DUST MANAGEMENT PLAN |
| CORP-EN-PLN-1008 | KARARA CORPORATE STANDARD - ENVIRONMENTAL PLAN - FAUNA MANAGEMENT |
| CORP-EN-PLN-1011 | FLORA AND VEGETATION MANAGEMENT PLAN |
| CORP-QA-SPC-1003 | CONTRACTOR QUALITY REQUIREMENTS SPECIFICATION |
| 1000-PC-SPC-1002 | CONTRACTOR PROGRESS REPORTING AND PLANNING |
| CORP-HS-FRM-1085 | HSE CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE |
| CORP-AD-FRM-1050 | KML PERSONNEL COMPLIANCE VERIFICATION FORM |
| CORP-EN-FRM-1009 | VEHICLE AND MOBILE EQUIPMENT WEED INSPECTION FORM |
| CORP-HS-FRM-1053 | MOBILE PLANT, EQUIPMENT AND LIGHT VEHICLE ACCESS REQUEST, INSPECTION AND RISK ASSESSMENT |
| CORP-HS-POL-1001 | KARARA HEALTH & SAFETY POLICY |
| CORP-HS-PRO-1041 | OH&S RISK MANAGEMENT PROCEDURE |
| CORP-HS-POL-1031 | FATIGUE MANAGEMENT POLICY |
| CORP-HS-FRM-1011 | (CRAW) KIOP CRITICAL RISK ASSESSMENT REGISTER |
| CORP-HR-POL-1013 | Site Commute and Regional Travel Policy |
| CORP-HS-PRO-1006 | ISOLATION AND TAGGING PROCEDURE |
| **THIS DOCUMENT IS CURRENTLY UNDER REVIEW. THE FINALISED VERSION WILL BE SUBMITTED WITH THE CONTRACT | |

27 Appendices – Specifications and Details

27.1 Appendix 1 Cleaning Services Specification

(i) General Areas

- On commencement of each working day the premises must be visibly clean up to height of two (2) metres. The facilities will be deemed to be clean if:
- All carpeted areas shall be visibly clean and free of ingrained dirt.
- All vinyl floors shall be sanitised and visibly clean, free of ingrained dirt and are slip resistant.
- All internal walls, surfaces and fittings within easy reach are checked regularly and shall be free of dust, marks and general residue.
- All ledges, sills and skirting boards shall be free of dust and cobwebs.
- All doors are checked regularly and shall be free of dust, marks and general residue.
- All windows and internal glass shall be free of dust, marks and general residue.
- All public counters, desks, benches and furniture shall be free of dust, marks and general residue.
- All bench tops and other exposed surfaces shall be cleaned down after each period of use to remove food residues, marks, stains and surplus water.
- All fittings shall be free from visible dirt and residue cleaner, including water drinking fountains, eye wash stations.
- All kitchen (crib rooms, kitchenettes, etc.) equipment and interior surfaces shall be washed or scrubbed down as appropriate
- All refrigerators fixed parts and interior surfaces shall be washed or scrubbed down as appropriate.
- All kitchen (crib rooms, kitchenettes, etc.) crockery, cutlery and utensils shall be washed, dried and stored appropriately after use.
- All sinks and draining boards shall be rinsed clean and then wiped dry. Food scraps and other residues shall be removed from sink.
- All door recesses and mats shall be free of dirt.
- All verandas and walkways shall be swept / washed
- All toilet fittings, including hand basins, chrome fittings, urinals, toilet seats, pans and all mirrors shall be clean and sanitised.
- Clean and replenish crystals in sanitary napkin disposal units – as required
- All toilet/shower wall tiles and dividing walls are clean; toilet floors shall be clean and disinfected.
- Clean or replace shower curtain – weekly (minimum)
- All toilet paper and hand towel dispensers shall be refilled and hand soap shall be replenished – bathroom consumables (towels, toilet paper and soap) provided by Contractor.

- All rubbish bins shall be emptied, rubbish has been removed, bins cleaned and bin liners replaced as necessary – liners provided by Contractor.
- All exhaust fans and vents are checked regularly and shall be free of dust, marks and general residue.

