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COMPANY PROFILE

www.asplum.com.au



ASPLUM & CIVIL is an established central Australian civil construction company delivering a range of services including: pipelines and hydraulic services, earthworks, road works and site preparation projects. **ASPLUM & CIVIL** maintains its commitment to delivering high quality commercial and residential plumbing services.



ASPLUM & CIVIL Managing Director, Ron Hughes, was born in Alice Springs and through his companies, has been providing services across the Central Australian region, including remote and top-end communities, for over thirty years.

ASPLUM & CIVIL has a highly qualified project management team and well qualified and experienced plumbers, operators and truck drivers.

The company is proud of its achievements in Indigenous employment and continues to maintain a minimum 30% employment level. When working remotely the Company employs local talent and works with Indigenous Employment Agencies to ensure best fit staff selection and that required employment conditions are maintained.

ASPLUM & CIVIL has recently completed the Hermannsburg Sub Division for DIPL, which includes the construction of roads and services to 30 blocks of land. Our overall performance has received excellent scorecard results from DIPL and PowerWater. Three local labourer/operators have been employed on the project, and the company has established good rapport with community organizations and residents.

ASPLUM & CIVIL has completed various other DIPL projects with excellent results and has established a good record with the Department. In 2017 the Company completed the South Edge Sub Division as Principal contractor for Australian Property Projects. This work has recently passed its 24-month defect period with no issues arising. This Sub Division comprises 39 blocks and includes the construction of Bonanni Circuit (formerly Heavitree Gap Caravan Park).

ASPLUM & CIVIL is currently a panel contractor to DIPL for Repairs and Maintenance of Gravel Roads and Airstrips, involving grading and minor gravel repairs for roads in Alice Springs' South West region for 3 years (commencing 2018) and to this end has a fleet of three graders.

ASPLUM & CIVIL since 2017 has been a panel contractor for Power and Water providing Civil and Hydraulic Works and Services to the water and sewerage infrastructure of Alice Springs [for 36 months]. In this role the Company has completed several Water Main replacements and attends call outs for maintenance of infrastructure as required. **ASPLUM & CIVIL** continues to receive positive feedback from Power and Water project officers in relation to the quality and value for money of its work

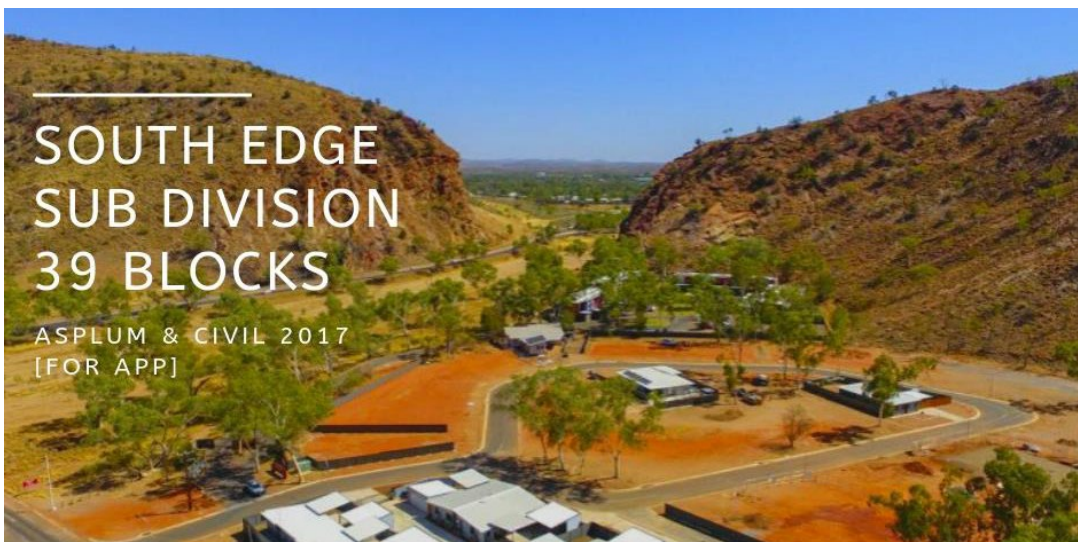
Signed: _____

A handwritten signature in blue ink, appearing to be 'R. Hughes', written over a horizontal line.

CURRENT INSURANCE

| | | | |
|---------------------------|---------|---------------------|---------------|
| Broadform Liability | UAA | 28/06/19 – 28/06/20 | 15TIO23752ISP |
| Workers Compensation Ins. | Allianz | 14/10/19 – 14/10/20 | TWY0010845 |
| Plant Insurance | QBE | 29/06/19 – 29/06/20 | 15T1023752ISP |

RECENT CIVIL PROJECTS



The following is a summary of relevant projects undertaken by ASPLUM & CIVIL as either Principal Contractor or Sub-contractor, during the period 2012 to May 2020

2020 – Congress Gap Road – Sewer Jump up

2020 – Chateau Road – Replace 1 KM watermain PowerWater Upgrade

2020 – Brewer Road - Site Servicing Upgrade

2020 – Heffernan Road - Replace 1 KM watermain PowerWater Upgrade

2020 – Hermannsburg Site Servicing – New Power, Sewer and Water Centrelink Building

2020 – Hermannsburg Service Centre New build – Civil works for under slab building pad

2020 – TOA00240 - Hermannsburg Historic Precinct – Upgrade Services and New Water Main

2019-20 – Iwupataka Water Infrastructure – 8KM New Watermain and Services to Aboriginal Land Trust

2019 – T18-2665 – Hermannsburg – Subdivision Civil Works and Services Construction

