TENDER DOCUMENT

WBW 215 19/20- MB SPS1: PUMP STATION AUGMENTATION

October 2019
TENDER DOCUMENT INDEX

Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation

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FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
TENDER CONDITIONS
FRASER COAST REGIONAL COUNCIL (“Principal”)
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS 1: Pump Station Augmentation

The following particulars apply to the Conditions of Tendering:

1. Tender Closing Date
   11.00am - Thursday, 14 November 2019

2. Address for Lodgement
   Tenders must be submitted electronically via the LG Tender Box and be addressed as follows:
   “WBW 215 19/20 MB SPS 1: Pump Station Augmentation”

3. Project Contact
   Hamad Manedien  Tel: 0436 928 232

4. Other Contract Documents
   • General Conditions of Contract – Short Form Contract
   • Letter of Acceptance dated TBA
   • Project Specification
   • Standard Specification for Work Health & Safety
   • Standard Specification for Contractor’s Project Management Plan
   • Standard Specification for Environmental Management Plan
   • Standard Specification for QA Management Plan
   • Schedule B- Schedule of Technical Details.
   • Construction Drawings:

<table>
<thead>
<tr>
<th>Drawing No</th>
<th>Rev</th>
<th>Drawing Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01</td>
<td>D</td>
<td>Locality Plan &amp; Drawing Schedule</td>
</tr>
<tr>
<td>S02</td>
<td>C</td>
<td>Standard Notes</td>
</tr>
<tr>
<td>S03</td>
<td>C</td>
<td>Existing Layout Plan</td>
</tr>
<tr>
<td>S04</td>
<td>D</td>
<td>Demolition Plan</td>
</tr>
<tr>
<td>S05</td>
<td>D</td>
<td>Demolition Elevation</td>
</tr>
<tr>
<td>S06</td>
<td>D</td>
<td>Pump Station – Proposed Layout Plan</td>
</tr>
<tr>
<td>S07</td>
<td>D</td>
<td>Pump Station – Proposed Elevation</td>
</tr>
<tr>
<td>S010</td>
<td>D</td>
<td>Pump Well Topping Slab- Reinforcement</td>
</tr>
<tr>
<td>S011</td>
<td>C</td>
<td>Typical Topping Slab Section Details</td>
</tr>
<tr>
<td>S015</td>
<td>C</td>
<td>Valve Pit Framing Layout</td>
</tr>
<tr>
<td>S016</td>
<td>C</td>
<td>Typical Beam Connection Details</td>
</tr>
<tr>
<td>S017</td>
<td>C</td>
<td>Typical Stack Footing Details</td>
</tr>
<tr>
<td>WBB-WAT-1310-4</td>
<td>A</td>
<td>Typical Appurtenance Installation Flowmeter Details</td>
</tr>
<tr>
<td>SEW-1408</td>
<td>2.1</td>
<td>Ventilation Systems Educt Vent</td>
</tr>
</tbody>
</table>

5. Relevant Documents
   • WHS Contractor Engagement (Safety & Environment) - General Procedure
   • WHS Contractor Engagement (Safety & Environment) - High Risk Construction
   • Procedure – Isolation- Tagging and Lockout
   • Fraser Coast Regional Council’s Digital Submission of As Constructed Information Manual
   • Schedule A - Schedule of Prices
   • Schedule D - Schedule of Daywork Charges

6. Principal-Supplied Information
   • Proposed Construction Methodology
   • Pump Station Photos
<table>
<thead>
<tr>
<th>7. <strong>Number of Copies of Tenders</strong></th>
<th>1 digital file - Adobe Acrobat (PDF) format electronic submission via email address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. <strong>Validity Period</strong></td>
<td>90 days from the date of closing of Tenders</td>
</tr>
<tr>
<td>9. <strong>Withdrawal Notice Period</strong></td>
<td>Seven (7) Working Days</td>
</tr>
</tbody>
</table>
| 10. **Scheduled Site Inspection** | **Date and Time:** Non-Compulsory 9:00 am – Friday, 1 November 2019  
Sewage Pump Station SPS 1– Bazaar Street - Maryborough |
1. INTERPRETATION

For the purposes of these Tender Conditions:

(a) (Definitions):
   (i) “Contract” means the proposed form of agreement (included in the Tender Documents) between the Principal and the successful Tenderer (if any);
   (ii) “Contract Work” means anything which the successful Tenderer (if any) is or may be required to do under the Contract as described in the Tender Documents;
   (iii) “Other Contract Documents” means those documents which describe the Contract Work or the Principal’s requirements for the Contract Work which are intended to form part of the Contract as identified in Item 4 of the Tender Particulars;
   (iv) “Principal-Supplied Information” means information (oral or otherwise) provided or made available at any time by or on behalf of the Principal to any Tenderer (other than documents stated in the Contract to comprise part of the Contract) and includes without limitation the documents described in Item 6 of the Tender Particulars;
   (v) “Project Contact” means the person identified in Item 3 of the Tender Particulars or such other person nominated by the Principal from time to time; and
   (vi) “Tenderer” includes any person who has lodged or at any time proposes to lodge a tender (conforming or otherwise) for the Contract Work;

(b) (Terms Defined Elsewhere in Tender Documents) subject to paragraph (a), terms which are defined in the Tender Form, the Contract or the other Tender Documents shall have the same meanings for the purposes of these Tender Conditions; and

c) (Meaning of “Tender Documents”) the “Tender Documents” comprise:
   (i) the Invitation to Tenderers;
   (ii) these Tender Conditions;
   (iii) the Tender Form including all annexures (annexed to these Tender Conditions);
   (iv) the Contract;
   (v) the Other Contract Documents;
   (vi) the Relevant Documents identified in Item 5 of the Tender Particulars;
   (vii) the Principal-Supplied Information; and
   (viii) amendments or additions to the Tender Documents provided to a Tenderer as an Addendum in accordance with these Tender Conditions.

2. PRINCIPAL’S CONSIDERATION OF TENDERS

Subject to the terms of these Tender Conditions, the Principal shall consider any tender which complies with and is lodged in accordance with these Tender Conditions.