(ii) Offices, Office Complexes, Storerooms and Recreation Facilities and Common Areas

At each service, the Contractor shall ensure that in addition to the regular clean:

- All gym equipment shall be cleaned and sanitised
- All Telephone handsets are wiped clean.
- All walls, windows, ceilings, fittings and furniture are maintained in clean presentable condition at all times.
- Tea and coffee making facilities, the sink unit and the immediate surrounds are to be cleaned at each service as required.
- Ensure that all chilled water units are cleaned and polished to a stain free condition.
- Associated toilet facilities shall be cleaned.
- No DVD, computer or similar equipment is to be cleaned unless specifically requested by the Company.
- Each laundry facility shall be cleaned, including washing machines bowls, troughs, ironing stations and cupboards
- All washer and dryer filters and lint traps are cleared daily
- Operating instructions for washing machines and dryers are clearly displayed in each laundry block
- Each laundry shall have two washing machines clearly designated for dirty work clothes
- The Contractor shall service the common and outside areas, as follows:
 - Chilled water units are cleaned and polished to a stain free condition.
 - Buildings are free of graffiti
 - Concrete footpaths and balconies - sweep, hose and brush down, remove all loose litter.
 - Outside Areas - pick-up all loose litter and rubbish from all areas.
 - Removal of cobwebs and the like on a regular basis.
- Maintain and clean outdoor recreation facilities
- Maintain and clean all surrounding areas within the village perimeter
- Maintain and clean areas surrounding the designated job site buildings, external to the village perimeter, and including the construction site offices and toilets

(iii) Kitchen & Food Preparation Areas

- Kitchen preparation areas, freezers, cool rooms, defrosting areas and dry goods stores shall be maintained in strictly hygienic conditions, as follows:
- Sinks, hand basins, benches and shelving shall be cleaned frequently during meal preparation and at wash-up times.
- All residue shall be removed from sink strainers, and sinks, draining boards, benches and shelving shall be washed clean and dried after each use
- Surface drains and grease traps shall be inspected and cleaned daily. Accumulated effluent shall be removed and disposed of appropriately
- Shelves and flooring shall be maintained in a clean condition at all times; spillage and grime shall not be allowed to accumulate
- Non-reusable or cooked or uncooked foodstuffs which have passed their “use by” or “best by” dates shall not be allowed to accumulate in freezers and cool rooms and shall be disposed of according to food storage and hygiene regulations
- Decomposing vegetables or other foodstuffs shall be disposed of as soon as decomposition becomes noticeable
- All kitchen appliances such as grillers, deep fryers, stoves, steamers, ovens, bain maries are to be cleaned regularly after each use. Build-up of grease , grime or calcium shall not be allowed
- All kitchen equipment such as slicer, mincers, toasters, microwave ovens, food processors are to be cleaned regularly after each use.
- Exhaust hoods and filters shall be kept clean and free of grease and oil at all times to minimise the risk of any fire. Filters and grease channels shall be cleaned daily and scrubbed at least weekly
- Dishwasher / pot washers shall be cleaned daily, including filters
- All refrigerators, freezer, display cabinets, milk and cordial dispenser fixed parts and interior surfaces shall be washed or scrubbed down as appropriate.
- All kitchen / dining room crockery, cutlery, glassware, pots, pans and utensils shall be washed, dried and stored appropriately after use.
- All sinks and draining boards shall be rinsed clean and then wiped dry. Food scraps and other residues shall be removed from sink.
- All kitchen floors shall be maintained in a dry and clean condition during meal preparation periods and shall be thoroughly washed and scrubbed at least daily

