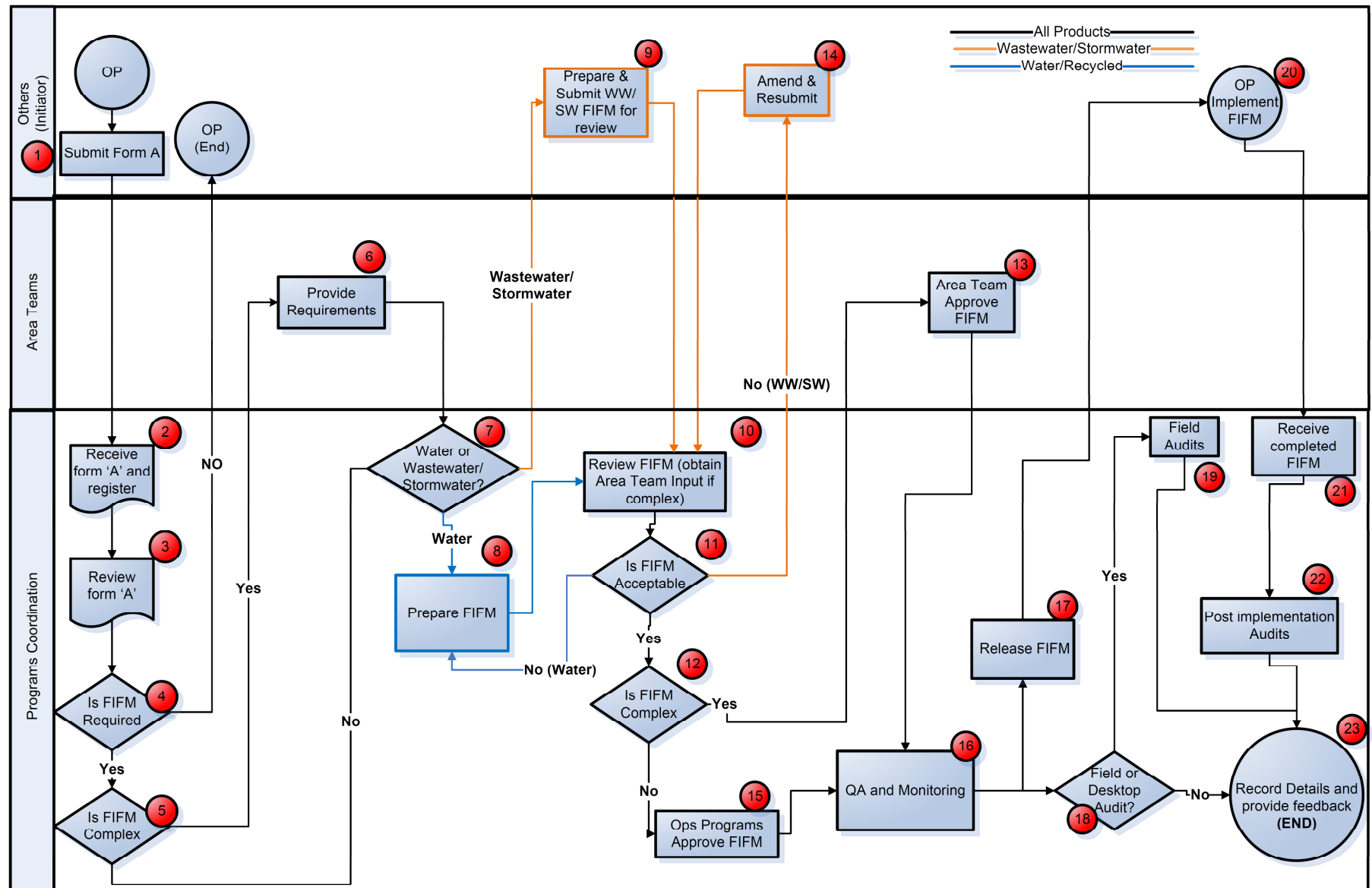


Current FIM workflow with the proposed centralised changes

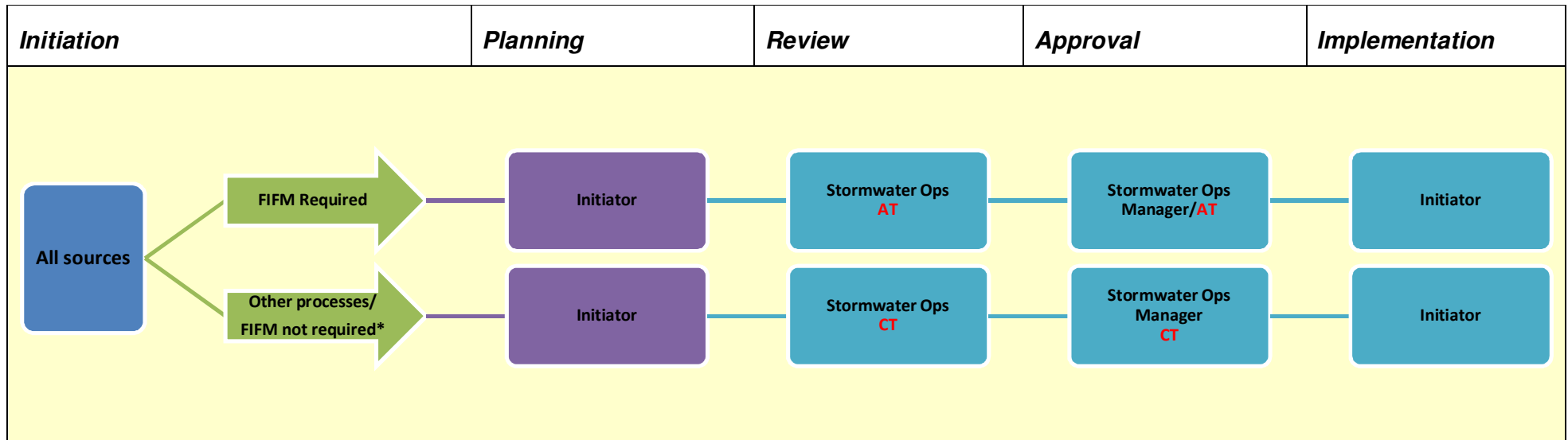
Work Flow for Centralisation of FIM for Planned Work



