

TfNSW QA SPECIFICATION M430

FERRY OPERATION

NOTICE

This document is a Transport for NSW QA Specification. It has been developed for use with roadworks and bridgeworks contracts let by Transport for NSW or by local councils in NSW. It is not suitable for any other purpose and must not be used for any other purpose or in any other context.

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REVISION REGISTER

Ed / Rev Number	Clause Number	Description of Revision	Authorised By	Date
M496				
Ed 1 / Rev 0		First edition	RNIM	Dec 2003
Ed 2 / Rev 0	All	Reformat to M specification standard.		Sept 2006
		Introduction of Hold and Sign-off Points, Identified Records and Planning Documents.		
Ed 3 / Rev 0	All	Further reformatting Clause 5 Conformity added. Procedures moved to Annexure E	GM, IC	10.01.08
M430				
Ed 4 / Rev 0	Annexure B.2	Added Pay Items	GM, IC	04.08.08
	All	Changed internal referencing to new format		
	Annexure E	Substituted references to Roads Regulation 2008 for references to Roads (General) Regulations 2000		
Ed 4/Rev 1	Global	References to “Roads and Maritime Services” or “RMS” changed to “Transport for NSW” or “TfNSW” respectively.	DCS	22.06.20

TfNSW QA SPECIFICATION M430

FERRY OPERATION

NOTES

THESE NOTES ARE NOT PART OF THE SPECIFICATION, CONTRACT OR AGREEMENT.

The following notes are intended to provide guidance to TfNSW personnel on the application of the Specification. They do not form part of the Specification, Contract or Agreement.

USING TfNSW M430

This specification has been developed for the technical aspects of the operation of TfNSW ferry vessels and of the associated land-based facilities. Together these comprise FERRY CROSSINGS, a defined term.

The specification should not be used without a review of its suitability for the particular FERRY CROSSING and in the contractual environment.

In TfNSW use it should be accompanied by TfNSW Specification G1 Specific Requirements for the particular FERRY CROSSING.

It is a QA specification. The use of QA specifications requires the implementation of a quality system by the service provider which meets the quality system requirements specified in TfNSW Q6-Ferry.

EDITION 4

This is a new edition of the specification renumbered to suit the 2008 renumbering of the Maintenance Activities. Further improvement and upgrading based on field experience is expected. Comments and suggestions for improvement should be forwarded to the Asset Planning & Performance Manager, Road Information & Asset Management Technology, ROES.

OUTLINE

This Specification is for the operation of TfNSW FERRY CROSSINGS. It includes driving the vessel and operating the land-based facilities and checking both of them. It includes the record keeping required by the NSW Maritime Authority and by TfNSW Fleet Services. It includes communication with Emergency Services and TfNSW and the communication equipment required. It assumes TfNSW Fleet Services is carrying out the maintenance of the FERRY CROSSING.

Before issuing the Specification, the TfNSW Contract Manager in consultation with TfNSW Fleet Services should examine and update a) the technical details applying to the FERRY CROSSING and b) the allocation of tasks among the ferry contractor, TfNSW Fleet Services and any other service provider.

Note especially that Annexure A.4 directs the contractor to wash the ferry vessel's deck and to permit the water to re-enter the waterway.



FERRY OPERATION

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VERSION FOR: DATE:

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FOREWORD

TfNSW COPYRIGHT AND USE OF THIS DOCUMENT

Copyright in this document belongs to the Transport for NSW.

When this document forms part of a contract

This document should be read with all the documents forming the Contract.

When this document does not form part of a contract

This copy is not a controlled document. Observe the Notice that appears on the first page of the copy controlled by TfNSW. A full copy of the latest version of the document is available on the TfNSW Internet website: www.rta.nsw.gov.au/doingbusinesswithus/specifications

REVISIONS TO THE SPECIFICATION

This document is based on TfNSW M496 Edition 3 Revision 0 – January 2008.
All revisions to TfNSW M496 Edition 3 Revision 0 (other than minor editorial and project specific changes) have been indicated by a vertical line in the margin as shown here.

PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:-

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

TfNSW QA SPECIFICATION M430

FERRY OPERATION

1. GENERAL

- | | | |
|------|---|--------------------------------|
| 1.1 | M430 has been developed specifically for TfNSW ferry operation. It should not be used in any type of contract without consideration of its suitability in the prevailing circumstances. | Intended use |
| 1.2 | This specification gives details of the operation and routine servicing of the FERRY CROSSING. It should be read in conjunction with TfNSW G1 Specific Requirements and the other contract documents. | Scope |
| 1.3 | Details of work to be carried out under this Specification are described in Annexure A. Where requested, the PRINCIPAL will identify the work at the FERRY CROSSING. | Details of work |
| 1.4 | Some words or abbreviations have a special meaning in this Specification and they are explained in Clause 36 of the Terms for Contracted Work. | Definitions |
| 1.5 | The standards, specifications, legislation and forms referred to by this Specification are referenced using an abbreviated form (eg TfNSW G24-F, RR and TfNSW-F-19). The titles are given in Annexure M. | Reference documents |
| 1.6 | The TfNSW specifications to be used are the issue contained in the contract documentation. | Applicable issue |
| 1.7 | Payment for the activities associated with completing the work detailed under this Specification will be as is set down in the Terms for Contracted Work. | Measurement and payment |
| 1.8 | Provide the identified records summarised in Annexure C.2. | Records |
| 1.9 | YOU must provide all responsibilities, such as actions, works, supply of materials, unless specifically stated otherwise. Accordingly, this Specification does not generally use wording such as "YOU shall ..." or "YOU must ..." because this is the underlying requirement. However, it is used where actions in a clause involve both YOU and the PRINCIPAL and the roles need to be unambiguous. | Interpretation |
| 1.10 | Nothing in the Specifications will operate to exclude, limit or reduce the obligation to comply with Legislation. Should there be a conflict between the Specifications and Legislation:
.1 Legislation overrides the conflicting part of the Specification but only that part and
2 The conflict must be immediately brought to the attention of the TfNSW Representative in writing. | Primacy |