- All rubbish bins shall be emptied, rubbish has been removed, bins cleaned and bin liners replaced as necessary – liners provided by Contractor.
- All internal walls, surfaces and fittings within easy reach shall be free of grease, dust, marks and general residue.
- All exhaust fans and vents are checked regularly and shall be free of dust, marks and general residue.
- All surfaces other than food preparation areas
- Ceilings and under surface areas are to be kept clean and free of grease
- Shelving shall be kept clean at all times
- Cleaning equipment and food service trolleys shall be well maintained and in serviceable condition
- The Contractor shall service major plant and equipment, as follows:
 - Surface Drains and Grease Traps
 - Drains and their metal grids shall be scrubbed daily.
 - Grease traps shall be inspected daily and surface grease removed with a perforated scoop to prevent it passing into the sewerage system and to prevent offensive odours developing.
 - Lids and surroundings shall be thoroughly washed down with a suitable disinfectant after each cleaning.
 - External Grease Traps
 - These shall be pumped out by the Company, however, it shall remain the responsibility of the Contractor to ensure that these areas are maintained in a clean and sanitary condition at all times.
 - The Contractor shall arrange for the external grease traps to be pumped and maintained in a hygienic condition at all times as required.
 - The grease traps shall not be permitted to overflow and the Contractor shall use deodorants and/or disinfectants to ensure that there are no offensive odours emanating from any source.
- Exhaust Hoods and Ventilators
 - Exhaust hoods over cooking equipment play an important part in keeping the atmosphere in the kitchen and surrounding areas shall be free from grease and fumes.
 - The mechanical ventilation systems must be kept in good working order and hoods, flues and grease filters must be kept clean to minimise the risk of fire.
 - Hoods, guttering and grease filters shall be scrubbed at least weekly.
 - Ventilator fans shall be inspected regularly, and cleaned as necessary.
 - Compliance with all regulations and industry best practice shall be adhered to at all times

(iv) Dining Areas

- In addition to the Regular Clean service standard, after every meal service all used crockery, glassware, cutlery and all other utensils shall be thoroughly washed, sanitised, rinsed and dried in the dishwashing equipment provided. Particular attention shall be paid to the removal of calcium or other hard water stains. All such utensils shall be stored immediately after cleaning in the facilities provided.
- All tables and chairs shall be cleaned and damp-wiped with detergent additive during and after each service. Tables and chairs (including legs) shall be washed at least once per week with detergents and disinfectant additives.
- Bench tops, display counters, drink dispensers, toasters, urns, tray slide, cutlery containers and all other dining-room utensils and equipment shall be thoroughly cleaned and sanitised after each meal period. They shall also be maintained in a clean condition throughout the meal period; any spillages shall be promptly attended to by catering staff
- Maintain thoroughly clean all walls, doors, ceilings, windows and other surfaces, including air-conditioner filters and fascia's
- Floors swept, mopped and polished after every meal service stripped, sealed and polished as required or requested by the Company
- Floor drains shall be inspected and cleaned on a regular daily basis

(v) Crib Rooms

As per the general area specification above.

(vi) Accommodation Units within the Village

All occupied rooms shall be fully serviced once per week. The room service shall include, but not necessarily be limited to, the following functions:

- Changing bed linen and towels;
- Making bed
- Sweeping, mopping and spot-cleaning vinyl and tile floors
- Spot-cleaning of the interior wall surfaces as required, including mirrors
- Cleaning, sanitising and deodorising en suite bathrooms
- Dusting and wiping all furniture, fittings and fixtures
- Cleaning windows as required (at a minimum, monthly)
- Mattress turned (at a minimum, monthly)
- Emptying, cleaning and relining waste bins
- Removing, cleaning and replacing air-conditioner filter quarterly
- Replacing soap
- Applying air freshener to room

- Sweeping veranda and maintaining surrounds in neat and tidy condition
- Launder or dry clean curtains (as required or at a minimum six monthly).
- Check and ensure a spare light bulb is available in each room