3. PRINCIPAL’S OBLIGATIONS LIMITED

The Principal’s obligations to any Tenderer (including as to any aspect of the tender process):

(a) (Limited Obligations) are limited to only those obligations expressly set out in these Tender Conditions; and

(b) (Exclusion) exclude (to the maximum extent permitted by law) any obligations which may otherwise be implied or imposed on the Principal under contract, in equity, by statute or otherwise.

4. TENDERER’S OBLIGATIONS REGARDING DOCUMENTATION AND INFORMATION

Every Tenderer must:

(a) (Acknowledge Receipt of Tender Documents and Addenda) within seven (7) days of receipt of the Tender Documents or any Addenda, acknowledge receipt in writing;

(b) (Advise Intention to Tender) within seven (7) days of receipt of the Tender Documents notify the Principal in writing whether or not the Tenderer intends submitting a tender;

(c) (Satisfy Itself as to All Matters) at its own cost and expense, satisfy itself as to all matters and things relevant to the performance of the Contract and the Tenderer’s tender including without limitation:
   (i) the Tender Documents and any other information provided or made available by or on behalf of the Principal;
   (ii) all information relevant to the risk, contingencies and other circumstances having an effect on its tender and which is obtainable by the making of reasonable enquiries;
   (iii) examination of the Site and its surroundings; and
   (iv) the correctness and sufficiency of its tender and that its price covers the cost of complying with all the Tenderer’s obligations under the Contract and all matters and things necessary for the due and proper performance and completion of the Contract Work;

(d) (Seek Clarification of Discrepancies) by notice in writing to the Project Contact, advise the Project Contact of any error, discrepancy, ambiguity, incompleteness, omission, inquiry or other issue arising in connection with the Tender Documents immediately the Tenderer becomes aware of it;

(e) (Confidentiality) keep confidential and not:
   (i) disclose to any person; or
   (ii) copy, use or otherwise deal with for any purpose, any information regarding the Tender Documents, the Contract Work or the Principal (including its business or activities) except to the extent:
   (iii) the Tenderer is specifically authorised in writing by the Principal; or
   (iv) the information is necessarily disclosed to and used by others (who are also bound to keep the information confidential) for the purposes of enabling the Tenderer to prepare a tender; and

(f) (Publicity) not in any way publicise or disclose to any person the terms of a tender lodged or proposed to be lodged by the Tenderer, the Contract, the Tender Documents, the Contract Work, the Site or the Principal.

5. TENDERER’S OBLIGATIONS REGARDING ACCESS TO THE SITE

Every Tenderer must:

(a) (Inspection of Site) if Item 10 of the Tender Particulars specifies a Scheduled Site Inspection is applicable, attend at the Site at the time and date set out in the Tender Particulars for the purposes of carrying out such inspection or investigation of the Site as the Tenderer requires;

(b) (Accompanied by Principal’s Representative) not access the Site at any time unless accompanied by a representative of the Principal; and

(c) (Comply with Conditions) comply with any conditions imposed by the Principal in connection with the Tenderer's access to the Site.

6. TENDERER’S LEGAL AND ETHICAL OBLIGATIONS

Every Tenderer must:

(a) (Registration of Tenderer) prior to lodging any tender, obtain or procure any approval, qualification, registration or licence required to be held by the Tenderer to enable it to lawfully carry out work of the nature of the Contract Work (other than those approvals, qualifications, registrations or licences which are specific to the Contract Works);

(b) (Compliance with Laws) in preparing and lodging any tender (including accessing the Site for any reason) comply with all applicable laws and legal requirements; and

(c) (Ethical Obligations) without limiting paragraph (b):
   (i) not collude with, accept any commission from, offer any commission to, or inflate its tendered price for the benefit of, any other Tenderer;
   (ii) without limiting clause 4(g), not disclose any part of its tender to any other Tenderer;
not enter any contract, arrangement or understanding with any other Tenderer or any trade, industry or other association to the effect that the Tenderer, if successful, will confer any benefit on any other party; and

not enter any other improper or anticompetitive contract, arrangement or understanding with any other party in connection with the tender or the Contract Work.

(Canvassing) not contact the Principal or any of its employees, consultants or agents (including without limitation board members, councillors or elected members) (other than the Project Contact) to discuss any aspect of the tender or the Contract Works and the Principal and its employees, consultants and agents are not required to meet or enter into discussions with any Tenderer or its employees, consultants or agents for any reason unless they agree otherwise in their absolute discretion.

7. LODGEMENT OF TENDERS

Every Tenderer must:

(a) (Conforming Tender) lodge a tender which:

(i) (Complies with Tender Documents) complies in all respects with the requirements of the Tender Documents (including these Tender Conditions);

(ii) (Work on Terms of Tender Documents) is for the carrying out and completion of the Contract Work on the terms of the Tender Documents (including the Contract) and does not make any assumption in relation to the Contract, the Site, the Contract Work or the Tender Documents ("Assumptions");

(iii) (Proper Entity) is lodged in the name of the entity which will perform the Contract Work; and

(iv) (Includes Completed Documents) includes the fully completed (in ink or typewritten) and duly signed and witnessed Tender Form including Schedules and all other information, documentation and material required by the Tender Form, these Tender Conditions or other Tender Documents;

(b) (Non-conforming Tender) in any non-conforming tender (which may only be lodged if a conforming tender is also lodged), expressly state in detail the extent to which the tender:

(i) (Non-compliance with Tender Documents) does not comply in any respect with the requirements of the Tender Documents (including these Tender Conditions) or relies upon any Assumptions;

(ii) (Work on Terms Other Than Tender Documents) is for the carrying out and completion of the Contract Work on terms which differ from the terms of the Tender Documents (including the Contract); and

(iii) (Effect to Principal) will benefit or disadvantage the Principal by the proposed non-conformity (including the effect on the tendered price), and, except to the extent expressly stated in the tender, the tender shall be deemed to be for the carrying out and completion of the Contract Work on the terms of the Tender Documents (including the Contract);

(c) (Copies of Tenders) lodge any tender as one (1) electronic submission in accordance with Item 7 of the Tender Particulars;

(d) ( Tender Closing Date) lodge any tender before the Tender Closing time and Date in Item 1 of the Tender Particulars or such later date which the Principal may determine in its absolute discretion and notify to the Tenderer;

(e) (Method of Lodgement) Tender submissions are to be lodged electronically in accordance with Item 2 of the Tender Particulars, marked with the name of the Project, lodged at the Address for Lodgement in Item 2 of the Tender Particulars and addressed to the Project Contact;

(f) (Not Withdraw or Change Tender) not withdraw, change (including by way of addition or qualification) or otherwise do anything which affects its tender:

(i) before the expiration of the Validity Period in Item 8 of the Tender Particulars; or

(ii) after the Validity Period in Item 8 of the Tender Particulars, without giving at least the Withdrawal Notice Period in Item 9 of the Tender Particulars prior written notice to the Principal; and

(g) (Further Information Requested by Principal) at its own cost and expense, provide to the Principal any further information requested by the Principal in respect of the Tenderer’s tender, promptly after receiving the Principal's request.