2 PLANNING

2.1 PROJECT QUALITY PLAN REQUIREMENTS

- | | | |
|-------|--|--|
| 2.1.1 | The requirements of the PROJECT QUALITY PLAN are defined in TfNSW Q6-F. In addition, the PROJECT QUALITY PLAN must address requirements in this Specification and its Annexures: | General |
| .1 | Address the TfNSW HOLD and CONTRACTOR SIGN-OFF POINTS required by this Specification and summarised in Annexure C.1. | TfNSW Hold and Contractor Sign-Off Points |
| .2 | Include a requirement for the routine submission of data which will certify conformity of all work to the Specification's requirements and include supporting documentation. | Conformity Data |

- | | | |
|-------|--|-------------------|
| 2.1.2 | Process Held: Commencement of Work. | HOLD POINT |
| | Submission: At least 5 BUSINESS DAYS prior to commencing work submit the QUALITY MANUAL and PROJECT QUALITY PLAN. | |

2.2 REGULATIONS TO BE AVAILABLE TO THE FERRY DRIVER

Copies of the Water Traffic Regulations are to be kept in the control cabin of the ferry vessel.

**Water Traffic
Regulations and
Mortlake Code of
Conduct**

At Mortlake a copy of the NSW Maritime Code of Conduct applying there must be kept in the vessel's cabin.

2.3 PLANNING FOR EXTRAORDINARY CONDITIONS

The Contractor's Quality Manual or Project Quality Plan must contain procedures for ensuring:

- .1 all measures are taken for obtaining and communicating to the FERRY DRIVER advanced warning of extraordinary conditions including, but not limited to, floods, freshets and fires.
- .2 every precaution is taken during floods, freshets, fires and other extraordinary conditions to prevent injury to the ferry crew and passengers and damage to the FERRY CROSSING and
- .3 during timetable hours constant surveillance is maintained on the anchorage and mooring of the ferry vessel from when the service is suspended to when the vessel is secured to its flood mooring poles. TfNSW will keep watch on the vessel:
 - a) outside timetable hours and b) when it is secured to its flood mooring poles.

2.4 CONTRACTOR AVAILABILITY

Contractor or its Management Representative must be contactable by telephone throughout the hours of operation of the ferry service.

2.5 FERRY DRIVER ON DUTY TO CARRY NOMINATED MOBILE PHONE

The nominated mobile telephone must be carried at all times by the FERRY DRIVER on duty. All incoming calls must be answered promptly.

2.6 ALL COMMUNICATIONS TO IDENTIFY THE FERRY CROSSING

FERRY DRIVER must identify himself / herself in all telephone and radio communications thus: "This is the driver of TfNSW's #Location# vehicle ferry"

2.7 COMMUNICATIONS OF EVENTS

The FERRY DRIVER must communicate:

- | | | |
|-------|--|--|
| 2.7.1 | Emergencies immediately to Emergency Services and then to the TfNSW Transport Management Centre on (02) 8396 1686 by the NOMINATED MOBILE PHONE. | Emergencies |
| 2.7.2 | Environmental damage immediately to the TfNSW Transport Management Centre by the nominated mobile telephone and to the TfNSW Representative by fax within 1 day using TfNSW-F-24 Environmental Incident Report. | Damage to the environment |
| 2.7.3 | Violence immediately by mobile phone to Emergency Services. | Violence |
| 2.7.4 | Accident, damage, cable break, breakdown, vessel leakage, stoppage, adjustment and repairs required: <ul style="list-style-type: none"> • to TMC immediately by the NOMINATED MOBILE PHONE at and • to Fleet Services within 24 hours by using TfNSW-F-14 and/or TfNSW-F-15 and • if the accident is such that reporting it is required by NSW Marine Legislation, to NSW Maritime using their Incident Report. | Accidents, Stoppage and Repairs |
| 2.7.5 | Pilfering, vandalism etc immediately to Ferry Contract Manager by telephone and to Fleet Services within 24 hours using TfNSW-F-15. | Pilfering , vandalism etc |

2.7.6	Timely and accurate warning to TfNSW Transport Management Centre during fire, flood, freshet and extraordinary river conditions, regarding: <ul style="list-style-type: none">• river conditions and• the security of personnel and the vessel and equipment.• if the ferry service may be suspended, the estimated time of suspension and resumption.	Warning of service suspension
2.7.7	Need to remove vessel from cables because of flood immediately to TfNSW Transport Management Centre by the Nominated Mobile Phone	Need to remove vessel from cables
2.7.8	Need for emergency labour to TfNSW Transport Management Centre by the Nominated Mobile Phone.	Need for emergency labour
2.8	RECORD KEEPING & INSURANCE CLAIMS	
2.8.1	Each crewmember must enter his / her name and sign the ferry log upon beginning and ending duty.	Crew to sign on and off
2.8.2	Immediately record in the ferry log, on the Ferry Accident Report and, if any other vessel is involved, on NSW Maritime Authority's Incident Report, any event which results in: <ul style="list-style-type: none">• an accident or injury on the FERRY CROSSING, or• damage to the FERRY CROSSING or other property or• damage to the environment. Submit a full report in writing immediately on ceasing shift.	Recording of accidents and events
2.8.3	Contractor must immediately follow the insurance claims procedure regardless of whether a claim is likely or not.	Follow insurance claims procedure