27.2 Appendix 2 Cleaning Definitions

The following definitions represent a minimum standard that shall be applied to the Services. The work shall comply with relevant Australian Standards and best practices including:

| | |
|--|--|
| Appliances - Damp Dust | After damp dusting is complete all external surfaces shall be free of all dust and dirt to leave a clean, dry uniform appearance. |
| Carpet – carpet extraction shampoo | When carpet extraction shampooing is complete, the surface shall be free of all deep- seated dirt, stains and soiling and be left in a reasonable dry condition giving a clean uniform appearance. |
| Carpet – spot clean | After spot cleaning of carpet, the surface should be free of marks, dirt, spots and residue cleaner leaving a visible clean finish with a uniform appearance. |
| Carpet – vacuum | After vacuuming is complete, carpet shall be free of all visible litter, dirt, dust and build up (especially on edges) ensuring a clean uniform appearance. |
| Chairs – clean | After cleaning, chairs are to be free of dirt and easily removable marks. |
| Drink troughs, sinks, (stainless steel) – clean | On completion of cleaning, all surfaces are to be free of visible dirt, bacterial and residue cleaner leaving a clean appearance. |
| Floors (all) – sweep | After sweeping, all floor surfaces shall be free of visible dust, loose dirt and litter. All dust, loose dirt and litter shall be collected and disposed of in an approved rubbish bin. |
| Floors (vinyl, ceramic, tiles, concrete) – damp mop | On completion of damp mopping all floor surfaces shall be free of all marks and dirt especially in corners and edges, visibly clean and without streaks |
| Floors (vinyl, ceramic, tiles, concrete) – machine scrub | On completion of machine scrubbing, all floor surfaces shall be free from all visible dirt, marks, grime, residue cleaner and any build up (especially the edges) to display a uniform appearance. |

| | |
|--|---|
| Floors (vinyl) – machine buff | After buffing, all vinyl floor surfaces shall have an even uniform gloss restored across the entire surface with scuffmarks removed. |
| Floors (vinyl) – dry strip | After the dry strip is completed, all vinyl floor surfaces shall be free of all loose dirt, scuff marks, old sealers/polishers and other residues ensuring floors will remain free of build-up and in a condition ready for the seal to be applied. |
| Floors (vinyl) – polishing | On completion of polishing, all vinyl floor surfaces shall have an even shine that is free of scuffmarks with a slip-resistant finish. |
| Floors (vinyl) – wet strip | On completion of the wet strip all vinyl floors shall be free of dirt, scuff marks, old sealers/polishes and other residues ensuring floors will remain free of build-up and in a condition ready to seal. |
| Flyscreens/window frames, mullions etc – clean | After removing screens and brushing free of dust and scrubbing screens and frames they shall be free of dust and dirt. |
| Glass (window, partitions, doors) – spot clean | After spot cleaning of glass, partitions, windows and doors, all marks and dirt on windows shall be removed leaving the surface visible clean and unmarked. |
| Glass | <p>Wash the glass (both sides) free of dirt, and then squeegee the glass clean.</p> <p>Thoroughly brush the exterior framework free from dust and grime and then swab clean prior to cleaning the glass.</p> <p>Remove all cobwebs from external eaves and framework.</p> <p>Remove and clean all detachable flyscreens and clean to remove dust and grime and then refit.</p> <p>Wipe clean the interior framework and damp swab leaving no smears. The framework includes sash surrounds to the glass panes, head, sill, joints, and mullions to the glass. It also includes glazing beads.</p> |
| Grilles (in doors, air conditioning, diffusers, vents) – damp dust | After damp dusting is complete, all grilles shall be free of dust and dirt to leave a clean, dry uniform appearance. |
| Rubbish bins – empty and replace liners | After emptying of rubbish bins has taken place, the bins shall be free of dirt and litter. Liners shall be changed, with a size |