8. ACCEPTANCE OF TENDER

Unless the Principal expressly agrees otherwise:

(a) (No Acceptance Until Formal Acceptance) no tender shall be taken to be accepted until a “Notice of Acceptance of Tender” signed by the Principal has been given to the Tenderer or the parties have both formally executed a contract for the Contract Work;

(b) (No Authorisation to Commence Work) the Notice of Acceptance of Tender is not authorisation for the Tenderer to commence the Contract Work unless it expressly states otherwise;

(c) (Execution of Contract) the successful Tenderer shall execute and return to the Principal a contract for the Contract Work within fourteen (14) days of the Principal providing the same for execution;

(d) (Agreement Until Formal Execution) without affecting the successful Tenderer's obligations under the last preceding sub clause after the formal acceptance of a tender but, until a contract for the Contract Work has been formally executed by the parties, the Principal and the successful Tenderer shall be bound to a contract for the carrying out of the Contract Work giving effect to the parties’ agreement as if they had both executed a formal contract for the Contract Work; and

(e) (Stamp Duty) the successful Tenderer shall pay and indemnify the Principal for the stamp duty (if any) payable in connection with the acceptance of its tender.

9. PRINCIPAL’S DISCRETION

The Principal may in its absolute discretion (but shall be under no obligation to):

(a) (Cancel Tender Process) cancel the tender process at any time by notice in writing to the Tenderers;

(b) (Further Information) provide to all Tenderers any further information provided to a particular Tenderer;

(c) (Addenda to Tender Documents) at any time but not less than 3 working days prior to the Tender Closing Date in Item 1 of the Tender Particulars issue any Addendum to the Tender Documents (including by way of modification, clarification or in response to a Tenderer's query) which is expressly identified as an Addendum to the Tender Documents;

(d) (Extension of Closing) extend the Tender Closing Date in Item 1 of the Tender Particulars;

(e) (Consideration of Non-conforming Tenders) refuse to consider any tender which:

(i) is lodged by any means other than in accordance with clause 7(e);

(ii) is lodged after the Tender Closing Date in Item 1 of the Tender Particulars;

(iii) does not conform strictly with these Tender Conditions in any respect;

(iv) includes any assumptions, clarifications or exclusions; or

(v) has been lodged by a Tenderer who has not complied with these Tender Conditions;

(f) (Evaluation of Tenders) in its evaluation and assessment of tenders:

(i) apply such criteria as the Principal sees fit;

(ii) if the Principal considers any tender to be ambiguous, erroneous or incomplete:

(A) refuse to consider the tender;

(B) request further information from the Tenderer; or

(C) request the Tenderer to amend its tender, as the Principal sees fit;

(iii) not accept the lowest priced tender or any tender at all; or

(iv) disclose any part of the Tenderer’s tender to any third party (who is bound to keep the same confidential);

(g) (Tenders by Related Tenderers) consider any tender lodged by a Tenderer which is in any way related to, or associated with the Principal or comprises a separate business unit, division or department, of the Principal;

(h) (Principal's Action) decide to:

(i) accept a Tenderer's tender for;
(ii) not proceed with;
(iii) carry out itself; or
(iv) have any other person or persons (whether or not a Tenderer who has submitted a tender) carry out, all or any part of the Contract Work;

(i) (Further Tender) at any time:
   (i) retender the Contract Work with all or any of the Tenderers who have submitted a tender, or any other person (whether or not they submitted tenders); or
   (ii) invite any other person to participate as a Tenderer in the tender process;

(j) (Other Action) at any time prequalify, shortlist or enter into negotiations with any one or more persons (whether or not they submitted tenders); or

(k) (Changes to Contract) require changes to the Contract Work or the terms of the Contract before proceeding to engage any Tenderer in connection with the Contract Work.

10. ACKNOWLEDGMENT BY TENDERERS
Every Tenderer accepts:

(a) (Principal-Supplied Information) that the Tenderer:
   (i) has not relied and will not rely upon, any Principal-Supplied Information for any purpose (including without limitation determining whether or not to lodge a tender, preparing its tender, entering into the Contract or performing its obligations under the Contract);
   (ii) has been or will be provided with Principal-Supplied Information only for the Tenderer’s convenience and the Principal does not assume any responsibility, duty of care in respect of, give any warranty or guarantee or make any representations as to the Principal-Supplied Information (including its accuracy or adequacy);
   (iii) shall have no claim against the Principal or any employee, agent or contractor of the Principal (whether in contract, tort (including negligence), equity, under statute or otherwise) from or in connection with the provision of the Principal-Supplied Information; and
   (iv) without prejudice to paragraph (i), must satisfy itself as to and take into account any matter or thing disclosed by any Principal-Supplied Information relevant to the carrying out of the Contract Work; and

(b) (Exclusion of Claims) no Tenderer shall have any claim whatever against the Principal or any employee, agent or contractor of the Principal (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
   (i) any costs, expenses or other liabilities incurred by the Tenderer in preparing a tender or otherwise in connection with the Tenderer’s tender (whether or not a tender is lodged by the Tenderer or the Tenderer’s tender is accepted) including any costs, expenses, or other liabilities incurred by the Tenderer in providing any further information or in carrying out any further work at the request of the Principal;
   (ii) the Principal exercising in its absolute discretion, any discretion or right it has under these Tender Conditions or in connection with the Contract Work; or
   (iii) any of the matters or things relevant to the Contract Work in respect of which the Tenderer must satisfy itself under these Tender Conditions.