2019 – PWC – Brumby Road – Replace 500M watermain PowerWater Upgrade

2018 – T18-1093 Kilgariff Drain Construction for DIPL

2018 T17-2177 Simpsons Gap National Park – Construct new water main for DIPL

2017-18 T16-2206 King's Creek – Aerodrome Upgrade for DIPL

2017 T17-1718 Mt Dennison Rd – Reform and Gravel Resheet for DIPL

2017 T17-1573 Tanami Flood Damage – Reform and Gravel resheet for DIPL

2017 T16-1917 – Yuendumu Subdivision North of Lot 650 – Road Works, Water and Sewer Main Extension

2017 South Edge Sub Division Stage 3 – Headworks for Australian Property Projects

2016 T16-1086 Arltunga Road Gravel Re-sheet various sections (DOI)

2016 Road works and plant hire with BMD – installation of Albrecht Oval Car park and Roundabout

2016 Road works and plant hire with BMD – installation of Roundabout corner Larapinta and Lovegrove Drive.

2015-16 For Australian Property Projects - roads and surfaces, general earthworks, excavation and installation of sewer, water and reuse main to South Edge Estate (Heavitree Gap Stages 1 & 2)

2014 For Ostojic - Alice Springs - excavation and installation of pipelines (sewer, water and reuse mains) for Kilgariff Sub Division Stage 1A

2014 For Probuild - Alice Springs - excavation and installation of sewer and water pipelines - Ilpeye Ilpeye Infrastructure Upgrade and associated road works

2013-14 – Yuendumu – Installation of sewer & water main & plumbing and underfloor – Yuendumu Child Care Centre

2012-13 For Power & Water – Alice Springs - PWC Re-use pipeline - Southern – 150 MM (1636 metres) and associated road works

2012-13 For Power & Water – Alice Springs - PWC Re-use pipeline – Northern – 150 MM (2055 metres) and associated road works

LOCAL COMMITMENT

ASPLUM & CIVIL is a local central Australian company with over 30 years' experience in the region.

The company employs all local staff (no FIFO) and has a commitment to Indigenous employment.

ASPLUM & CIVIL base includes a compound with 3 industrial sheds, offices and showroom at 28 Kennett Court, Ciccone. NT 0870.

ASPLUM & CIVIL purchases through local suppliers where possible and has a strong commitment to the economic development of the region.

ASPlum and Civil are proud sponsors and supporters of the following sporting organizations -- Central Australian Junior Rugby League, Dingo Cubs Under 17's Rugby Union Club, Dingo Cubs Rugby Union Club.

ASPlum and Civil are also regular sponsors of Indigenous Remote Media events, funding the attendance of remote radio broadcasters at professional development workshops organized by peak body, First Nations Media who is based in Alice Springs.

ASPLUM & CIVIL annually supports local enterprise initiatives; sports sponsorships individuals on request and provides some services In Kind to local communities where we are engaged.

PLANT REGISTER

ASPLUM maintains a fleet of plant, vehicles and equipment, with all vehicles serviced as per manufacturer's recommendations and maintain a register of registration and maintenance records. All Current insurance are kept up to date and all Plant is maintained with plant and vehicles cleaned in a wash down area for disinfection of contaminants.

ASPLUM & CIVIL maintain a fleet of;

- 3 Road Graders
- 5 Excavators from 35T to 4T
- 3 Road Trains with Side Tippers, Floats and Watercarts
- 2 Loaders, Integrated Tool Carriers
- 2 Backhoes
- Various Road Compaction Rollers
- 1 All Terrain Bobcat
- 1 3000 Ltr Boom Operated Vacuum Excavation Truck

| ASPLUM No | Asset Type | Asset Sub Type | Make | Model | Rego Number |
|-----------|------------|---------------------|-------------|-------------------|-------------|
| ASP001 | Trailer | Semi Trailer | Barker | Drop deck trailer | TJ9504 |
| ASP002 | Trailer | Trailer | Modern | Box trailer | TF3104 |
| ASP003 | Truck | Tip Truck 1.5 tonne | Mitsubishi | Canter L 500/600 | 740347 |
| ASP004 | Plant | Grader | Caterpillar | 140H | SV2707 |
| ASP005 | Plant | Loader | Caterpillar | IT28G Loader | SV3547 |
| ASP006 | Plant | Loader | Caterpillar | 930K Loader | SV3602 |
| ASP007 | Truck | Prime Mover | Caterpillar | Primemover | CC21UM |
| ASP008 | Dolly | Dolly | GTE | Converter dolly | TK2093 |
| ASP009 | Dolly | Dolly | Haulmark | Converter dolly | TI1331 |
| ASP010 | Vehicle | Utility | Toyota | Hilux 140 Ser | 638777 |
| ASP011 | Vehicle | Utility | Toyota | Hilux | 740851 |
| ASP012 | Vehicle | Utility | Toyota | Hilux | 998730 |
| ASP013 | Vehicle | Utility Aaron | Toyota | Hilux SR5 | CC17ZM |

