DW270101 FM Tender – Cyclone Response Requirements

Package-specific cyclone preparation, response, recovery and recommissioning requirements for inclusion in the Facilities Management tender documentation.

1. Common Provisions

1. The Contract Manager may issue a package-specific Pre-Cyclone Checklist immediately following the issue of a Cyclone Watch for the Darwin area.
2. Upon receipt of the Pre-Cyclone Checklist, the Contractor must acknowledge receipt within two hours; confirm the availability and contact details of its cyclone-response representative, supervisors, personnel, plant, vehicles and specialist subcontractors; commence the applicable Cyclone Watch actions; and provide written confirmation of completed actions, outstanding items and identified risks.
3. If a Cyclone Warning is issued, the Contractor must immediately implement the applicable Cyclone Warning actions in the Pre-Cyclone Checklist and comply with further directions issued by the Contract Manager.
4. The Contractor must not enter, remain in, or recommence work in an area where access is prohibited, unsafe or restricted by the Northern Territory Government, emergency services, the Contract Manager or another authorised authority.
5. Following the issue of an All Clear by the Northern Territory Government Cyclone Incident Controller, the Contractor must confirm resource availability and commence package-specific post-cyclone inspection, make-safe and recovery activities within the timeframes in this document.
6. The Contractor must identify, isolate, barricade or otherwise make safe hazards that cannot be immediately rectified; record hazards, damage, temporary controls and completed works in the Corporation's CMMS; and provide an initial condition report within 24 hours of the All Clear.
7. Unless otherwise agreed in writing by the Contract Manager, the Contractor must restore areas and assets within its Package scope to normal operating, safety and presentation standards within seven calendar days of the All Clear.
8. Where the seven-day recovery period cannot be achieved due to restricted access, ongoing emergency conditions, authority directions, substantial damage or works requiring specialist repair or capital renewal, the Contractor must notify the Contract Manager in writing within 24 hours of identifying the issue. The notice must identify the affected asset, reason for delay, interim controls, resources required and revised completion date.

2. Package 1 – Cleaning, Pest Control & Waste

Cyclone Watch

Inspect public-area bins, waste-storage areas, cleaning stores, loose equipment, signage, temporary furniture and other items within the Contractor's control. Clear drainage inlets, grates and accessible gullies of leaf litter, rubbish and obvious obstructions. Confirm that public amenities, paths, stairs, ramps and accessible routes can be secured if a Cyclone Warning is issued.

Cyclone Warning

When directed, secure or relocate cleaning plant, chemicals, consumables, bins and loose equipment; complete a final litter and debris patrol where safe; secure cleaning stores and waste areas; and suspend routine cleaning where directed or unsafe.

All Clear
Commence clean-up within 12 hours. Prioritise broken glass, sharp objects, hazardous waste, biohazards, fallen debris and loose materials; safe access to public paths, stairs, ramps, amenities, car parks, entries and exits; clearing debris from drainage inlets, beaches, decks and common areas; and cleaning amenities, bins, public furniture and high-visibility visitor areas. Restore normal cleaning, waste, amenity and presentation standards within seven calendar days.

3. Package 2 – Landscaping & Irrigation

All Clear
Commence post-cyclone landscaping clean-up within 12 hours and provide sufficient qualified personnel, plant, equipment, vehicles and disposal capacity.

Priorities
Make safe immediate public, worker and asset hazards, including fallen, damaged, hanging or unstable trees, branches, palms, vegetation and landscape elements; clear access to footpaths, roads, car parks, emergency routes, entries, exits, stairs, ramps and amenities; remove fallen trees, branches, palm fronds, vegetation, green waste and storm debris; report damage to trees, irrigation, landscape assets, fencing, signs, lighting interfaces and drainage; and restore landscaped areas to a safe, clean and presentable condition.

Reporting and recovery
Establish temporary controls where hazards cannot be immediately removed. Provide an initial condition report within 24 hours of the All Clear, including cleared access routes, outstanding hazards, temporary controls, material damage, photographs and the recovery program. Return the Package area to business-as-usual landscape presentation and access standards within seven calendar days.

4. Package 3 – Wave Lagoon Asset

Cyclone Watch
Review approved shutdown, plant-protection and recommissioning procedures. Confirm that plant, chemical systems, safety alarms, access controls, gates, plant-room doors and electrical panels can be secured. Inspect pool surrounds, barriers, glass panels, umbrellas, loose public-interface assets and plant rooms.

Cyclone Warning
When directed, safely shut down, isolate and secure the Wave Lagoon plant, pumps, dosing equipment, controls and associated electrical systems; secure plant rooms, gates, doors, panels and public access points; retract, remove or secure movable assets; and confirm closure and exclusion controls.