11. PRIVACY ACT COMPLIANCE

(a) (Privacy Act) In relation to any Personal Information (as defined in the Privacy Act 1988 (Act) provided by a Tenderer in connection with its tender, the Tenderer warrants to the Principal:
   (i) the Tenderer has obtained the consent of each individual about which any Sensitive Information (as defined in the Act) is provided; and
   (ii) the Tenderer has or will within the time required by the Act ensure that each individual about whom any Personal Information is provided has received a written statement setting out all of the matters required by National Privacy Principle 1.3:
      A. in relation to disclosure of the Personal Information to the Principal, any Related Body Corporate (as that term is defined in the Corporations Act 2001) of the Principal and any consultant of the Principal requiring the information for the purposes set out in paragraph B; and
      B. disclosing that the entities referred to in paragraph A shall use the Personal Information for the purposes of reviewing and assessing the Tenderer’s tender.

(b) (Comply with Act) The Tenderer will comply with the provisions of the Privacy Act 1988 (Cth) in relation to any Personal Information provided to the Tenderer by the Principal, any Related Body Corporate of the Principal and any consultant of the Principal.

12. APPLICATION OF TENDER CONDITIONS
Except to the extent the Principal expressly agrees otherwise, these Tender Conditions shall continue to apply to any process which the Principal may undertake (including following the close of tenders under the initial tender process) in connection with the selection of the successful Tenderer or the award of a Contract for the Contract Work (including without limitation, any process involving the retendering of the Contract Work, shortlisting of tenders or further negotiations with any of the Tenderers).
3. Tender Form

FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
TENDER FORM
FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland 4655

Tender No.: WBW 215 19/20
Project: MB SPS 1: Pump Station Augmentation

BY: Full Name(s): ..................................................................................................................
 ........................................................................................................................................
 ........................................................................................................................................
 ................................................................................................................... ("Tenderer")

The Tenderer:
1. (Tender Conditions) agrees to:
   (a) be bound by the Tender Documents (as referred to in the Tender Conditions); and
   (b) if the Tenderer's tender is successful, be bound to carry out the work under the Contract in accordance with the Contract.

2. (Particulars of Tender) tenders to carry out the work under the Contract and perform the obligations of the Contractor under the Contract on the following basis:

The Tenderer tenders the following lump sum amount for the Contract Sum (as defined in the Contract):

<table>
<thead>
<tr>
<th>Total Lump Sum:</th>
<th>$__________________ ex GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>This figure must match the figure stated in Schedule A of the Tender Schedules.</td>
<td>(Excluding Provisional sums)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total of Provisional Items:</th>
<th>$__________________ ex GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>This figure must match the figure stated in Schedule A of the Tender Schedules.</td>
<td></td>
</tr>
</tbody>
</table>

The Tenderer tenders the following as the duration required to achieve Practical Completion (as defined in the Contract):

| Weeks: | |
|--------| |
3. Assessment Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience of the people and firm:</td>
<td>15%</td>
</tr>
<tr>
<td>- Relevant experience</td>
<td>5%</td>
</tr>
<tr>
<td>- Technical Skills</td>
<td>5%</td>
</tr>
<tr>
<td>- Track record</td>
<td>5%</td>
</tr>
<tr>
<td>2. Methodology</td>
<td>20%</td>
</tr>
<tr>
<td>3. Project Management:</td>
<td>10%</td>
</tr>
<tr>
<td>- Quality Assurance</td>
<td>2.5%</td>
</tr>
<tr>
<td>- Time Performance</td>
<td>5%</td>
</tr>
<tr>
<td>- Safety Management System</td>
<td>2.5%</td>
</tr>
<tr>
<td>4. Local Preference</td>
<td>15%</td>
</tr>
<tr>
<td>- Local Supplier/Contractor</td>
<td>5%</td>
</tr>
<tr>
<td>- Local Content</td>
<td>10%</td>
</tr>
<tr>
<td>5. Price</td>
<td>40%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

4. Information About Tenderer for the purposes of its tender, provides to the Principal the following information about the Tenderer:

(a) Status
The Tenderer is:
(i) registered with the Australian Securities and Investment Commission under A.C.N. or A.R.B.N. (delete one) .................................................................; or
(ii) every member of the firm or partnership trading under the business name ............................................................. registered no. ..........................................................; or
(iii) an individual tenderer.
(delete (i), (ii), or (iii) as applicable)

(b) Registered Office
The Tenderer’s registered office/principal place of business is: .................................................................
...............................................................................................................................................................  

(c) Particulars for Notices/Correspondence
Contact Name: .................................................................
Position in Organisation: .................................................................
Address: ........................................................................................................
...........................................................................................................................................................
Telephone: ............................................................. Facsimile: ..........................................................
(d) **Trustee Status**

The Tenderer does/does not (*delete one*) act as a trustee for any trust. Because it does act as a trustee:

(i) the Tenderer encloses with this Tender Form a copy of the relevant instrument/deed evidencing the trust; and

(ii) the Tenderer warrants to the Principal that it has the authority to enter into the Contract.

(e) **Registration/Licence Particulars**

The Tenderer holds the following registrations/licences necessary for the Tenderer to lawfully carry out the work under the Contract:

(i) Builder's Registration Licence No.: .................................................................

   (Category of Licence: .......................................................................................... )

(ii) Other: ....................................................................................................................

........................................................................................................................................

(f) **Financial Information**

The Tenderer encloses with this Tender Form the following accounts/financial statements/references as evidence of its financial standing:

........................................................................................................................................

(g) **Demonstrated Ability**

The Tenderer encloses with this Tender Form the following references/documents as evidence of a demonstrated ability to execute the work under the Contract:

........................................................................................................................................

........................................................................................................................................

(h) **Quality Assured**

The Tenderer:

(i) does not have a quality system implemented;

(ii) has implemented a quality system to the following standard:

........................................................................................................................................

; or

(iii) holds second or third party quality assurance certificates particulars of which are:

........................................................................................................................................

(*delete (i), (ii) or (iii) as applicable*)

(i) **Safety Management System**

The Tenderer shall provide the following:

(i) Copy of Safety Management Policy;

(ii) Details of Safety Management System:

   - Certified Safety Management System to AS/NZS 4801 and OHSAS 18001 Yes/No

   - If "no", please provide details of existing system
(j) Parent Guarantee

The Tenderer is a subsidiary of the following parent company which agrees to guarantee the Tenderer's obligations under the Contract:

......................................................................................................................................................