- | | | |
|-------|---|---------------------------------------|
| 2.8.4 | Record in the ferry log: | Other entries in
ferry log |
| | <ul style="list-style-type: none"> • emergencies, • violence, • abuse or threats to ferry crew, • bushfires, • extraordinary river conditions, • incidents involving other river users, • each passage of powered river craft (other than private launches) across the cable. Time and direction are to be given. • any breakdown, suspension, maintenance closure or stoppage of greater than 10 minutes duration, • breakage in normal use, • pilferage, • loss, • vandalism including graffiti, • passage of emergency vehicles, • priority journeys, • persons and/or vehicle refused service, • customer comments and • visits by all maintenance, TfNSW and other agencies' personnel and external visitors to the ferry | |
| 2.8.5 | Using the method set down in Annexure G.1 keep accurate daily records of the traffic using the ferry. | Traffic records |
| | Using the method set down in Annexure G.2 summarise each month's traffic. | |
| | These records are to accompany the monthly progress claim submitted by the Contractor to the TfNSW Representative. | |
| 2.8.6 | Record fuel used by the method set down in Annexure H. | Daily Fuel usage |

3 RESOURCES

3.1 LABOUR

As set down in TfNSW Specification G1 Specific Requirements Clause 12.

3.2 ADDITIONAL LABOUR FOR FLOODS AND EMERGENCIES

- 3.2.1 Except in emergency, obtain the approval of the TfNSW Representative before engaging any additional labour required to prevent the ferry vessel being damaged by impending extraordinary river conditions.

The TfNSW Representative will arrange for payment to the

Contractor, as a Variation to the Contract, of the award rates paid to additional labour so approved

3.2.2 **Process Held:** Engagement of labour for floods.

**TfNSW HOLD
POINT**

Submission: By phone as soon as possible followed by a written submission in less than 7 days.

3.3 NOMINATED MOBILE PHONE

The Contractor must provide a single mobile phone for each vessel which is to be used by all drivers (“the Nominated Mobile Phone”).

Notify TfNSW Transport Management Centre (“TMC”) of its/ their number(s). Immediately notify TMC of any changes to the number(s).

TMC will enter these numbers into its system which will then identify calls from these phones as bona fide.

3.4 TOOL KIT

Provide a tool kit which is to be kept on the ferry vessel at all times. It must contain at least:

- 1 Crowbar,
- 1 Sledge Hammer 2 kg,
- 1 Set Screwdrivers,
- 1 Set Ring and Open End Spanners,
- 1 Set Adjustable Crescent Wrenches, 300mm and 450 mm,
- 1 Pinch Bar,
- 1 Hammer, Ball Peen 750g,
- 1 Hacksaw,
- 1 Pair Insulated Pliers, ,
- 200 mm and
- 1 Pair Multigrips

4 EXECUTION

4.1 RESPONSIBILITIES OF THE FERRY DRIVER

The FERRY DRIVER is in charge of the whole of the FERRY CROSSING at all times it is in the control of the Contractor.

The FERRY DRIVER must :

1. ensure compliance with all legislation, and
2. ensure no crewmember is under the influence of drugs or alcohol whilst on duty and

3. immediately report to the Contractor or Contractor’s Representative any crewmember who reports for duty while under the influence of drugs or alcohol.
4. Ensure TfNSW-F-19 Confined Space Entry Permit is completed before each entry to any confined space including the vessel’s hull.

The FERRY DRIVER must not leave the FERRY CROSSING during his/her shift. If temporarily away from the ferry vessel the barriers must be shut to prevent vehicles entering the FERRY CROSSING.

The FERRY DRIVER is responsible for:

1. checking the FERRY CROSSING
2. safely running the FERRY CROSSING,
3. filling in the documents as set out in Annexure C.2.
4. direction and supervision of any other crew on the ferry vessel,
5. direction of traffic onto the ferry vessel into its correct position and off the vessel.
6. keeping the FERRY CROSSING clean and tidy
7. the checks and servicing set out in Annexures A.1 to A.4. TfNSW or its agents will carry out all other checks and maintenance. The FERRY DRIVER is required to assist in these; however, assistance in triennial maintenance is not required.

4.2 FERRY DRIVER TO CHECK THE FERRY CROSSING DAILY

- | | | |
|-------|---|---------------|
| 4.2.1 | At the beginning of the first daylight shift of each day and using TfNSW-F-12, the FERRY DRIVER must carry out and sign-off the checks shown in Annexure A.2. | Timing |
|-------|---|---------------|

4.2.2	<p>Process Held: Start of day’s service.</p> <p>Submission: Using TfNSW-F-12 the FERRY DRIVER must complete and sign off the checks set down in Annexure A.2.</p>	<p>CONTRACTOR SIGN-OFF POINT</p>
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4.3 FERRY DRIVER TO SERVICE AND INSPECT WEEKLY AND FORTNIGHTLY

- | | | |
|-------|--|--|
| 4.3.1 | The FERRY DRIVER must carry out the servicing, inspection and cleaning of the FERRY CROSSING as set out in Annexure A.3. | <p>Routine servicing,
inspection and
cleaning</p> |
|-------|--|--|

4.3.2	<p>Process Held: Start of each week’s work cycle.</p> <p>Submission: Complete and sign off the checks set down in Annexure A.3</p>	<p>CONTRACTOR SIGN-OFF POINT</p>
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- 4.3.3 Assist TfNSW when it carries out any inspection, maintenance or repairs except triennial maintenance **Assist TfNSW**

4.4 DAMAGE, BREAKAGE, LEAKAGE OR OUT-OF ADJUSTMENT

- 4.4.1 If there is damage, breakage, leakage or out-of-adjustment which will render operation unsafe the FERRY DRIVER must: **Unsafe condition**

1. suspend the ferry service immediately,
2. record the damage, breakage or leakage in the ferry log and
3. inform TfNSW as set out at Clause 2.7.