| | | | | | |
|--------|------------------|--------------------------|----------------|--------------------|--------|
| ASP014 | Truck | Water Tanker 10000L | Hino | FM | CA08ZC |
| ASP015 | Truck | Water Tanker 15000L | Hino | Water Tanker | CC63BO |
| ASP016 | Truck | Flat Top Truck | Isuzu | 7 tonne FSR700 | 772423 |
| ASP017 | Truck | Flat Top | Isuzu | NPR 200 2 tonne | CA72WL |
| ASP018 | Truck | Tip Truck | Isuzu | Tip Truck 650 | CC75VH |
| ASP019 | Truck | Vacuum Truck | Isuzu | Vermeer | CD14IP |
| ASP020 | Plant | Backhoe | John Deere | 315SE | SV1132 |
| ASP021 | Plant | Backhoe | John Deere | Backhoe | SV2444 |
| ASP022 | Truck | Prime Mover | Kenworth | T659 | CB57GG |
| ASP023 | Vehicle | Company Car | Toyota | Kluger | 989339 |
| ASP024 | Trailer | Semi Trailer | Liberty | Semi Trailer | TI3599 |
| ASP025 | Truck | Prime Mover | Mack | R600 | 927876 |
| ASP026 | Truck | Prime Mover | Mack | Primemover | CC84FY |
| ASP027 | Trailer | Water Tanker | Mick Murray | Semi Trailer | TK2047 |
| ASP028 | Trailer | Semi Trailer | Southerncross | Semi Trailer | TK2094 |
| ASP029 | Trailer | Semi Trailer | Stoodley | Semi Trailer | TH7809 |
| ASP030 | Trailer | Plant Trailer | Telecom | Flat Top Trailer | TD4598 |
| ASP031 | Dolly | Dolly | Tristar | Triaxle converter | TI8952 |
| ASP032 | Dolly | Dolly | Tristar | Triaxle converter | TK6220 |
| ASP033 | Trailer | Side Tipper 22.5 tonne | Tristar | Semi Trailer | TK2011 |
| ASP034 | Trailer | Side Tipper | Tristar | Semi Trailer | TK2089 |
| ASP035 | Trailer | Semi Trailer | Tristar | Semi Trailer | TI8743 |
| ASP036 | Trailer | Semi Trailer | Tristar | Semi Trailer | TI8950 |
| ASP037 | Trailer | Water Tanker 30000 L | Tristar | Semi Trailer | TK9299 |
| ASP039 | Excavator | 33 tonne | Hitachi | 330 | |
| ASP040 | Excavator | 20 tonne | Kobelco | SK20 | |
| ASP041 | Excavator | 8 tonne | Kubota | | |
| ASP042 | Excavator | 5 tonne | Case | | |
| ASP043 | Excavator | Mini 3 tonne | Case | | |
| ASP044 | Excavator Attach | Hydraulic Hammer | Topline BRH501 | | |
| ASP045 | Excavator Attach | Hydraulic Tilting Bucket | SEC 1900mm | | |
| ASP046 | Excavator Attach | Demolition grapple | SEC | | |
| ASP047 | Loader | Attachment | Caterpillar | Street Sweeper | |
| ASP048 | Loader | Multi Terrain | Caterpillar | 247B3 4 in 1 | |
| ASP049 | Roller | Multiwheel | Caterpillar | PS-300 C | |
| ASP050 | Roller | Twin Drum | Caterpillar | 3 tonne | |
| ASP051 | Roller | Sheep's Foot | Caterpillar | CS 563 | |
| ASP052 | Roller | Smooth Drum | Caterpillar | CS76 | |
| ASP053 | Forklift | Forklift | Caterpillar | 4.5 tonne | |
| ASP074 | Demountable | Amenities Block | | | |
| ASP075 | Demountable | Accommodation Block (6) | | | |
| ASP076 | Equipment | GPS Grader attachments | | | |
| ASP084 | Tank | Water Tank | Tristar | 10000 L | |
| ASP085 | Excavator | 3 tonne | Case | CX37C | |
| ASP086 | Motor Grader | 160M | Caterpillar | 160M | SV4414 |
| ASP087 | Semi Trailer | Accommodation | Evertrans | Drop deck trailer | TL4347 |
| ASP088 | Vehicle | Utility | Toyota | Hilux Dual cab ute | CD31UO |
| ASP089 | Truck | Tipper | Isuzu | Tipper FRR107-210 | CD23SZ |

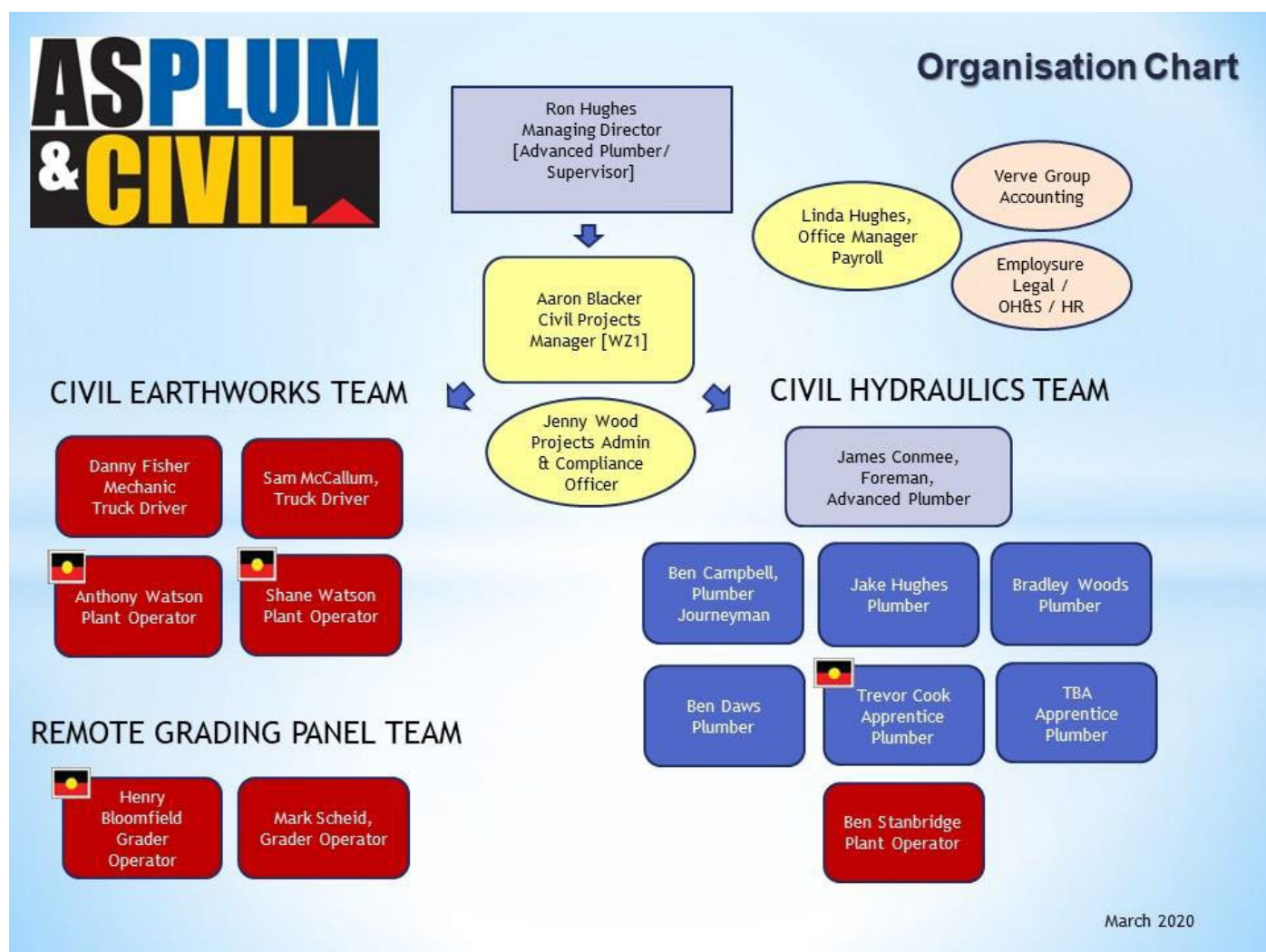
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|--------|---------------|-----------------|---------------|-------------------|--------|
| ASP090 | Vehicle | Landcruiser | Toyota | Utility | CC21TU |
| ASP091 | Motor Grader | Grader | Caterpillar | 12H | SV2990 |
| ASP092 | Accommodation | Caravan | Billabong | Varavane | TL5133 |
| ASP094 | Accommodation | Caravan Trailer | Insight | Tandem Axle 4 bed | TM0572 |
| ASP095 | Dolly | Dolly | Tristar | Converter dolly | TL8939 |
| ASP096 | Dolly | Dolly | Freightmaster | RTDI Dolly | TL8903 |
| ASP097 | Vehicle | Utility | Toyota | Hilux | CD60CS |
| ASP099 | Trailer | Semi Trailer | Tristar | Semi Trailer | TL8938 |
| ASP101 | Truck | Trade Pack | ISUZU | NPR45 Cab chassis | CD82GP |
| ASP102 | Accommodation | Caravan | Explorer | New Purchase | TBA |
| ASP103 | Truck | Flat Bed Truck | Isuzu | New purchase | CD96LU |