5. (Contract Requirements) tenders the following items for the purpose of the Contract:

(a) Insurance

The Tenderer tenders the following details of the insurances it has or will effect, as required under the Contract and submits with this completed Tender Form, copies of the respective certificates of currency (where available):

<table>
<thead>
<tr>
<th>Contract Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurer</td>
</tr>
<tr>
<td>Policy No.</td>
</tr>
<tr>
<td>Insured Parties</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Excess</td>
</tr>
<tr>
<td>Period of Cover</td>
</tr>
<tr>
<td>Comments (including any significant exclusions)</td>
</tr>
</tbody>
</table>

Certificate of Currency is attached  Yes/No
Insurance Conforms to Contract Requirements  Yes/No
If "No", it does not conform in the following respects: _________________________________

<table>
<thead>
<tr>
<th>Public Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurer</td>
</tr>
<tr>
<td>Policy No.</td>
</tr>
<tr>
<td>Insured Parties</td>
</tr>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>Excess</td>
</tr>
<tr>
<td>Period of Cover</td>
</tr>
<tr>
<td>Comments (including any significant exclusions)</td>
</tr>
</tbody>
</table>

Certificate of Currency is attached  Yes/No
Insurance Conforms to Contract Requirements  Yes/No
If "No", it does not conform in the following respects: _________________________________
### Motor Vehicle

<table>
<thead>
<tr>
<th>Insurer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy No.</td>
<td></td>
</tr>
<tr>
<td>Insured Parties</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
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<tr>
<td>Excess</td>
<td></td>
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<tr>
<td>Period of Cover</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Currency is attached  Yes/No

Insurance Conforms to Contract Requirements  Yes/No

If "No", it does not conform in the following respects:

---

### Worker's Compensation

<table>
<thead>
<tr>
<th>Insurer</th>
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<tbody>
<tr>
<td>Policy No.</td>
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<tr>
<td>Insured Parties</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
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<tr>
<td>Excess</td>
<td></td>
</tr>
<tr>
<td>Period of Cover</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Currency is attached  Yes/No

Insurance Conforms to Contract Requirements  Yes/No

If "No", it does not conform in the following respects:
Professional Indemnity

Insurer ________________________________________________________________
Policy No. _____________________________________________________________
Insured Parties __________________________________________________________
Amount _________________________________________________________________
Excess _________________________________________________________________
Period of Cover __________________________________________________________
Comments (including any significant exclusions) ______________________________
________________________________________________________________________
Certificate of Currency is attached Yes/No
Insurance Conforms to Contract Requirements Yes/No
If "No", it does not conform in the following respects: __________________________
________________________________________________________________________

(b) Key Personnel

The Tenderer will ensure the following personnel are engaged in the provision of work under the Contract in the specified capacities:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

The Contractor shall attach a brief resume/CV for each of the nominated personnel indicating their experience relevant to the nominated position.

(c) Programme

The Tenderer attaches with this completed Tender Form a programme for the work under the Contract which must:

• identify the Tenderer’s proposed methods and sequencing of the work under the Contract (including establishment, procurement and physical work operations);
• identify major activities, their start and finish times, durations in days/weeks (as appropriate) and their interdependencies;
• include estimated site labour requirements;
• identify the total time required to achieved Practical Completion;
• identify any float (including allowances for inclement weather or the effects of inclement weather);
• demonstrate the Tenderer's understanding of the work under the Contract and all project requirements;
(d) **Working Hours and Working Days**

The Tenderer proposes the following working hours and working days for the Site:

Working Hours: __________________ am to __________________ pm

Working Days: __________________ to __________________

(e) **Methodology**

The Tenderer *attaches* with this completed Tender Form a statement of understanding of the project demonstrating the following:-

- Understanding of the nature and scope of the project;
- Methodology proposed for the execution, indicating the major plant to be used for each stage, of the works;
- Methodology proposed for cut-in to existing system and management of water demand requirements;
- Potential problems that may arise on the project; and
- Potential solutions to those problems.
6. Demonstrated Local Supplier Questionnaire (to be completed by the tenderer). Please explain and/or provide evidence to each question:

<table>
<thead>
<tr>
<th>a. Is your organisation already Fraser Coast Region based or owned, or would you establish a base in the Fraser Coast if your tender was successful?</th>
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<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Please advise if you will be using local materials, and/or assembly and fabrication in the region?</th>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. What employment benefits would the acceptance of your tender bring to the Fraser Coast Region – e.g. local suppliers, sub-contractors/suppliers and/or labour hire.</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Do you support any local based industry apprenticeship or traineeship scheme(s)? If so, what are the details of the scheme and what are your plans for apprentice/trainee use for this Contract?</th>
</tr>
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<tr>
<td></td>
</tr>
</tbody>
</table>

*Please attach any evidence, or supporting documentation to this questionnaire as required*
7. **(Schedules to Tender Form)** also tenders as part of its Tender the following details or information set out in the Schedules to this Tender Form:

- Schedule A – Schedule of Prices
- Schedule B – Schedule of Technical Details
- Schedule C – Schedule of Non-Compliance and/or Departures
- Schedule D – Day work Charges
- Schedule E – Sub-Contractors
- Schedule F – Previous Experience

8. **(Addenda to Tender Documentation)** acknowledges having received and satisfied itself as to the following Addenda to the Tender Documents:

<table>
<thead>
<tr>
<th>Addendum No.</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

which also comprise part of the Tender Documents.

9. **(Warranty by Contractor)** warrants to the Principal that all information provided by the Tenderer to the Principal as part of or in connection with the Tenderer's tender is true, accurate and not misleading.

**EXECUTION**

SIGNED this ___________ day of ________________, 20

by .......................................................... (Full Name of Signatory)

for and on behalf of the Tenderer (who personally warrants to the Principal that he/she is authorised to sign this Tender Form on the Tenderer’s behalf):

.......................................................... (Signature)

.......................................................... (Position of Signatory in Tenderer Organisation)
4. Tender Schedules

FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
PROJECT: WBW 215 19/20 - MB SPS 1: Pump Station Augmentation

Tender Schedules

Schedule A – Schedule of Prices
Schedule B – Schedule of Technical Details
Schedule C – Schedule of Non-Compliance and/or Departures
Schedule D – Day work Charges
Schedule E – Sub-Contractors
Schedule F – Previous Experience
SCHEDULE A - SCHEDULE OF PRICES

PREAMBLE

Details of the exact scope of work to be covered by the items listed in the Schedule of Prices can be established from the Specification and Drawings.