All Clear
Commence inspection and recovery within 12 hours. Inspect pool shell, tiles, grates, drains, joints, barriers, gates, glass panels, lights, alarms, safety systems and public-interface assets; inspect plant, electrical panels, dosing systems, pumps, blowers, compressors, controls and emergency equipment; remove debris; complete water-quality testing and treatment; recommission plant and test safety systems. Provide written recommissioning advice. The Wave Lagoon must not reopen without Contract Manager approval.

5. Package 4 – Marine Infrastructure

Cyclone Watch
Inspect Docks 1, 2 and 3, pontoons, gangways, ramps, chains, nightriders, shackles, handrails, ladders, fenders, electrical connections, pump systems and marine fixings. Identify defects affecting cyclone preparation or relocation. Confirm resources and liaise with the Contract Manager, nominated logistics contractor and tug boat company to confirm sequence, lifting requirements, access, communications and responsibilities.

Cyclone Warning – Pontoon Relocation
When directed, prepare docks for pontoon removal and relocation. Disconnect, isolate, secure or prepare gangways, ramps, services, chains, nightriders, moorings, electrical connections, water services and relevant components in accordance with the approved relocation plan. Assist the Corporation's nominated logistics contractor and tug boat company with lifting, release, movement and transport preparation of pontoons to the Frances Bay mooring facility. Lift, remove, secure or otherwise prepare gangways to enable safe relocation. Secure remaining dock assets, fittings, ladders, handrails, electrical enclosures and loose materials. Record pre-relocation condition, including photographs where practicable.

Responsibilities
The Contractor is responsible for preparation, disconnection, securing, lifting assistance, reinstatement and recommissioning tasks within its Package scope. The nominated logistics contractor and tug boat company remain responsible for vessel operations, towing and transport unless otherwise directed in writing.

All Clear – Return and Recommissioning
When authorised, inspect assets at Frances Bay, assist with return of pontoons to Stokes Hill Wharf and complete the reverse relocation process. Reposition pontoons; reinstate gangways; reconnect chains, nightriders, moorings, services, electrical connections, handrails, ladders and ramps; and inspect and test all assets before use. Provide a Marine Recommissioning Report confirming reinstatement, inspection outcomes, outstanding defects, temporary controls, required repairs and readiness for vessel operators to return. Pontoons and berths must not be returned to use without Contract Manager approval.

6. Package 5 – Stokes Hill Wharf Site & Food Court Management

Cyclone Watch
Liaise with tenants, food-court operators, vessel operators and relevant contractors to communicate preparedness requirements and Contract Manager directions. Inspect common areas, amenities, food-court areas, decks, stairs, car parks, public furniture, bins, signage, umbrellas and loose items. Identify actions required by tenants, Package contractors or the Corporation, and confirm current after-hours contacts.

Cyclone Warning
When directed, coordinate closure and securing of common areas, amenities and food-court areas; confirm tenants have secured or removed loose furniture, displays, temporary equipment, bins and non-essential items; secure common-area furniture, signs, bins and public-facing items within scope; and confirm public access restrictions, closures, barriers and signage are in place.

All Clear
Commence site inspection and recovery within 12 hours. Prioritise make-safe and public access; report damage to common areas, amenities, signage, furniture, lighting, paths, decks, gates, roller doors and tenant interfaces;

coordinate cleaning, waste removal, trade repairs and technical inspections; communicate with tenants and vessel operators; and stage reopening when authorised. Maintain a daily recovery register until normal wharf operations, public access and tenant trading are restored.

7. Package 6 – Built Assets & Technical Services

Cyclone Watch
Inspect and prepare public lighting, electrical enclosures, switchboards, outdoor GPOs, lifts, fire doors, roller doors, access gates, drainage assets, roofs, paths, tactiles, handrails, bollards, signs and public amenities. Identify vulnerable assets requiring repair, isolation, securing or temporary controls. Confirm availability of emergency personnel, specialists, spare parts, generators and equipment.

Cyclone Warning
When directed, isolate and secure outdoor electrical assets, exposed GPOs, lighting circuits, switchboards, enclosures and technical services; secure or isolate roller doors, gates, access doors, fire doors, plant rooms and service spaces; assist with closure or shutdown of lifts, mechanical systems and public amenities; make safe loose signs, bollards, handrails, tactile indicators, covers and grates; and inspect or clear drainage infrastructure where safe.

All Clear
Commence built-asset inspection, make-safe and recovery within 12 hours. Inspect electrical systems, lighting, switchboards, outdoor GPOs, conduits, generators, lifts, HVAC, roller doors, gates, fire doors, access controls, public amenities, paths, stairs, ramps, tactiles, pits, grates, drains, handrails, balustrades, signs and bollards. Isolate or barricade unsafe assets and progressively restore essential services, public lighting, safe access, amenities, lifts and building systems in accordance with Contract Manager priorities.

Recovery report
Provide a Built Assets and Technical Services Recovery Report within 24 hours of the All Clear, identifying assets made safe, isolated or returned to service; assets requiring specialist repair, replacement or capital works; areas remaining closed or subject to temporary controls; estimated rectification timeframes; and matters preventing normal operations.