- 4.4.2 Other damage, breakage or need for repair or adjustment must be recorded in the ferry log and reported to the TfNSW Representative. **Safe condition**

- 4.4.3 **Process Held:** Resumption of service following unsafe condition. **TfNSW HOLD POINT**
- Submission:** Do not resume service until TfNSW Fleet Services signs-off the Defect Report pertaining to the unsafe condition.

4.5 OPERATION OF THE FERRY CROSSING

The FERRY CROSSING must be operated at all times in accordance with Annexure E.

4.6 SUSPENSION OF FERRY SERVICE

Suspend the ferry service:

When to suspend

- if the conditions are such that there is risk of loss or injury to life or property or
- the conditions set out in Annexure L exist.

4.7 DURING SUSPENSION

- 4.7.1 If the ferry service is suspended for these or any other reason:

- close the boom gates/ barriers
- carry out the traffic control measures as set down in the G10 Traffic Management Plan.

Traffic management during suspension

- 4.7.2 Do not use the dinghy or any other boat to convey passengers **Use only ferry vessel to convey passengers**

4.8 REMOVAL OF VESSEL FROM CABLES

When it becomes necessary, owing to extraordinary river conditions, for the ferry vessel to be removed from the cables for safe keeping:

- assist TfNSW's personnel and its contractors with the removal work,
- continue the safe keeping of the vessel in accordance with Clause 2.3 and
- assist in returning the FERRY CROSSING to safe operational condition as soon as conditions allow.

5 CONFORMITY

Submit the documentation shown in Table 1 to certify all work conforms to the Specification's requirements.

Conformity Summary

Table 1 – Documentation to be included in the Conformity Summary

Document(s)	Reference Clause	Requirements
1. Environmental Incident Report	(2.7.2)	Submit TfNSW-F-24 to TfNSW Representative within 1 day of incident
2. Accident Report	(2.7.4)	Submit TfNSW-F-14 to TfNSW Representative within 1 day of incident
3. Defect Report	(2.7.4) and (2.7.5)	Submit TfNSW-F-15 to TfNSW Representative within 1 day of incident
4. NSW Maritime Incident Report	(2.7.4)	Submit to NSW Maritime and copy to TfNSW Representative within 1 day of incident.
5. Ferry Log	(2.8) and (4.4)	Submit TfNSW-F-10 for each month with the Claim for Payment for that month.
6. Traffic Census Forms	(2.8.5)	Submit the traffic records (Annexure G) for each month with the Claim for Payment for that month.
7. Fuel Usage	(2.8.6)	Submit fuel usage for each month with the Claim for Payment for that month. See Annexure H.
8. Number of Nominated Mobile Phone	(3.3)	Notify TfNSW Transport Management Centre of this/these number(s) before contract commencement and immediately upon any change.
9. Confined Space Entry Permit	(4.1)	Submit all TfNSW-F-19 for each month with the Claim for Payment for that month.
10. Daily Check	(4.2)	Submit all TfNSW-F-12 for each month with the Claim for Payment for that month.
11. Weekly and Fortnightly Servicing	(4.3)	Submit TfNSW-F-13 for each month with the Claim for Payment for that month.
12. Ferry Clean-down Record	Annexure A.4	Submit TfNSW-F-11 for each month with the Claim for Payment for that month.

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ANNEXURE M430/A – DETAILS OF WORK

A.1 WORK SUMMARY

Interval	Work
Daily	Carry out the Daily Checks shown in Annexure A.2
Weekly	Carry out the Weekly Servicing shown in Annexure A.3
Fortnightly	Carry out the Fortnightly Servicing shown Annexure A.3

If these checks reveal that any part of the FERRY CROSSING requires service, repair or attention, make notes in TfNSW F 15 Ferry Defect Report and notify TfNSW Fleet Services using the procedure set down in Annexure F.

A.2 DAILY CHECKS

Ferry Driver initials the relevant box after checking each item and signs for the day at bottom of the page.

Contractor’s Representative Signs-Off Weekly

Note the Defect Notice No. (if any defects reported) in the relevant box.

Use only oils, greases, fluids and coolants specified in Service Chart.

Note location & quantities of all top ups in Ferry Log

No	Check	M	T	W	T	F	S	S
1	Safety Equipment: Dinghy, oars and outboard motor (unlock and check)							
	Clear bilges of dinghy of water and rubbish							
	Lifejackets and lifebuoys (unlock, check & count)							
	Fire-fighting equipment, First Aid Kit							
	All signs, notices and mirrors on the vessel and on the approaches. Clean if dirty or graffitied.							
	Lights. Change faulty bulbs and fuses.							
	Horn and Public Address System							
2	Confined Space Rescue Gear							
4	Boom gates for safe operation							
5	Inspect ramp and remove slime, growth, silt and debris as required to ensure passenger safety							
6	Safety chains & Safety catches							
7	Flaps							
8	Ferry Gates for Safe operation							
9	Fuel level							
10	Anchors							
11	Check & Top up Oil & Fuel (Deck Pump)							
12	Tray for oil/water leaks							
13	Fuel leaks							
14	Pump out trays as required							
16	Engine oil level & top up if required (Crank case)							
17	Engine header tank coolant level. Top up if required							
18	Engine Cooling System (any leaks)							
20	Condition of drive belts							
21	Hydraulic Reservoir Oil level							
22	Hydraulic oil leaks							
24	Cable drive wheels: Main and Idler							
25	Grease with four shots of waterproof grease:							
	Large cable guide sheaves							
	Small cable guide sheaves							
	Swivel pin							
26	Cables for their entire length for condition and tension							
27	Check cable winch							
28	Check vessel and site for polluting leakage.							
29	Sweep and clean the passenger cabin and control cabin.							
30	Clean dash and cupboards in control cabin.							
31	Gauges & Indicators							
32	Check engine exhaust for excessive smokiness							
33	Check Brake(Parking & Cable brake)							
34	Empty rubbish bins							
35	Sweep deck, approaches and ramps. Remove litter from site.							