All prices shall include all labour, materials (other than those supplied by the Principal), and allow for fabrication/manufacturer, supply, delivery, installation, construction, testing and commissioning of any equipment, including the supply of four copies of technical and operational maintenance manuals for any mechanical and electrical components.

The total of the amounts entered in the Schedule shall be deemed to include all works specified and shall equal the Total Lump Sum Tender Price.

Quantities scheduled in the Schedule of Prices are not guaranteed. The Tenderer shall be deemed to have checked the quantities scheduled against the Drawings and, where not satisfied with the quantities shown in the schedule, enter quantities computed by themselves and complete the extension to arrive at the lump sum amount for that item.

The items and rates entered in this Schedule have no direct relevance to this Lump Sum Contract, except for the purpose of evaluating the quantum of progress payments and any variations ordered where appropriate.

The Tenderer is invited to detail any item, quantities, or rates perceived to be included as part of this Contract, not clearly defined in the Schedule of Prices.
Tender Schedules

FRASER COAST REGIONAL COUNCIL

WBW 215 19/20 - MB SPS 1: PUMP STATION AUGMENTATION

SCHEDULE OF PRICES COMPRISING LUMP SUM TENDER

NOTE: The quantities shown are estimated quantities only and are not to be taken as correct quantities of work to be carried out or paid for under the various items of work.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIMINARY</td>
<td>All required Project Management Plans (incl. PMP, WHS., EMP, TMP, &amp; Commissioning Plan).</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Submission of Methodology &amp; Project Schedule.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Site Establishment &amp; Re-instatement, including demobilisation, site security, etc.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>CONSTRUCTION</td>
<td>Construction of valve pit including cover as in drawings S15 , S16.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Replacement of the two pump risers, and associated fittings and valves, with DN 150DICL pipework and valves up to the end of the new valve pit and relocate the existing attachments including well washing system to the new pipework.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Demolition and removal of superstructure, top slab, pipework, vent pipe, flow meter, and guard rails and as required in drawings S04, S05.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Supply and install of complying FRP guard rails to the mid height platform openings including mid rails and kick plates and access gates.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Cut the existing FRP ladder to the ground level and provide it with complying retractable stiles.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Supply and install of concrete precast top slab including all embedded items and access systems for the pumps and ladder as specified and as in drawings S10, S11.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
## Tender Schedules

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.7</td>
<td>Supply and install of vent pipe and vent stack as in drawings S07, S17 and SEW-1408.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.8</td>
<td>Internal surface preparation and protection painting as in drawing S06.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.9</td>
<td>Extend existing pump rails to underside of new access hatch including all accessories.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.10</td>
<td>Supply and install of new flow meter including pit and pipework and 2 reducers as specified.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td><strong>SUB TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

### ELECTRICAL

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Relocation of existing switchboard to the new platform including all cabling and connections.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3.2</td>
<td>Supply and install of new lockable stainless steel pump isolation switch panel (including feedback to the MSB controls) for ground level operation, beside well.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td><strong>SUB TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL OF EXTENDED AMOUNTS OF SCHEDULE OF PRICES excluding Provisional Items:</strong> (excluding GST)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

This figure must match the figure stated in Section 2 of the Tender Form.
## PROVISIONAL ITEMS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVISIONAL ITEMS (IF ORDERED)</td>
<td>4.1 Remove existing pump rails if they are not 316 S/S and replace with new 316 S/S rails as in drawing S07.</td>
<td>LS</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL OF PROVISIONAL ITEMS (IF ORDERED):** (excluding GST)

This figure must match the figure stated in Section 2 of the Tender Form

$
SCHEDULE B - SCHEDULE OF TECHNICAL DETAILS

The Tenderer shall complete this Schedule giving manufacturer's name and other details as required. Any tender not accompanied by completed details may be rejected. The completed Schedule will be used in evaluating tenders.

All items supplied and/or installed must comply with the requirements of the specification regardless of the details nominated in this schedule, unless the tender states that items do not conform to the specification and includes detailed descriptions of all departures from the specification.

Where a tender involves the brand name of articles of machinery, goods or apparatus or of suppliers of such machinery, goods or apparatus substitution of other machinery, goods or apparatus or of suppliers thereof shall not be made unless such substitution is approved in writing by the Superintendent.

<table>
<thead>
<tr>
<th>(i)</th>
<th>DICL Pipes &amp; Fittings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Manufacturer</td>
</tr>
<tr>
<td></td>
<td>Pressure Class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(ii)</th>
<th>Flowmeter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Manufacturer</td>
</tr>
<tr>
<td></td>
<td>Model No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(iii)</th>
<th>Others</th>
</tr>
</thead>
</table>

Tenderer: __________________________
Signature: __________________________
Date: __________________________
SCHEDULE C – SCHEDULE OF NON-COMPLIANCE AND/OR DEPARTURES

The Contractor shall provide details of all Non-Compliances and/or Departures with the Specifications in this Schedule.

<table>
<thead>
<tr>
<th>Schedule of Non-Compliance and/or Departures</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Tender Schedules

SCHEDULE D – DAYWORK CHARGES

For the purposes of certification of Daywork costs, Tenderers shall complete the following Table of Charges for Daywork. Tenderers shall complete all parts of this Table setting out all proposed on site labour, (including Foreman), plant hire charges and materials on-costs (stated as a percentage over direct cost). Rates shall be tendered for those items of labour and plant that are relevant to the type of work carried out, and shall be exclusive of GST.

Allowances are to be included as follows:

- Labour Charge per hour
- Plant Hire per hour
- Material on-Costs

Charges for Constructional Plant shall include the cost of any floating plant and loose tools which have an individual new value of less than one thousand dollars ($1000).

The tender rates shall include all overheads administration and profit. This includes site overhead costs including, site office and engineering costs and personnel overhead costs including travel, overtime and loss of time due to industrial stoppages, etc.