| | |
|--|--|
| | compatible to that of the bin when they contain moist materials, food or have tears or holes in them. |
| Surfaces – damp dust | After damp dusting is complete, all surfaces shall be free of visible dust, dirt and build up (especially in corners and edges) to leave a clean, dry uniform appearance. |
| Tables, cupboards, chairs, desks – damp dust/clean | After damp dusting/cleaning of tables, cupboards, chairs and desks is complete, all surfaces shall be free of dirt, dust and residue cleaner to leave a clean, dry uniform appearance. |
| Toilets, toilet units, hand basins – descaling | On completion of descaling, urinal and toilet bowls shall be free of calcium build-up, acid, odor, bacteria, residue cleaner and all visible dirt leaving the surfaces with a clean appearance. After sanitising, toilet and hand basins will be free of dirt and dust. |
| Toilet partitions – clean | On completion of cleaning of toilet partitions the surface shall be free of all removable marks, dust and be visibly clean with a uniform appearance. Non-removable marks (graffiti) are to be referred to the building representative. |
| Toilet units, hand basins – clean and sanitise | After cleaning and sanitising, toilets and hand basins shall be free of dirt, dust, stains and marks, cleaner residue and bacteria. |
| Walls (brick) – spot clean | After spot cleaning has been carried out on brick walls, all removable marks and dirt are to be eliminated leaving the surface visible clean and free of any residue cleaner. Non-removable graffiti on external walls is not to be cleaned but referred to the building representative. |
| Walls (painted) – spot clean | On completion of spot cleaning on painted walls, surfaces shall be free of marks, dust and residue cleaner and be visibly clean with a uniform appearance. |
| Window tracks – vacuum | On completion of vacuuming, the window grooves will be free of dust, sand, dead insects and debris leaving the surfaces clean and unobstructed. |
| Wooden furniture – polishing | After polishing, wooden furniture shall be free of dust and marks and will be clean with a uniform high sheen for lasting protection. |

27.3 Appendix 3 Contractor Manning Matrix

The Contractor will provide a manning matrix setting out the manning levels per unit of resident numbers (man-day) and by each role utilised on site.

It is the Company's preference to maintain minimum working hours for each employee of 11 hours per day with any trade-off in efficiency being the number of personnel used. This position assists with lower staff turnover and engagement on site.

All schedules provided shall be with reference to the working hours per day.

27.4 Appendix 4 Monthly Fees and Charges

A schedule of rates provided covering the below configuration, and will be the basis for the monthly claim, including as a minimum the following components;

- Fixed Costs
 - Management fee
 - Maintenance fee
 - Industrial cleaning
 - Capital equipment
 - On site bus service
 - Geraldton bus service
 - Corporate overhead

- Variable Costs
 - Accommodation charge as set out per resident on site per night (man-day)
 - Accommodation costs are to be calculated using intervals of 25 nights and cover from 1 resident night to 1,348 resident nights.
 - Back charges (items considered likely in this area and what mark-up is to be applied)

A detailed description, where applicable, is required for each fixed cost component setting out what position / roles and activities are covered by the cost make up.

All costs, fixed and variable, shall be provided in a format that clearly identifies the movement as resident number change.

(i) Accommodation Rates – Variable (Man-day per night)

The Contractor's Man-Day Rates are to be fully inclusive including but not limited to:

- All salaries, wages, overtime, shift penalties, bonuses, incentives, superannuation, training, levies, inductions, premium payments and payroll burden, relocation, FBT, sick leave, annual leave, long leave, public holidays, all taxes, insurances and medical fitness examinations and certificates for Contractor personnel performing the Services;

- All Contractor personnel administration including on-site and off-site payroll expenses;
- On-site and off-Site Contractor tools and equipment required to perform the Services;
- Contractor's overhead and management percentage (profit);
- Replacement Contractor staff for staff turnover;
- Management of subcontractors and suppliers;
- Provision of attendance to site for support roles and facilities for the Contractor's personnel and its representatives (excluding flights to and from site);
- Contractor's personnel training, pre-employment testing, transfer, laundry, communications; and
- The Price against each item in these Schedules shall be deemed to include for Contractor carrying out and complying with all the requirements of the Contract;
- It is the responsibility of the Contractor to assess and include in its prices the proportion of indirect labour required in support of the direct labour. The Contractor shall be deemed to have quoted rates and prices fully inclusive of all Contractor's personnel, Contractor supplied materials and Contractor's equipment required to complete the Services and no subsequent claim will be entertained by the Company Representative in respect of any error or omission in this respect.

The variable accommodation charge rate (man-day) is to itemise the allocation of each component, as a minimum;

- Food
- Labour
- Materials / Consumables
- Maintenance
- Overhead and Profit

A pricing schedule is also required for non-resident meals for breakfast, lunch and dinner. These items shall be provided through the normal messing facilities and shall cover the cost for guests who are not included in the accommodation charge (i.e. they did not stay a night).