CAL ACCREDITATION

A-24-11110-07-20
Asplum Pty Ltd T/A ASPLUM & CIVIL

| CATEGORY | GROUP | SUBGROUP | RATING |
|-------------|----------------------------|---|---|
| Civil Works | Civil Engineering | Culverts – Cast in Situ Demolition by Mechanical Means | \$500,000 \$1M |
| | Earthworks And Pavements | Aerodromes Urban Roads Rural Sealed Roads Unsealed Roads Precast Culverts Bulk Earthworks Site Preparation Bituminous Surfacing Detailed Excavation | \$4M \$4M \$4M \$4M \$500,000 \$4M \$4M \$4M \$4M |
| | Traffic Control and Safety | Traffic Management | \$100,000 |
| | Hydraulics | Water and Sewer Mains | \$4M |
| | Project Management | Project Management – Civil | \$1M |

ORGANISATION CHART



HUMAN RESOURCES

ASPLUM & CIVIL has engaged Employsure for a three year term, to provide HR legal oversight of all contracts and advice pertaining to the companies meeting all legislated conditions and requirements of staff employment. They have completed an assessment of our needs and provided a range of our HR documents for staff HR purposes. www.employsure.com.au



KEY STAFF RESUMES

Managing Director – Ron Hughes

Ron brings over 30 years of local industry knowledge and experience, along with his Advanced Industry qualifications, licences and tickets listed below. While not directly managing this project, he will provide input and general support to the Project Foreman and Civil Project's Manager and advise on the technical aspects of the job. Ron has project managed many pipeline installations to date as evidenced on [LinkedIn](#)

| | |
|--|---------------------|
| Advanced Tradesman's Licence NT | LPD0624 19/2/20 |
| NT Worksafe Gasfitter NT | 5292 19/3/20 |
| Certifying Plumber and Drainer NT | 10163PU 20/3/20 |
| Plumbing and Drainage Contractor's Licence SA | PGE238378 |
| Building Contractor Residential Restricted NT | 10163CR 12/10/2021 |
| Backflow Prevention NT & SA | 19/02/2017 |
| Registered Builder NT (ASPLUM & CIVIL & CIVIL) | 202717CR Exp 5/3/21 |

OVERVIEW OF SPECIALISED SKILLS & QUALIFICATION

Civil Projects Manager, Aaron Blacker –

Aaron has 22 years' experience working within the Building and Construction Industry in the NT and throughout Australia. Aaron's high level of competence and experience along with excellent character will enable ASPLUM & Civil to successfully deliver on the requirements and expectations of this Contract with DIPL.

Aaron has successfully completed numerous projects for DIPL, DOI, DCI and Construction Division, all various incarnations of the Northern Territory Government's Infrastructure agency for 22 years as either an operator, Foreman, Site Manager, Project Manager or Construction Manager with the main focus on sealed roads but also successfully delivering numerous unsealed Capital Works Programs on the Tanami, Plenty and Stuart Highway.

Aaron also has prodigious experience in working on Airstrips, Aerodromes and airside works including re-surfacing works, reconstruction of Run ways, construction of Helipads and Drainage infrastructure upgrades at Alice Springs Airport, Yulara Airport and Ti-Tree Aerodrome to name a few.

Aaron has also delivered various general construction Projects for the Dept. of Infrastructure, Dept of Health, the Dept. of Education and Power and Water Corporation.