DRIVER CONFIRMS WORK:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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CONTRACTOR SIGN-OFF POINTS:

FERRY DRIVER SIGN-OFF

Mon	Tues	Wed	Thur	Fri	Sat	Sun
-----	------	-----	------	-----	-----	-----

Checked Week Ending: / / .

CONTRACTOR SIGN-OFF..... 13

Checked Week Ending: / / . CONTRACTOR'S SIGNATURE:.....

A.3 WEEKLY AND FORTNIGHTLY SERVICING.**Weekly:**

Clean the ramps, walkways and toe flaps weekly (or more often if the daily checks show it is needed) with a high-pressure water cleaner to maintain a non-slip surface. All other materials eg flotsam, rubbish, oil spills, must be thoroughly removed and properly disposed of ashore before pressure cleaning.

Sweep, clean and wash the ferry vessel's carriageway, walkways and main deck at least weekly or more frequently as required if stock or other dirty loads have been carried. Follow the procedure set down Annexure A.4

Clean all vessel windows

Clean night-bell box and remove cobwebs weekly

From November to April mow all grass within the FERRY CROSSING boundaries weekly

From May to October mow all grass within the FERRY CROSSING boundaries fortnightly

Fortnightly:

Item	Material	Action	Amount
Batteries	Distilled water	Check & Top up	
Air Filter Element		Check	
Drive Wheel Shaft Bearing	Shell Retinax AM	Grease	2 shots
Idler Wheel Shaft Bearings	Shell Retinax AM	Grease	4 shots
Ferry Gate Hinges	Waterproof grease	Grease	4 shots
Boom Gate Hinges	Waterproof grease	Grease	2 shots
Voids for Leakages		Check	
Engine room 4W		Clean	
Drip trays 4W		Clean	

4W – Four Weekly

A.4 FERRY VESSEL CLEAN-DOWN PROCEDURE.

The following procedure must be followed:

- Treat and remove oil drips and spillages,
- Remove excessive grease and oil around all greasing points.
- Thoroughly sweep the ferry vessel's carriageway, walkways and main deck.
- Collect all waste, spillage, grease and sweepings etc and dispose of as set down by 1 Precautions above.
- Using a stiff broom, a low-pressure hose and water drawn from the waterway wash the ferry deck. Permit the water to re-enter the waterway
- Using TfNSW-F-11 record the date, time, operator's name and signature confirming the procedure has been followed.

ANNEXURE M430/B – MEASUREMENT AND PAYMENT**B.1 GENERAL**

B.1.1	Pay items are identified in Annexure B.2.	Pay Items to be used
B.1.2	The price(s) of pay items with a quantity of work in the schedule must be costed with due allowance for all costs of the activity. Any pay item with a quantity of work that is not priced is understood to be included in other priced pay items.	Prices
B.1.3	Any overheads must be distributed between pay items.	Overheads
B.1.4	Pay items with a quantity of work specified must not be tendered as a lump sum price.	No Lump Sum
B.1.5	Payment must be made for any trial sections which form part of the work detailed in Annexure A and which conform to this specification.	Trial procedures
B.1.6	You are not paid for any rework required to achieve conformity.	No payment

B.2 SCHEDULE OF PAY ITEMS

Pay Item **	Item Name and Description	Units
M430P1	Operate and maintain Ferry*	day
M430P2	Use of Ferry outside normal operating time	hour
M430P2.1	Additional operation of Ferry.	hour
M430P2.2	Additional DECKHAND	hour
M430P3	Use of additional fuel	litre
* "Ferry" in the context of Measurement and Payment has the same meaning as FERRY CROSSING		
** Pay Items are primarily for guidance in preparing Work Orders (which can be Lump Sum or Schedule of Rates). When preparing a Work Order, any or all of the Pay Items may be incorporated: the aim is to improve the accuracy of the Service Provider's estimation and pricing by: a) selecting those Pay Items which denote the activities that are to be undertaken and b) requiring the Service Provider to estimate and price each Pay Item individually. When Establishment is a significant cost, the Pay Item specific to it must be incorporated in the Work Order – the cost must not be amortised / absorbed across the other Pay Items. Similarly, when Traffic Control is a significant cost, its Pay Item(s) must be incorporated. See TfNSW G10 for a list of these.		

ANNEXURE M430/C – PROJECT QUALITY PLAN INFORMATION

C.1 SCHEDULE OF TfNSW HOLD AND CONTRACTOR SIGN-OFF POINTS

Reference Clause	Type	Process Held or Witnessed
(3.2.2)	TfNSW HOLD	Engagement of labour for floods
(4.2.2) and (A.2)	CONTRACTOR SIGN-OFF	Start of day's service
(4.3.2) and (A.3)	CONTRACTOR SIGN-OFF	Start of Fortnight's and Month's cycle of work
(4.4.3) and (F)	TfNSW HOLD	Resumption of service following detection of damage