The Contractor's employees, permanent, temporary and contracted, do not form part of the accommodation rates (man-days). The cost for the Contractors' personnel stay in the village are at the Contractors' expense.

(ii) Casual Meals and Functions

Please provide a schedule for suggested menu items suitable for functions and casual meals typically provided on a mine site. An example being pizza, spring roll, samosa, sandwiches, pies, sausage rolls, cakes, muffins, fruit platters, bottled water, juice, cool drink.

BBQ's are treated as a function and should be itemised on a separate schedule with options including, as a minimum, steak, sausage, beef Pattie, chicken, onion, baked items (rolls, bread), bacon, eggs.

The schedule, at a minimum, is to identify the item description, serving / package quantity and unit price.

(iii) Crib Room Supplies

A schedule of items and rates covering items stocked in crib rooms for employees to consume during lunch and other work breaks is required. An example being coffee, English tea, Chinese tea, milk, biscuits, sugar, condiments, disposable cutlery, plates and cleaning materials.

The schedule, at a minimum, is to identify the item description, serving / package quantity and unit price.

(iv) Position Day Rates

A schedule of rates for each role based on a per day basis is required. This will cover the sourcing of temporary labour to cover work outside the normal activities. A full list is preferred but as a minimum must include;

- Administration staff
- Tradesman by each qualification (electrician, plumber etc)
- ARO personnel
- Domestic cleaner
- Industrial cleaner
- Bar staff
- Dining room attendant

If there are any minimum work days applicable, please note these for each role or when this criterion will apply.

KML may, from time to time, utilise additional employees to cover leave and emergencies needs within its site travel and administration teams.

27.5 Appendix 5 Rise and Fall

Set out the rise and fall calculations and timings as they apply to the fee schedule provided in the monthly fees and charges above.

Rise and Fall Calculation will apply to this Contract and will be updated on quarterly basis. The Contractor shall price for the Scope of Work based on its current known basket of goods price

Prior to contract Award to the successful Contractor, the parties will agree a weighting and basket of goods for rise and fall. Rise and fall items for consideration will include Food and labour based on market indices only, unless otherwise agreed by the Company

As a minimum the following must be included;

- Timing for R&F
- Formula for determining the change
- Source of information used in determining the index movements

27.6 Appendix 6 KML Operational Facilities

| Location | Description | Unit | Width (m) | Length (m) | Area (m ²) |
|----------|-----------------------------|------|-----------|------------|------------------------|
| 1 | Office | 1 | 7 | 12 | 84 |
| | Crib | 1 | 3 | 13 | 39 |
| | Workshop Office | 1 | 4 | 5 | 20 |
| | Toilets | 1 | 3 | 13 | 39 |
| | Training Room | 1 | 3 | 13 | 39 |
| | Conference Room | 1 | 7 | 12 | 84 |
| | | | | | |
| 2 | Upstairs Crib+Office+toilet | 1 | 3 | 13 | 39 |
| | Crib | 1 | 3 | 13 | 39 |
| | Toilet | 1 | 3 | 5 | 15 |
| | | | | | |
| 3 | Crib | 2 | 3 | 13 | 78 |
| | Office | 1 | 3 | 13 | 39 |
| | Toilet | 3 | 3 | 6 | 54 |
| | | | | | |
| 4 | Office | 4 | 3 | 13 | 156 |
| | Crib | 3 | 3 | 13 | 117 |
| | Toilets | 2 | 3 | 6 | 36 |
| | | | | | |
| 5 | Office BD056 | 1 | 3 | 3 | 9 |
| | Crib (weekly or shutdown) | 1 | 3 | 13 | 39 |
| | Toilet (weekly or shutdown) | 1 | 3 | 6 | 18 |
| | | | | | |
| 6 | Office | 1 | 6 | 15 | 90 |
| | Crib | 1 | 3 | 6 | 18 |
| | Crib | 1 | 3 | 13 | 39 |
| | | | | | |
| 7 | Office (3 times a week) | 1 | 13 | 15 | 195 |
| | Meeting Room | 1 | 3 | 13 | 39 |