The basis of payment for Daywork charges shall be the rates set out in the Table of Charges of Daywork and any additional rate approved from time to time and:

- The times for labour and plant and quantities of materials approved by the Superintendent prior to commencement of the work, or
- The actual times, excluding personnel travel and transport of plant to and from site etc., for labour and plant and quantities of materials supported by daily record sheets countersigned as “CORRECT” by the Clerk of Works, or
- The times for labour and plant and quantities of materials as determined by the Superintendent.

No payment in addition to those calculated on the above basis will be certified to cover any consequent costs (including additional overheads, administration costs, profit, loss of profit) relating to the execution of Daywork, or effect of the execution of Daywork on other works or arising from an extension of time for Daywork.
## PART 1 – LABOUR

<table>
<thead>
<tr>
<th>Description</th>
<th>Labour Charges per Hour (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Normal</td>
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<tr>
<td>Project Manager</td>
<td></td>
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<tr>
<td>Engineer</td>
<td></td>
</tr>
<tr>
<td>Site Supervisor</td>
<td></td>
</tr>
<tr>
<td>Foreman</td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td></td>
</tr>
<tr>
<td>Surveyor</td>
<td></td>
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<tr>
<td>Labourer</td>
<td></td>
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</table>

## PART 2 – PLANT

<table>
<thead>
<tr>
<th>Type</th>
<th>Capacity</th>
<th>Plant hire rate per hour including operator (ex GST)</th>
<th>Standby charge per hour (ex GST)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

Tenderer: .................................
Signature: .................................
Date: .................................
Tender Schedules

SCHEDULE E – SUB CONTRACTORS

Enter below proposed Sub-Contractors (other than Nominated Sub-Contractors) to whom it is intended to sub-let portions of the works estimated to cost more than $30,000.

The Principal through the Superintendent reserves the right to reject any of the Sub-Contractors listed by the Tenderer in this Schedule and request alternative Sub-Contractors.

<table>
<thead>
<tr>
<th>Name and Address of Proposed Sub-Contractor</th>
<th>Nature and Extent of Sub-Contract Work for Service</th>
</tr>
</thead>
<tbody>
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Tenderer: ......................................
Signature: ......................................
Date: ..........................................
## SCHEDULE F – PREVIOUS EXPERIENCE

### Works in Hand at Time of Tender

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount of Contract</th>
<th>Expected Date of Completion</th>
<th>Value Completed</th>
<th>Name of Supervising Engineers and/or Client</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Works Similar to this Contract Completed in the Last Five Years

<table>
<thead>
<tr>
<th>Project</th>
<th>Contract Period</th>
<th>Amount of Contract</th>
<th>Name of Supervising Engineer and/or Client</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Referees

Please provide the following information for the three (3) most recent contracts completed by the company:

<table>
<thead>
<tr>
<th>Contract 1</th>
<th>Contract 2</th>
<th>Contract 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Client</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tenderer: ......................................
Signature: ......................................
Date: .............................................
5. General Conditions of Contract
– Short Form Contract

FRASER COAST REGIONAL COUNCIL (“Principal”)
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
Fraser Coast Regional Council (ABN 19 277 850 689) of 77 Tavistock Street, Hervey Bay QLD 4655 ("Principal") confirms the Contractor's appointment to provide the works, services or goods described below ("Supply") on the terms of this Contract.

The Contractor's execution of this Contract (or the commencement of the Supply) confirms the Contractor's agreement to be bound by the terms of this Contract.

### CONTRACT PARTICULARS

<table>
<thead>
<tr>
<th>Contract Date:</th>
<th>Contract Number: WBW 215 19/20 MB SPS1: Pump Station Augmentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>ABN:</td>
</tr>
<tr>
<td></td>
<td>Licence No:</td>
</tr>
<tr>
<td>Contractor's Representative:</td>
<td>Name: Matthew Kraft</td>
</tr>
<tr>
<td></td>
<td>Contact Details –</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td>Principal's Representative:</td>
<td>Name: Matthew Kraft</td>
</tr>
<tr>
<td></td>
<td>Contact Details –</td>
</tr>
<tr>
<td></td>
<td>Phone: 07 4194 7677</td>
</tr>
<tr>
<td></td>
<td>Fax: -</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Matthew.Kraft@frasercoast.qld.gov.au">Matthew.Kraft@frasercoast.qld.gov.au</a></td>
</tr>
<tr>
<td>Site:</td>
<td>Sewer Pump Station 1 in Bazaar Street, Maryborough</td>
</tr>
<tr>
<td>Supply Description:</td>
<td>Pipework, valves and fittings- valve pit- vent pipe- flow meter and pit- MSB relocation in accordance with the contract requirements.</td>
</tr>
<tr>
<td>Commencement Date:</td>
<td>Date of the Letter of Acceptance.</td>
</tr>
<tr>
<td>Date for Completion:</td>
<td>TBC weeks from the Letter of Acceptance.</td>
</tr>
<tr>
<td>Completion Preconditions</td>
<td>1. Delivery to the Principal of the following Pre-completion Documents:</td>
</tr>
<tr>
<td></td>
<td>(a) All approvals relevant to the Contractor's Activities and the Supply (other than approvals for which the Principal is responsible (if any)) including final certificates of occupation or classification ensuring the completed Works can be lawfully used for their purpose, including but not limited to:</td>
</tr>
<tr>
<td></td>
<td>(i) Quality Assurance Records</td>
</tr>
<tr>
<td></td>
<td>(ii) Certified Inspection Tests</td>
</tr>
<tr>
<td></td>
<td>(iii) As Constructed Information</td>
</tr>
<tr>
<td></td>
<td>If nothing stated, there are no Pre-completion Documents.</td>
</tr>
<tr>
<td></td>
<td>2. Final Inspection of each site by Principal's Representative</td>
</tr>
<tr>
<td>Defects Liability Period:</td>
<td>12 months</td>
</tr>
<tr>
<td>Rate of Liquidated Damages:</td>
<td>$1,450 /day</td>
</tr>
<tr>
<td>Supply Period</td>
<td>[TBC]</td>
</tr>
<tr>
<td>Supply Price:</td>
<td>[TBC]</td>
</tr>
<tr>
<td>Payment Claim Times:</td>
<td>Monthly in arrears based on value of completed</td>
</tr>
<tr>
<td>Time for Payment:</td>
<td>21 days after the payment claim is received</td>
</tr>
<tr>
<td>Security:</td>
<td>Security – 5% shall apply to this Contract</td>
</tr>
<tr>
<td>Retention:</td>
<td>Retention - 10% shall be withheld from each progress payment, to a maximum of 5% of the contract value which shall be held until the finalisation of all outstanding items at the end of the Defects Liability Period</td>
</tr>
</tbody>
</table>
**Contract for Works, Services or Goods for Fraser Coast Regional Council**