C.2 SCHEDULE OF IDENTIFIED RECORDS

Reference Clause	Description of Identified Record	Filled in by:
(2.1)	QUALITY MANUAL	Contractor
(2.1)	PROJECT QUALITY PLAN	Contractor
(2.7.2)	TfNSW-F-24 Environmental Incident Report	FERRY DRIVER
(2.7.4)	TfNSW-F-15 Ferry Defect Report	FERRY DRIVER
(2.7.4)	TfNSW-F-14 Accident Report	FERRY DRIVER
(2.7.4)	NSW Maritime Incident Report	FERRY DRIVER
(2.8)	TfNSW-F-10 Ferry Log	FERRY DRIVER
(2.8.5)	TfNSW-F-16 Ferry Traffic Census (Daily) and	FERRY DRIVER
(2.8.5)	TfNSW-F-17 Ferry Traffic Census-Monthly Summary	FERRY DRIVER
(2.8.6)	TfNSW-F-20 Daily Fuel Usage	FERRY DRIVER
(3.3)	Number of nominated mobile phone	Contractor
(4.1)	TfNSW-F-19 Confined Space Entry Permit	FERRY DRIVER
(4.2)	TfNSW-F-12 Daily Check	FERRY DRIVER
(4.3)	TfNSW-F-13 Fortnightly Ferry Servicing	FERRY DRIVER
Annexure A.4	TfNSW-F-11 Clean-Down Record	FERRY DRIVER
Annexure F	Ferry Defect Report Book	FERRY DRIVER

ANNEXURE M430/D - PLANNING DOCUMENTS**Information to be Included in the Quality Manual or Project Quality Plan**

The information to be supplied in the QUALITY MANUAL OR PROJECT QUALITY PLAN must include, but not be limited to the following:

Reference	Requirement	Details
(1, 2 and 4)	Safe and environmentally sound operation of the Work	Contractor's Quality Manual and Project Quality Plan covering all aspects of the work
(1, 2 and 4)	Safe and environmentally sound operation of the Work	Training Plan
(2.3)	Management during floods, freshets, fires, wind	Emergency Plan for safeguarding crew, passengers and vessel.
(2.3 to 2.7)	Management of unusual circumstances	Communications Plan
(2.8)	Record keeping	Include in Contractor's Quality Manual or Project Quality Plan and Training Plan
(4) and (A)	Servicing	Include in Contractor's Quality Manual or Project Quality Plan and Training Plan
(4.1)	FERRY DRIVER'S Responsibilities	Job Description for FERRY DRIVER

ANNEXURE M430/E –PROCEDURE FOR OPERATION OF THE FERRY CROSSING

E.1 GENERAL

- | | | |
|--------------------|---|---|
| E.1.1 | Before passengers, vehicles or livestock are allowed to embark or disembark the FERRY DRIVER must ensure either a) the vessel is secured by chains and hooks to fixed anchorages on the shore. or b) the vessel’s cable brake is applied. See Roads Regulation 2008 Clause 69(2) [“RR Cl 69(2)”] | Mooring |
| E.1.2 | When safety boom barriers are installed these are to be closed when the ferry vessel is not waiting for persons or vehicles to board the ferry vessel. | Booms and barriers |
| E.1.3 | The gates at both ends of the ferry vessel are to be securely closed at all times excepting only that the shoreward gates must be open only when pedestrians, vehicles or animals are embarking or disembarking. | Vessel’s gates |
| E.1.4 | If the cable brake is inoperative the ship to shore safety chains must be attached whenever the vessel is idle. | Cables or chains |
| E.1.6 | On each trip, convey all traffic offering up to the capacity of the ferry vessel but do not unduly delay trips to fill the vessel.

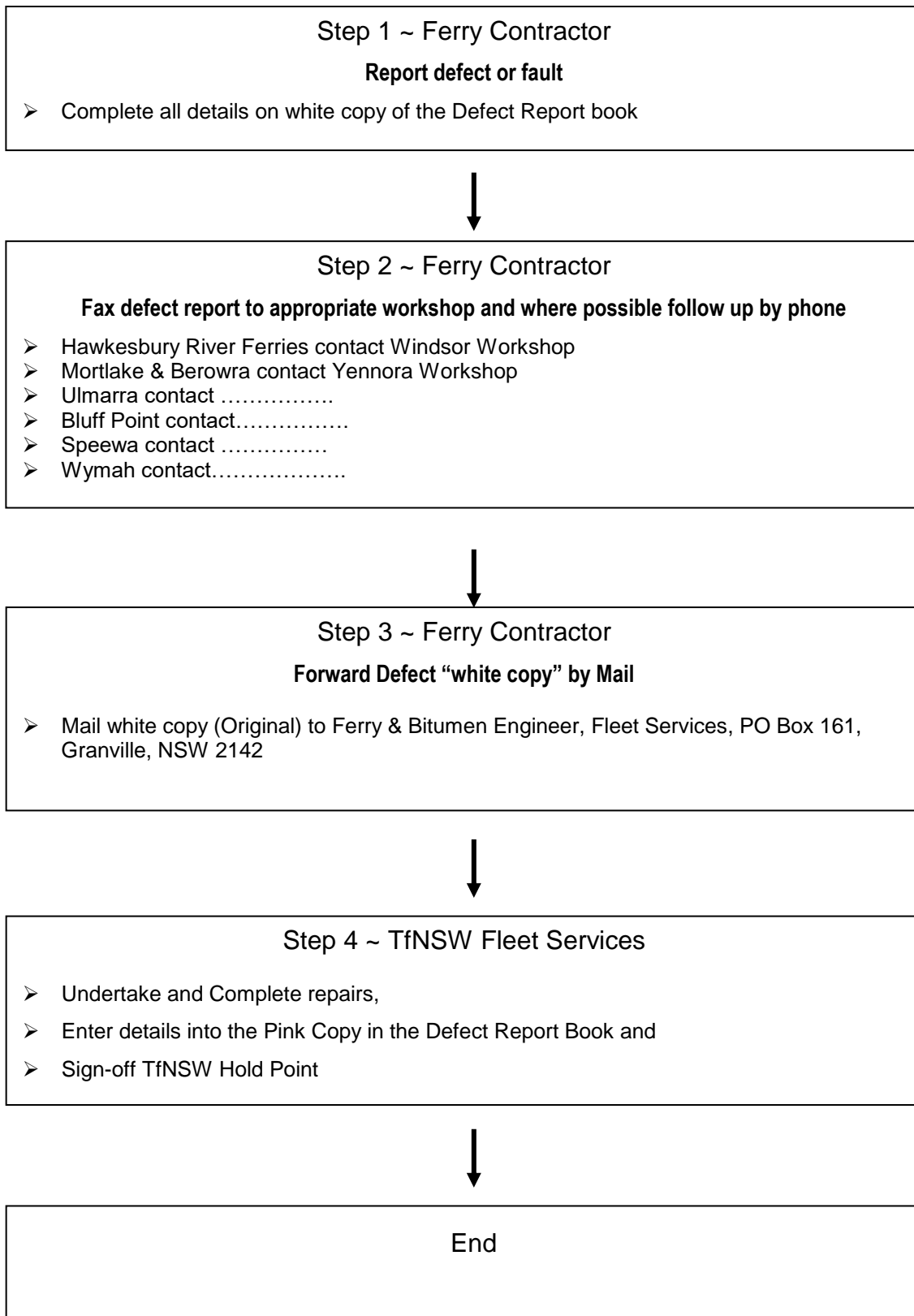
In all cases of ferry vessels which are not running to a timetable and when no vehicular traffic is offering, but pedestrians are awaiting transit, trips will be made at uniform intervals and with reasonable regularity so as to avoid unnecessary delays to such pedestrians. | Maintain good service frequency