Aaron's Tertiary Qualifications include:

Cert IV Civil Construction Supervision

Diploma in Civil Construction Management

WZ1, WZ2, WZ3 Traffic Management

Proficient in Applications: Microsoft Project, Outlook, Word, Excel, Estimating Software Buildsoft, Construction

Accounting Software Cheops and AIS

Further Qualifications:

Apply Risk Management Processes: RIIRIS301A

Communicate Information: RIICOM301A

BSBCMN411A – Monitor a safe workplace

BSBCMN413A – Implement and Monitor Environmental Policies

BSBCMN419A – Manage Projects

BSBFL403B – Implement Effective Workplace Relations

RIIC401A – Supervise Civil Works

RIIC404A – Apply the Principals of Flexible Pavement Construction

RIIC406A – Apply the Principals of Stabilisation of Materials

RIIC420A – Apply the Principals of Pavement Maintenance

White Card No 1721205

Ochre Card No 30143

Previous Positions held: Civil Site Manager, Civil Project Manager, Civil Division Manager

Experienced in the following roles:

- Prepare Estimates, budgets and maintain financial management of day to day business management
 - **Previous Positions held: Civil Site Manager, Civil Project Manager, Civil Division Manager**
 - Maintain high quality Asset Management Plans and oversee ongoing maintenance and replacement of assets to peak performance levels
 - Preparing daily work schedules, assessing job priorities and assigning employees to appropriate job sites and tasks;
 - Management of all labour on multiple regions, giving clear directions to team members on desired outcomes
 - Ensuring all plant and equipment are available on site; interpreting plans and overseeing current work in progress
 - Ensuring safety plans and procedures are in place and adhered to
 - Managing sub-contractors, suppliers, internal and external stakeholders
 - Ensuring the construction deliverables are met
 - Reviewing design and ensuring constructability is possible given said design
 - Ensuring that contractual obligations of the Constructor are identified and met
 - Creating, reviewing and updating the Project Management Plans and Programs/Schedules
 - overseeing logistics, materials and supplies to site
 - Championing project wide compliance to the Safety Management Plan, Quality Management Plan and the Environmental Management Plans
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- Managing structural, hydraulic, mechanical and electrical designs, contractors and labour
 - Working with multiple Engineering team to achieve construction objectives
 - Identifying risk mitigation and assuming risk management in regards to constructability and safety issues
 - Ensuring relevant stakeholders express satisfaction with relationships and project outputs
 - Established record in completing projects on time and within specified budgets
 - Highly experienced working on major multi-million dollar projects and proven ability to extract 'best practice' from design teams, delivery team, employees and contractors

Office Manager, Linda Hughes –

Linda is a very experienced manager/administrator with a background in Indigenous work placement and mentoring programs in Central Australia. She has a Cert IV TAA and is an excellent communicator.

Linda's Experience summary:

Over 30 year's administration experience that recently has included:

6 years Project Manager and Coordinator of the Alice Springs Work Placement Program, and later designer and Coordinator of the dEadly mOb Indigenous Mentoring Program based at Gap Youth Centre.

5 years as Manager of the Indigenous Remote Communications Association – a national peak body advocating for the work of the remote media sector.

Part time Office Manager for ASPLUM & CIVIL since 2015

Linda's Training:

Cert IV TAA

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Bachelor of Social Sciences (incomplete) IT; Media Studies; Indigenous Studies, Psychology, Sociology, Community Services

Holmes Commercial College – Commercial Principles & Practice;

Vocational Education and Training; Quality management Unit

Proficient in Microsoft Applications – Word, Excel, PowerPoint

Online Applications – Zero accounting package

Adobe Applications – Photoshop, InDesign

Projects Administration and Compliance Officer, Jenny Wood

Jenny has 18 years' experience across NTG in project management, project administration, vehicle management, facilities minor new works, urgent minor repairs and communications. She holds Cert IV Frontline Management, Diploma of Management, Cert IV Project Management.

James Conmee – Plumbing Foreman, Advanced Plumber Journeyman

James commenced his apprenticeship with ASplum in 2005, he is now qualified as an advanced tradesman plumber and gasfitter. James is currently our site Foreman with extensive experience in Government, Domestic, Commercial, and Civil hydraulics projects, both in town and remote. He is accredited for Asbestos work, Confined space, First aid WZ2 WZ3 Traffic management. James holds an MC Licence

Ben Campbell – Advanced Plumber Journeyman

Ben commenced his apprenticeship with ASplum and is now an advanced plumber Journeyman, with a broad range of experience including hydraulic pipeline projects, civil construction and building sites in town and remotely. Ben has Confined Space, Asbestos, First aid and WZ2 & WZ3 Traffic management accreditation. Ben holds a HR Licence.

Brad Woods – Plumber and Gas fitter

Brad has 21 years' experience working mainly in Victoria, he recently joined the ASplum team. He has First aid, Forklift, WZ2 WZ3 Traffic management training.

Ben Daws – Plumber and Gas fitter

Ben has 6 Years plumbing experience starting his career in SA, he has in the last couple of years worked in the NT in remote areas, and recently joined the ASplum team. Ben holds plant operation tickets in Excavator and Skid Steer Loader operations.

Danny Fisher – Plant operator, Truck driver and Trade Diesel Mechanic

Danny holds a MC Licence, is a qualified WZ2 WZ3 operator, Cert III in Automotive (Mechanical - Heavy Vehicle Road Transport).

Sam McCallum – Plant operator, Truck driver and Maintenance

Sam holds a MC Licence, is a qualified WZ2 WZ3 operator MC, LE, LL, LS, RS Dozer and Grader.

Jake Hughes – Plumber

Jake is a licenced plumber, WZ2 and WZ3 and First aid qualified and holds a MR licence.

Ben Stanbridge – Plant Operator WZ Traffic Management Supervisor

Ben has 12 years' experience in Plant Operating and was the WZTM Supervisor on call for works in London on the M1 for 6 years. He currently holds a WZ2 and WZ3 qualification, is first aid trained and holds a HR licence.

Trevor Cook – Indigenous Apprentice Plumber

Trevor is a 2nd year plumbing apprentice. He holds a current first aid certificate.

Mark Scheid – Grader Driver

Mark holds a Cert III in Civil construction and plant operation, WZ2 WZ3 and has over 40 years' experience.

Henry Bloomfield – Indigenous Grader Driver

Henry is an experienced grader driver with many years' experience, he is also WZ2 and WZ3 qualified.

FINANCIAL

ASPlum and Civil maintains an annual Contract with accountants Verve Group, to ensure that financial and business practices are maintained to a high standard. Regular reviews ensure that ASPlum & Civil are operating above industry standards and utilise every opportunity for improvement.

Government BAS, IAS and PAYG payments are paid on time and staff superannuation paid monthly.