| | | | | | |
|----|--------------------------|---|-----|-----|---------------|
| | Crib | 1 | 10 | 13 | 130 |
| | Crib | 1 | 13 | 13 | 169 |
| | Crib | 2 | 3 | 13 | 78 |
| | Toilet | 1 | 3 | 13 | 39 |
| | | | | | |
| 8 | Crib | | | | |
| | | | | | |
| 9 | Office | 1 | 4.2 | 18 | 75.6 |
| | Office | 1 | 11 | 15 | 165 |
| | Reception | 1 | 5 | 7 | 35 |
| | Toilets | 2 | 3 | 2.2 | 13.2 |
| | | | | | |
| 10 | Main building | 1 | 17 | 35 | 595 |
| | Pre-Start Room | 1 | 3 | 13 | 39 |
| | Toilet | 2 | 3 | 10 | 60 |
| | Crib | 1 | 12 | 22 | 264 |
| | Permit Office | 1 | 5 | 13 | 65 |
| 11 | Office | 1 | 16 | 40 | 640 |
| | Toilet | 1 | 3 | 13 | 39 |
| | | | | | |
| 12 | Office | 1 | 15 | 58 | 870 |
| | | | | | |
| 13 | Upstairs Office & Toilet | 1 | 3 | 13 | 39 |
| | Crib | 1 | 3 | 13 | 39 |
| | Female toilet | 1 | 3 | 3 | 9 |
| | | | | | |
| 14 | Office | 1 | 16 | 60 | 960 |
| | Medic | 1 | 10 | 10 | 100 |
| | Toilet | 1 | 3 | 15 | 45 |
| | Crib | 1 | 6 | 12 | 72 |
| | Training | 1 | 6 | 12 | 72 |
| | Conference Room | 1 | 10 | 13 | 130 |
| 15 | Office | 1 | 13 | 19 | 247 |
| 16 | Office | 1 | 8 | 11 | 88 |
| 17 | Office | 1 | 3 | 13 | 39 |
| 18 | Office | 1 | 4 | 15 | 60 |
| | | | | | |
| 19 | Office | 4 | 3 | 13 | 156 |
| | Office | 2 | 3 | 13 | 78 |
| | Toilet | 3 | 3 | 13 | 117 |
| | Crib | 1 | 3 | 8 | 24 |
| | Total | | | | 6876.8 |

27.7 Appendix 7 Flight Schedule

Refer to 06 – Attachment F – KML Flight Schedule

27.8 Appendix 8 Onsite Bus Schedule

The current on site bus schedule is as per below, listing departure times from the village.

| Day of Week | Direction/Port | Bus 1 | Bus 2 |
|-------------|----------------|-------|-------|
| 7 days | Depart Village | 0530 | 0545 |
| | Depart Village | 0600 | 0615 |
| | Depart Village | 1730 | 1745 |
| | Depart Village | 1800 | 1815 |

The service for flight movement is to accommodate resident movement between the plant worksite / village / aerodrome. Outgoing residents are collected from the plant work site as per the below at all four (4) stops. The below times are for the departure time from the first stop at the plant site;

| Day of Week | Direction / Port | Bus 1 | Bus 2 |
|-------------|-------------------|-------|-------|
| Mon | Depart plant site | NA | NA |
| Tue to Fri | Depart plant site | 1420 | 1500 |
| Sat & Sun | Depart plant site | NA | NA |

The movement of passengers between the village and the aerodrome is to align with the arrival and departure times for the flights as listed above.

27.9 Appendix 9 Geraldton Bus Schedule

| Day of Week | Direction / Port | AM service | PM service |
|-------------|------------------|------------|------------|
| Tue & Wed | Depart GER | 0600 | 1245 |
| | Arrive KAR | 0845 | 1530 |
| | Depart KAR | 0900 | 1545 |
| | Arrive GER | 1145 | 1830 |