Pedestrian service |
| E.1.7 | Operate the booms and gates so as not to cause injury or damage to vehicles and passengers. Damage to vehicles through careless operation of the gates or booms is the Contractor’s responsibility. | Safe Operation of booms and gates |
|
 | | |
| E.2 LOADING | | |
| E.2.1 | If necessary the FERRY DRIVER must bring the ferry vessel in so that the flap bears on the ramp and re-moor the vessel as set out in Annexure E.1.1 above before allowing traffic to board the vessel. | Re-moor to ensure flap bears on ramp |
| E.2.2 | The FERRY DRIVER must ensure that the ferry vessel does not ground due to the increasing load or due to the tide falling. Re-moor if necessary. While this is being done the ferry gates and boom gates / barriers must be kept closed. | Keep vessel afloat despite tide and load |
| E.2.3 | The FERRY DRIVER must not order vehicles off the vessel to lighten its load without positive mooring being effected to fixed anchorages thereby ensuring that the refloated vessel cannot be forced out into the stream by the weight of the vehicle on the ramp. | Moor before lightening load |

- E.2.4 Pedestrians, vehicles and livestock are to board only when instructed to do so by the FERRY DRIVER or DECKHAND.
(See RR Cl 62, 63 and 68)
- The FERRY DRIVER or DECKHAND must direct each vehicle to an appropriate place on the vessel.
- E.2.5 Ensure the ferry vessel’s maximum carrying capacity is not exceeded. Calculate the load upon the basis of:
- 12 passengers = 1 tonne.
 - Passenger car and occupants = 2 tonnes
 - Four wheel drive and occupants = 3 tonnes
 - Unladen trucks = the “Tare” or “Unladen” weight displayed on the side of the vehicle.
 - Laden trucks = the “Aggregate Weight”, “GVM”, or “GCM” displayed on the side of the vehicle.
 - Buses = the GVM displayed on the side of the vehicle.
- Should any doubt exist about the weight of a heavy vehicle, ask the vehicle driver for the Bill of Loading.
- E.2.6 When loading the vessel, position all vehicles on the deck so that the occupants can easily get out of their vehicles and get to the wing deck in case of fire, sinking or other emergency
- E.2.7
1. **Emergency vehicles** have priority.
- When an ambulance or other emergency vehicle arrives at the shore immediately after a ferry vessel has left and there is room on the vessel for the ambulance, the FERRY DRIVER may return and pick up the ambulance. The decision as to whether the ferry vessel is too far out to return is a matter for the discretion of the FERRY DRIVER.
2. **Buses on scheduled services** have priority over all other traffic except emergency vehicles.
 3. **Foot passengers and vehicles** have the right of precedence over mobs or flocks of sheep, cattle, horses, pigs and animals generally awaiting transit by ferry vessel.

- | | | |
|--------------------|---|--|
| E.2.8 | <p>Load pushbikes last and into a car sized space (or several car sized spaces if one is not enough).</p> <p>Load motorcyclists, with other traffic in the order in which they arrived, into a car sized space (or several car sized spaces if one is not enough).</p> <p>Politely tell the drivers of the vehicles in front of and behind the pushbikes/motor cyclists to ensure their vehicles a) have their engines off, b) are in First Gear or Park and c) have their handbrakes on. (See RR Cl 68 (1) and (3)).</p> <p>Refrain from telling the cyclists/motor cyclists to either ride or walk. Let them choose.</p> | Management of cyclists and motor cyclists |
| E.2.9 | <p>As soon as the vessel's gates have been shut the ferry vessel is to proceed immediately even if a vehicle appears before the vessel is actually started.</p> <p>When boom barriers are in use, if a vehicle appears when the barriers have been closed but the vessel's gates are open, the FERRY DRIVER is to use his/her discretion as to whether he / she raises the barrier and allows the vehicle to board the ferry vessel or proceeds across the river without the vehicle.</p> | Traffic appearing after closing of gates and barriers |
| E.3 DRIVING | | |
| E.3.1 | <p>When the ferry vessel is loaded, the boom gates must be closed and the vessel's gates closed and chained before the vessel is moved from the shore. The vessel's gate-chains are to be latched. (See RR Cl 69(1)).</p> | Close and latch booms, gates and chains |
| E.3.2 | <p>Ensure the regulation navigation lights remain alight between sunset and sunrise and any time of restricted visibility during the day</p> | Navigation lights |
| E.3.3 | <p>Direct the person in charge of any vehicle that is displaying a light which is likely to be mistaken for the navigation light of a ship or which is likely to interfere with the safe operation of the ferry vessel to extinguish said light.(See RR Cl 65)</p> | Vehicles' lights |
| E.3.4 | <p>The FERRY DRIVER must look out for any river traffic up and downstream before casting off. In addition, at the Mortlake ferry, both "point lights" (ie Breakfast Point and Mortlake) must be activated before casting off.</p> <p>The FERRY DRIVER must not move the ferry vessel in the event of any other vessel signifying by a prolonged warning signal or otherwise that it intends to cross the cables until after such vessel has passed over the cable.</p> <p>Additionally at Mortlake: Before moving the ferry vessel, the FERRY DRIVER must announce the ferry vessel's departure to the Sydney Ferries and Rivercats over the two-way radio.</p> | Conflicting traffic |