ASPlum & Civil uses a Xero Accounting System online, enabling accurate and transparent maintenance of banking reconciliations, invoicing, purchase orders, accounts payable, payroll, and assets management. This system allows for monitoring and maintenance by management and admin staff as well as Verve accountants.

Staff are paid weekly against timesheets submitted and wages paid by direct debit with payslips emailed.

PROJECT CONTROL

ASPlum and Civil employ trained and experienced project and site managers to ensure quality management of work commitments. They use Project Control systems based on the framework provided by the Northern Territory Government that ensures all key areas are met.

ASPlum and Civil use Checklists outlining procedures and HOLD/WITNESS points to be observed and signed off through the duration of the works.

ASPlum and Civil undertakes Risk and Hazard Identification Assessments to avoid or minimize harm resulting from the conducting of civil projects. Staff inductions, tool box talks, and risk and hazard assessment procedures embedded in JSEA's and SWMS are integral to safe operations.

POLICIES

WORK HEALTH & SAFETY POLICY

ASPP-001

ASPLUM recognises its moral and legal responsibility to provide a safe and healthy work environment for workers, contractors and employees of contractors, clients and visitors to site. This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

ASPLUM's WHS objective is to actively work towards the elimination of work related injuries and minimise any risk of fatality.

ASPLUM's target is to achieve a 0 incidence of reportable injuries

RESPONSIBILITIES

Management is committed to:

- Integrating WHS into all aspects of ASPLUM's company operations
- Complying with legislative requirements, current industry standards and co-operating with Regulatory bodies as far as is reasonable
- Providing and maintaining a work environment that is safe and minimises risks to health
- Consulting with employees and appropriate other parties to improve decision-making on WHS and environmental matters.
- Developing, implementing and reviewing safe work method procedures
- Distributing and communicating safety information and safe work procedures
- Providing information, training and supervision to workers, contractors, clients and visitors to ensure safety
- Supporting and assisting employees in effective injury management and rehabilitation
- Reviewing and assessing of WHS policies

Employees are expected to:

- Take reasonable care for their own health and safety and of others at work
- Co-operate with ASPLUM managers to enable compliance with WHS legal obligations
- Participate in Meetings, Training and Consultations as required
- Participate in return to work programs



Ron Hughes - Manager Asplum & Civil 05/05/2020

DRUG & ALCOHOL POLICY

ASPP-002

ASPLUM is committed to providing a work environment for its workers, clients and visitors, that is safe and without risks to health and safety. The misuse or abuse of alcohol and other drugs represents a significant risk to both employers and employees in terms of increasing the likelihood of workplace incidents/near misses, absenteeism and other individual costs.

OBJECTIVE

ASPLUM aims for a work environment in which the safety and performance of workers is not adversely affected by the use of alcohol and other drugs.

POLICY

Workers must not perform work duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition.

Work duties include those:

- At the ASPLUM compound or off-site job
- When operating plant or equipment
- When driving company vehicles

Where a worker is on prescribed medication that may impair their judgement or performance, they must notify their supervisor and work will be modified to accommodate the impairment.

On occasion, ASPLUM may host after hours, off duty, social functions where the Manager may permit limited alcohol consumption.

Where a worker arrives at work and appears not to be in a fit state to carry out their normal duties, ASPLUM reserves the right to remove the worker from the work site and seek advice from a medical practitioner on the employee's fitness for duty.

Supervisors and workers are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk.

Confidentiality is to be strictly observed in these matters. A breach of this policy will lead to disciplinary action and may result in the termination of employment of an infringing employee.



Ron Hughes - Manager Asplum & Civil 05/05/2020

PERSONAL & PROTECTION EQUIPMENT POLICY

ASPP-003

The purpose of PPE is to protect workers of ASPLUM from exposure to workplace hazards. ASPLUM will provide workers with suitable PPE for the site or where required for certain tasks, and at no cost to the worker.

PPE is not a substitute for more effective controls and will only be considered when other means of protection are not reasonably practicable.

OBJECTIVE

ASPLUM will endeavour to provide protection from workplace hazards by developing a system to manage the selection, use and maintenance of PPE as required.

POLICY

ASPLUM will:

- Provide PPE that is suitable in regard to –
 - Nature of work
 - Hazards association with work
 - Suitable size and fit
 - Reasonably comfortable to wear for type of task and intended duration of task
 - Repair and replacement as required
- Select PPE that meets legislative requirements and Australian Standards
- Provide training and assistance to workers on proper selection, usage, storage and cleaning of PPE
- Clearly designate areas where PPE is required and display signs
- Periodically review suitability of previously selected PPE
- Develop a system to inspect PPE to ensure it is clean, hygienic and in good working order
- Conduct inspections and checks to ensure PPE is being used by workers
- Review, update and conduct PPE suitability assessments whenever:
 - A new Project
 - New equipment
 - Following an incident
 - On request by a WHS supervisor or representative
 - Annually

WORKERS will:

- Wear PPE as instructed
- Not misuse or deliberately damage PPE
- Inform management of any damage, defect or contamination of PPE that renders PPE unusable



Ron Hughes - Manager Asplum & Civil 05/05/2020

SMOKE FREE WORKPLACE POLICY

ASPP-004

- Under Work, Health and Safety Legislation, an employer must ensure that the working environment is safe and without risks to health. Smoking and passive smoking pose serious health risks, therefore ASPLUM is committed to providing a smoke-free work environment.

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- **OBJECTIVE**

- To achieve a smoke-free workplace to protect workers, contractors and visitors from the effects of environmental cigarette smoke.

-

- **POLICY**

- Smoking is prohibited on ASPLUM compound premises including:
 - Enclosed or partially enclosed areas
 - Work vehicles
 - Near doorways, windows or vent ducts

Smoking is prohibited on ASPLUM contract sites:

- Around plant
- Near chemicals or chemical storage
- Near services

Smoking on contract sites must take place during Smoko or other approved times and at prescribed rest areas as advised by the Manager.

Adherence to this policy is a condition of employment. Workers who breach this policy will face disciplinary action under WHS legislation.



