

SAFE WORK ASSURANCE PLATFORM



SWAP | TfNSW Vegetation Report | Page 1

For vendors carrying out vegetation / arborist / tree / weed works for the Transport for New South Wales client, a vegetation report must be completed whilst onsite. To complete the vegetation report via the SWAP app you can follow the steps outlined below.

Commencing Work:

Once in the applicable Work Order for the site, select the 'Start Job' option at the bottom of the screen to complete the Pre-Start Risk Assessment (PRA).



Once the PRA loads up, fill out each question with the relevant details & ensure that you select "Yes" to the question "Are you required to complete a Vegetation Report?".

Are you required to complete a Vegetation Report? *

- Yes
 No

Once done, select the submit option.

Pre-Work Vegetation Report Process:

This will then load the Pre-Work Vegetation Report form.

You will first be required to enter the time work is commencing on site via the below field

BACK SWAP CUSHMAN & WAKEFIELD

TfNSW - Pre-Work Vegetation Management Report

Pre-Works Report - Vegetation Management

Date on site

08/09/2024 | 02:51 PM

Once done, enter your name & signature and select the type of work that you are going to complete onsite.

SYSTEM

Safe Work Assurance Platform (SWAP)

COMPATABILITY REQUIREMENTS

- Registered in SWAP
- Approved, Qualified Technicians
- SWAP Application Downloaded

KEY CONTACTS

Application Support Team:
1300 149 286 (1)

AU.Application.Support@cushwake.com

FURTHER INFORMATION

For user guides and training dates, please visit the [Vendor Engagement Portal](#)



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Next you will need to upload a minimum of 3 **timestamped** photos of the areas of the site you are about to service (prior to work commencing). The time entered in the first field of the form should align closely with the timestamp on these photos.

To upload these photos, select the Take Photo option as seen below

Insert minimum of 3 photos here *

Photos to carry date and time stamp

 Take Photo

Once all fields are filled out & you have uploaded your "before" photos, select the Done option. After this form has been submitted, you may commence work onsite.

Workorder Completion:

Upon completion of works, select the 'Complete Job' option at the bottom of the workorder detail screen (Where the Start Job option was previously).

COMPLETE JOB

This will populate the Post-Work Vegetation Report form for you to fill out. You are required to upload a minimum of 3 **timestamped** photos post work completion ("after" photos) using the option seen below. Ensure that the "after" photos have been taken from the same position on site as the "before" photos.

Insert minimum of 3 photos here (post completion photos taken from same position as prior to commencing work photos)

Photos to carry date and time stamp *

 Take Photo

Next complete each additional question, listing any additional works that you have noticed that may be required onsite & select the Done option.

Additional Findings:

This will populate the Additional Findings Screen, where you can enter your Findings & Action taken. Once complete, select the Next option top close out the work order.

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Important Information:

- Always ensure that the “Date on Site” that you enter in the Pre-Work report closely aligns with the timestamp on your “Before” photos.
- Always ensure that your Post-Work (after) photos are taken from the same position on site as your Pre-Work (before) photos.
- When *additional works* have been identified during your visit to the site (e.g fence / gate issues, illegal dumping, etc.) please ensure you select **Yes** to the 2nd last question in the Post-work Vegetation Report. Additionally, ensure you select either “*Further Works Required*”, “*Corrective Work Required*” or “*Hazard Identified*” on the additional findings page to ensure an email is automatically generated notifying Cushman & Wakefield of the required works.

Troubleshooting:

If you are having issues submitting any parts of the Vegetation Report, please try the below steps:

- Try again once you are in an area with better reception and/or wi-fi
- Check the size of the images that you are uploading & lower the quality of your camera app if the files are too large
- If these options do not resolve your issue, please contact the Application Support Team on 1300 149 286 (Option 1) or email the team at au.application.support@cushwake.com with the following details:
 - Device Type:
 - Device OS:
 - SWAP App Version (found at the bottom of the side menu):
 - Number of photos being uploaded:
 - Attach a copy of the photos being uploaded

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