Current FIFM workflow with the proposed centralised changes

Stormwater

Current workflow in black and **proposed changes in red.**



CT – Central Team

AT - Area Team

*Process is not covered by FIFM, refer to Stormwater Third Party Access Policy (AMQ0252) to be managed by Central team.

Change Details	Benefits
Central Team (CT) to follow the methodology checklist to ensure all processes and procedures are considered and followed in providing a successful FIFM plan. Items in the checklist will include:-- criteria to identify complex/noncomplex FIFMs. - Plan, review and approve FIFMs. - CT to obtain Area Team (AT) input, review and approval of Complex FIFMs. - CT to ensure monitoring and quality assurance (QA) from the initiation phase through to full completion, including e.g.field and desktop audits, archiving of completed FIFM, improvements, etc.	Centralisation of FIFM will achieve improved consistency, efficiency and quality in all aspects from the initiation phase through to implementation, including records management. Staff will become more knowledgeable and achieve specialist skills in FIFM.

Appendix 1: Stormwater - FIFM Complex Works Assessment Sheet

STORMWATER – FIFM Complex Works Assessment Sheet

Project Title / Name _____		
MAXIMO number: _____		Case No: _____
Criteria to identify projects complex stormwater FIFM works		
1. Is blocking or diversion of stormwater flow required to complete works?	Yes	No
2. What is the total time FIFM will be required to complete the works? >14hours- complex <14 hours-non complex	Yes	No
3. Are the proposed works located downstream of large water storages (eg reservoir, public swimming pool)?	Yes	No
4. Is the work within 2 km's of Drainage pumping stations?	Yes	No
If any of the above is Yes refer to Area Team to prepare a FIFM. All other works are covered outside of the FIFM process.		
Comments:		
Assessed by: _____		
Print Name	Signature	Date

Appendix 2: Stormwater Checklist/Work Instruction

Task	Sub task	Checks/ Tools required	Checked
Assess Customer and / or System Impacts	1. Is blocking or diversion required to complete works?	Some works have the potential to significantly change the nature of the flow in the stormwater asset. This may include blocking of the channel to stop flows or temporary/permanent diversion flows around the works site. The proposed works should be made clear by the Project Manager on their Form A submission. Therefore these works will be considered complex, and require a FIFM to be prepared.	
	2. What is the total time FIFM will be required to complete the works?	This will be project specific and are identified by the Project Manager as part of their Form A submission. It may be necessary to discuss and clarify these with the Project Manager as part of this initial assessment. This should be the total time where the FIFM plan will need to be implemented. This may be several hours over multiple days which accumulate to more than 14 hours. Complex works will always take more than 14 hours to complete, which requires some form of FIFM. Non-complex works will generally be completed in less than 14 hours.	
Is FIFM assessed as having low safety, customer & system risks?	3. Are the proposed works located downstream of large water storages (e.g. reservoir, public swimming pool)?	This can be checked via HYDRA to identify if any water storages are located upstream of the work sites.	
	3. Is the work within 2 km's of Drainage pumping stations?	If proposed work is within Marrickville/Sydenham area check hydra for drainage pumping stations and check with Robert Allen. Note: there are only 3 DPS station in these areas.	
Assess Initial assessment of method of FIFM	Assessed using the D1 as per the assessment of site specific engulfment hazards.		
FIFM to be approved by	FIFM's for complex work are to be approved by Stormwater Operations. For all other projects, the plan will be approved by Program Coordination team.		

BACKGROUND

FIFMs involving Stormwater assets are considered complex if:

1. Work requires entry into a hydraulic asset

AND ANY OF THE FOLLOWING

2. The work activity/project will take more than 14 hours to complete
3. Is removal of asset section, pump or in-line valve required?
4. Does the work have the potential to increase flooding impacts?
5. Are the proposed works located downstream of large water storages (eg reservoir, public swimming pool)?

FIFMs with either of the above or the client is not satisfied with the standard FIFM controls for safety will need to be discussed with the relevant Area Team.

These FIFMs will be carried out via Form B to K and require Stormwater Operations sign off.

All other works within Stormwater assets will be considered non –complex.

These works will follow the Stormwater Third Party Access procedure, which is separate to the FIFM process.

This process does not require Area Team input and will be approved by the Program Coordination Team.

Existing Tools / Information Systems required:

- Maximo
- HYDRA
- BMIS