Ron Hughes - Manager Asplum & Civil 05/05/2020

SUN SAFETY POLICY

ASPP-005

Australia has the highest incidence of skin cancer in the world. More than 380,000 people are treated for the disease every year. ASPLUM has a legal obligation to ensure the health and safety of all workers, and that includes all workers placed at risk when working outdoors.

OBJECTIVE

Minimise the harmful impact of UV radiation when performing work outdoors.

POLICY

To reduce the risk of injury from exposure to UV radiation, ASPLUM has a sun safety program to:

- Organise work to avoid UV peak of the day wherever possible
- Provide natural or artificial shade wherever possible
- Provide appropriate protective clothing (covering as much skin as possible).
- Provide UV 30+ sunscreen
- Protective glasses
- Broad brimmed hats or caps with neck-flaps
- Ensure all protective equipment meets sun protection factors/Australian standards
- Develop awareness among workers of –
 - Health risks
 - Correct use of sun protection measures
 - Early detection of skin cancer
 - Factors affecting levels of UV radiation



Ron Hughes - Manager Asplum & Civil 05/05/2020

FIRST AID POLICY

ASPP-006

First Aid is the provision of initial care for an illness or injury and generally consists of a series of simple and in some cases potentially life-saving techniques that can be done with minimal equipment. ASPLUM has a moral and legal obligation to provide first aid services to workers, contractors and visitors if required.

AIM

To minimise the negative effects of an incident or injury by providing First Aid resources and trained First Aid Officers (FAO's).

POLICY

ASPLUM will ensure the provision of a prompt, coordinated First Aid response in the following ways:

- Identifying and assessing the potential for an injury or incident by:
 - JSEA and Risk identification procedures
 - Observing tasks and work performed and the work environment
 - Reviewing near misses
 - Reviewing Safety Data Sheets for hazardous chemicals
- Determine suitable First Aid resources based on the nature of the work, hazards, size and location and number and composition of persons at the workplace
- Specify minimum First Aid requirements based on risk i.e. type, contents and number of kits number of work site locations, location of First Aid Officers
- Advertise location of First Aid Kits (Sticker on FAO vehicles)
- Advertise location and contacts details of FAOs
- Regularly audit contents of kits and contact details
- Document all treatment, injuries and illness
- Appointment, training and replacement of First Aid Officers as required
- Ensuring First Aid Officers –
 - Receive adequate training from RTO
 - Able to perform First Aid duties
 - Willing to provide First Aid treatment as required



Ron Hughes - Manager Asplum & Civil 05/05/2020

Reference

Model WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

St John's Ambulance – First Aid Information

PLANT & EQUIPMENT POLICY

ASPP-007

ASPLUM recognises its responsibility to provide and maintain a safe work place, including the identification of hazards and control of risks associated with plant.

OBJECTIVE

ASPLUM will take a consultative approach to ensure risks associated with plant, are eliminated or reduced as far as practicable, and injuries to workers, contractors and visitors are minimised.

POLICY

ASPLUM will endeavour to prevent injury and eliminate hazards associated with plant and machinery by ensuring:

- No plant or machinery is bought onto the site and commissioned unless health and safety risks are assessed and controlled
- Plant and machinery is operated by competent persons and risks during these activities are monitored
- Plant and machinery are used only for purposes intended
- Plant and machinery complies with WHS legislative requirements for guarding, operator controls, cleaning, maintenance and testing (and other requirements as appropriate).
- Adequate training, information, instruction and supervision is provided to Operators
- All Operators to have appropriate current Licences
- SAFE WORK METHOD STATEMENTS staff training in place regarding use of plant and machinery
- During high risk Plant Operation, dedicated Spotters appointed to inform Operator in relation to risks and safe transit of plant near services, dangerous terrain or people.



Ron Hughes - Manager Asplum & Civil 05/05/2020

INCIDENT REPORTING POLICY

ASPP-008

ASPLUM is committed to reducing the impact and severity of incidents in the workplace.

OBJECTIVE

ASPLUM will identify and record all WHS incidents, whether or not these cause injury or damage, to ensure potential for harm is minimised and to prevent reoccurrence.


POLICY

An incident can include injury, illness, fatality, near miss or dangerous occurrence.

ASPLUM will ensure the provision of coordinated Incident reporting by implementing documented procedures for:

- Emergency Response and harm minimization action
- Notification to relevant Authorities for serious incidents/dangerous occurrence
- Incident reporting
- Responsible persons
- Incident investigation – identification of root causes
- Consultation with relevant persons (confidential where applicable)
- Corrective and Preventative Actions
- Review of effectiveness of corrective/preventative actions
- Meet legislative requirements for record keeping

Incident Reporting and Incident Investigation forms are provided and accessible to staff.



Ron Hughes - Manager Asplum & Civil 05/05/2020

EMERGENCY MANAGEMENT POLICY

ASPP-009

AIM

ASPLUM has an obligation to provide and maintain a safe environment for all people at the workplace, whether workers or not. ASPLUM is committed to the development of an Emergency Management Plan to ensure an effective response to an emergency.

POLICY

ASPLUM will determine likely emergency situations and develop and implement an Emergency Management Procedures for actioning in the event of an incident or situation that could pose a threat to life, health or property including:

- Fire / Explosion
- Dangerous chemical release
- Medical Emergency
- Violence or Robbery
- Vehicle or Plant accident
- Contact with underground services – High pressure gas
- Contact with underground or overhead services – Power
- Contact with underground services – Fibre Optic Cable
- Contact with underground services – Sewer or water main

PROCEDURES

The Procedures will ensure the health and safety of persons by including the following:

- Written instructions to ensure emergency service organisations are contacted at the earliest opportunity
- Written instructions for each specific emergency situation as above
- ASPLUM Compound Site Plan displayed and accessible to all persons on site
- Contract specific on-Site Plans displayed and accessible to staff and relevant persons
- Evaluation procedures and assembly points clearly marked
- Implementation of early warning Alert / Warning / Alarms or systems where appropriate
- Emergency exists well lit and clear of obstructions
- Fire protection devices that are accessible and in working order
- Safety Data Sheets for all chemicals accessible kept current
- Trained First Aid personnel and First Aid equipment
- Roles and responsibilities communicated and understood
- Specialised training
- Contact details for emergency services
- Contact details for underground service provides as by DBYD advice (per project)
- Reliable and functional communication equipment
- Instructions for notifying relevant Authorities

Emergency Management Procedures will be reviewed annually to ensure appropriateness and effectiveness.