ANNEXURE M430/F PROCEDURE FOR DEFECT REPORT / WORK REQUEST



ANNEXURE M430/G – TRAFFIC CENSUS

G.1 DAILY TRAFFIC RECORD

Keep accurate daily records of the traffic using the ferry in TfNSW-F-16 Ferry Traffic Census (Daily), an electronic copy of which will be supplied.

Where more than one FERRY DRIVER is in charge during the time covered by the form each must sign the sheet and initial that person's first and last trip.

Any stoppage of the ferry service is to be noted on the form.

G.2 MONTHLY TRAFFIC RECORD

Using TfNSW-F-17 summarise each month's traffic. In this summary the remarks must include particulars of any stoppage, accidents, and any particular reason for any abnormal figures.

The daily forms, together with copies of the monthly returns, are to accompany the monthly progress claim submitted by the Contractor to the TfNSW Representative.

ANNEXURE M430/H – RECORDING FUEL USAGE

Record fuel usage on TfNSW-F-20 and submit it with each month's claim for payment.

ANNEXURE M430/I TO J – RESERVED

ANNEXURE M430/K – OPERATIONAL HAZARDS

Without limiting either the requirements of this specification or other specifications or the responsibilities of the Contractor, the following activities have been identified as being among those the Contractor must address in its Crossing Specific Instructions.

Activity /Circumstances:	Hazard:	Crossing Specific Instruction:
Bring vessel to approach and ground flap	Excessive speed beaches vessel	Control speed
High tide or high river	Falling tide or river strands vessel	Adjust mooring position to maintain flotation
Spring low tide or low river or low dam level	Collision with exposed obstructions. Vessel strands	Exercise caution and use low approach speed. Moor vessel so freshets or high winds do not cause it to foul obstructions.
Fast current High wind	Cable breakage Loss of traction Control difficulties	Reduce vessel speed Reduce load Suspend service
Flotsam	Collision Entanglement with cables	Reduce vessel speed Suspend service
Rough water	Control difficulty	Reduce vessel speed Reduce load Suspend service
Low visibility	Collision	Reduce vessel speed Suspend service
Failure of Rivercats or Supercats to comply with NSW Maritime's Code of Conduct.	Collision	1. Take immediate action to avoid collision. 2. Record incident in Ferry Log 3. Report incident to TfNSW Representative and NSW Maritime Authority using NSW Maritime Authority Vessel Incident Form.

ANNEXURES M430/L – SUSPENSION OF FERRY SERVICE DUE TO FLOODING

In times of severe flooding, it may be necessary to suspend the ferry service and secure the ferry vessel to its flood mooring poles.

Sackville, Webbs Creek and Wisemans Ferries:

Suspend the service and secure the vessel to the flood mooring poles when the water level reaches 3.0 metres and is still rising at the Windsor Bridge flood marker.

Clarence River Ferries:

Ulmarra

When the water level reaches 1.5 metres, and is still rising, at the Prince Street flood marker in Grafton the ferry service must be suspended.

When the water level reaches 2.0 metres and is still rising at the same marker, the vessel must be secured to the mooring poles.

Bluff Point (Lawrence)

When water level reaches 0.8 metres and is still rising at the FERRY CROSSING, the FERRY DRIVER must notify the TfNSW Representative.

When the water level reaches 0.9 metres and is still rising, the ferry service must be suspended.

When the water level reaches 1.4 metres and is still rising, the vessel must be secured to the flood mooring poles

ANNEXURE M430/M – REFERENCE DOCUMENTS, DEFINITIONS AND FORMS

M.1 REFERENCE DOCUMENTS

TfNSW G1	TfNSW G1 Specific Requirements
TfNSW G34-F	Environmental Protection – Ferry
TfNSW Q6-F	Quality System Specification - Ferry
TfNSW G24-F	Occupational Health and Safety
RR Cl nn(n)	Roads Regulation 2008 Clause nn(n)”

M.2 DEFINITIONS

See Terms for Contracted Work Clause 36.

M.3 FORMS

NSW Maritime Authority Vessel Incident Report
TfNSW-F-10 Ferry Log
TfNSW-F-11 Clean Down Record
TfNSW-F-12 Daily Check
TfNSW-F-13 Fortnightly Ferry Servicing
TfNSW-F-14 Accident Report
TfNSW-F-15 Ferry Defect Report
TfNSW-F-16 Ferry Traffic Census (Daily) and
TfNSW-F-17 Ferry Traffic Census-Monthly Summary
TfNSW-F-19 Confined Space Entry Permit
TfNSW-F-20 Daily Fuel Usage
TfNSW-F-24 Environmental Incident Report
TfNSW Ferry Defect Report Book

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