Ron Hughes - Manager Asplum & Civil 05/05/2020



References:

Model WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

WORKPLACE BULLYING POLICY

ASPP-010

ASPLUM recognizes the risk to worker health and safety from exposure to bullying.

POLICY

Bullying is defined as 'repeated, unreasonable behaviour, directed toward employees, that may create a risk to health and safety in the workplace'.

Bullying can include:

- Verbal abuse and/or harassment
- Humiliation
- Intimidation
- Deliberately –
 - Assigning meaningless tasks
 - Unrealistic volume of tasks
 - Withholding information that prevents a person from working effectively

ASPLUM will engage the following approach to bullying:

1. Prevent: Training employees about what constitutes bullying behaviour; Creating awareness of the health and safety risks associated with bullying; Encouraging reporting of bullying behaviour
2. Investigation: An incidence of bullying will be investigated by suitably trained personnel; Investigations will be in a fair, unbiased manner following set guidelines
3. Control Strategies: will be put in place that may include – Mediation, Counselling, Disciplinary action that could result in termination of employment.

RESPONSIBILITIES

Management will:

- Remain impartial and treat all cases fairly
- Manage each case in a confidential and timely manner
- Respond to all reported cases
- Ensure prompt referral to support/mediation
- Oversee controls and follow-up as required

Employees will:

- Report bullying to supervisor, Manager or Office Manager



Ron Hughes - Manager Asplum & Civil 05/05/2020

References:

Model WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

ENVIRONMENTAL POLICY

ASPP-011

ASPLUM Pty Ltd accepts responsibility for environmental protection which is integral to the conduct of its operations

AIM

ASPLUM aims to maintain a high standard of environmental performance

ASPLUM is committed to:

- Prioritizing operating practices and product selection in order to reduce environmental impacts in a commercially effective way;
- Providing staff training
- Implementing relevant technologies and innovation to achieve environmental goals
- Utilizing waste management to conserve resources and recycle
- Consulting with Government and local communities where there are matters of common concern.
- Rehabilitation of areas disturbed or contaminated by business operations in accordance with statutory requirements.

OBJECTIVES

- Minimize eventuality of environmental incidents
- Comply with environmental legislation and policy
- Strive for positive relationships with the customer, local community, and regulatory authorities

TARGETS

- 0 = Statutory Notifiable Incidents
- 0 = EPA Prohibition Notices

PERFORMANCE INDICATORS

- Environmental Inspections conducted as per schedule or contract requirements
- Zero registered complaints resulting from unacceptable noise and/or dust levels
- Zero disturbance to flora and fauna outside site operational area
- Reduction in volume of waste being generated
- Increase in volume of waste being recycled
- Spill incidents reported and rectified immediately
- Storage and handling of hazardous substances where non-compliance = 0
- Zero instances of fire caused by ignition sources on site



Ron Hughes - Manager Asplum & Civil 05/05/2020

References

AS/NZ ISO 14001:2004 Environmental Management System Standard

INDIGENOUS DEVELOPMENT POLICY

ASPP-012

ASPLUM & CIVIL is committed to providing employment opportunities for Indigenous Territorians. Employment strategies have been developed and targets set to achieve this goal. ASPLUM & CIVIL is committed to developing the local community and favours organisations, suppliers and sub-contractors who similarly display a commitment to Indigenous employment.

General Employment Strategy and Targets

- When advertising positions vacant, encourage Indigenous Territorians to apply
- Pro-actively identify suitably qualified Indigenous Territorians where possible.
- Strive to maintain a 30% or greater, Indigenous employment rate within the organisation
- Provide appropriate levels of support to Indigenous staff to ensure their success within the organisation
- Develop the career prospects of staff through providing training relevant to their position, in line with their aspirations and the companies direction.

Apprenticeships

ASPLUM will prioritize apprenticeship offers to Indigenous applicants.

ASPLUM will notify local schools and relevant employment providers when positions become available.

Mentoring

ASPLUM supports workplace mentoring to assist Indigenous employees understand and adapt to workplace culture



Ron Hughes - Manager Asplum & Civil 05/05/2020

COVID-19

STAFF PANDEMIC POLICY

ASPP-013

ASPLUM & CIVIL staff will undertake the following emergency procedures to minimise/eradicate risk associated with spreading of COVID-19 (Coronavirus).

ASPLUM & CIVIL recognises the vulnerability of remote community members and the potential devastating impact if the virus is passed on.

ALL ASPLUM & CIVIL STAFF MEMBERS WILL –

- Wash hands, rubbing hands together (breaks down virus wall) for 30 seconds using warm soap and water (before and after toilet, before/after meals, before/after shopping etc) If hand sanitiser is available – use it.
- Wipe down surfaces where possible with disinfectant particularly door handles
- Consider others and minimise visits to the office where possible and wash hands before entering the office
- Wipe down car/truck steering wheels with disinfectant daily and between drivers
- DO NOT shake hands or make physical contact with others at work or in public
- Maintain 1.5 metres distance between self and others while at work and in public
- DO NOT enter community shops or buildings and avoid all community contact
- DO NOT attend events as per Federal Government announcements
- If you, or someone in your home have the below symptoms – do not come to work, call in to advise and organise testing to confirm or clear
- If one ASPLUM & CIVIL staff member tests positive for the virus all staff will immediately cease work until tested and cleared
- Abide by Federal and NT Government announcements as they are updated
- **All staff to Sign on to this policy**

SYMPTOMS

Fever, coughing, sore throat, fatigue and shortness of breath

CALL 1800 020 080 Coronavirus Health Information Line



Ron Hughes - Manager Asplum & Civil 30/03/2020