**Required Insurance:**

<table>
<thead>
<tr>
<th>Required Insurance</th>
<th>Required</th>
<th>Amount</th>
<th>Policy No.</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor's All Risk</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public &amp; Product Liability</td>
<td>Yes</td>
<td>20,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Works &amp; Liability</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers’ Compensation and Employee Insurance</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contract Documents:**

- Letter of Acceptance dated TBA
- Project Specifications
- WBW Standard Specification for Work Health and Safety
- WBW Standard Specification for Project Management Plan
- WBW Standard Specification for Environmental Management Plan
- WBW Standard Specification for QA Management Plan
- Schedule B – Schedule of Technical Details
- Drawings:

<table>
<thead>
<tr>
<th>Drawing No</th>
<th>Rev</th>
<th>Drawing Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01</td>
<td>D</td>
<td>Locality Plan &amp; Drawing Schedule</td>
</tr>
<tr>
<td>S02</td>
<td>C</td>
<td>Standard Notes</td>
</tr>
<tr>
<td>S03</td>
<td>C</td>
<td>Existing Layout Plan</td>
</tr>
<tr>
<td>S04</td>
<td>D</td>
<td>Demolition Plan</td>
</tr>
<tr>
<td>S05</td>
<td>D</td>
<td>Demolition Elevation</td>
</tr>
<tr>
<td>S06</td>
<td>D</td>
<td>Pump Station – Proposed Layout Plan</td>
</tr>
<tr>
<td>S07</td>
<td>D</td>
<td>Pump Station – Proposed Elevation</td>
</tr>
<tr>
<td>S010</td>
<td>D</td>
<td>Pump Well Topping Slab- Reinforcement</td>
</tr>
<tr>
<td>S011</td>
<td>C</td>
<td>Typical Topping Slab Section Details</td>
</tr>
<tr>
<td>S015</td>
<td>C</td>
<td>Valve Pit Framing Layout</td>
</tr>
<tr>
<td>S016</td>
<td>C</td>
<td>Typical Beam Connection Details</td>
</tr>
<tr>
<td>S017</td>
<td>C</td>
<td>Typical Stack Footing Details</td>
</tr>
<tr>
<td>WBB-WAT-1310-4</td>
<td>A</td>
<td>Typical Appurtenance Installation Flowmeter Details</td>
</tr>
<tr>
<td>SEW-1408</td>
<td>2.1</td>
<td>Ventilation Systems Educt Vent</td>
</tr>
</tbody>
</table>

- Methodology & Resourcing Documents
  - Proposed Construction Methodology
  - Pump Station Photos

- Relevant Documents
  - WHS Contractor Engagement (Safety & Environment) – General Procedure
  - WHS Contractor Engagement (Safety & Environment) – High Risk Construction
  - Procedure – Isolation- Tagging and Lockout
  - Schedule A - Schedule of Prices
  - Schedule C - Schedule of Daywork Charges

**Principal Contractor** - contractor appointed as "principal contractor" (under Work Health and Safety Law):

The works are to be undertaken entirely on the Contractor's site, as such the Contractor is to be a PCBU and work in accordance with the Work Health and Safety Act 2011.

**Commissioning program required:**

Yes

**Program required:**

Yes
CONTRACT FOR WORKS, SERVICES OR GOODS FOR FRASER COAST REGIONAL COUNCIL

EXECUTION

Signed for Fraser Coast Regional Council:

Signed:                                                   Date:

Print Name:                                               

Title:                                                   

Signed for Contractor:

Signed:                                                   Date:

Print Name:                                               

Title:                                                   

1. Performance

(a) (Scope of Contract) The Contractor must, as an independent contractor, provide:
   (i) the Goods referred to in the description of the Supply in the Contract Particulars ("Goods");
   (ii) the Services referred to in the description of the Supply in the Contract Particulars ("Services"); and/or
   (iii) the Works referred to in the description of the Supply in the Contract Particulars ("Works"); and
   (iv) the Contract Documents form part of the Contract; and
   (v) unless a higher standard is required under this Contract, the Supply will comply with any applicable Australian Standards.

(b) (Time) The Contractor must:
   (i) where the Contract Particulars provide for a Supply Period ("Supply Period"), commence the Supply on the Commencement Date specified in the Contract Particulars and carry out the Supply continuously throughout the Supply Period in accordance with this Contract; or
   (ii) where the Contract Particulars provide for a Date for Completion, commence the Supply on or before the Commencement Date specified in the Contract Particulars, proceed with due expedition and without delay, and achieve:
      (A) completion of the Supply (except for immaterial defects which the Principal considers can later be conveniently rectified); and
      (B) satisfaction of all conditions required by this Contract (including the Completion Preconditions set out in the Contract Particulars) to be satisfied before Completion, to the satisfaction of the Principal ("Completion") before the date or within the period set out in the Contract Particulars as the Date for Completion (which shall only be extended as expressly provided in this Contract ("Date for Completion")).

(c) (Payment) The Principal shall pay, in the manner set out in this Contract, the lump sum or amount determined by applying the rates referred to in the Contract Particulars (which lump sum or rates shall only be increased as expressly provided in this Contract ("Supply Price")).

(d) (Standard) The Contractor must ensure and warrants that:
   (i) any materials, goods or other items comprised in or used or provided in connection with the Supply are new and of merchantable, good and suitable quality;
   (ii) any work comprised in or carried out in connection with the Supply are proper and workmanlike;
   (iii) any services comprised in or carried out in connection with the Supply are carried out with skill, care and diligence;
   (iv) the Supply complies with this Contract and all drawings and specifications provided or approved by the Principal and is fit for its purpose (except to the extent of defective design provided by the Principal and for which the Contractor has not assumed responsibility);
   (v) the Contractor shall comply with the Contract Documents described in the Contract Particulars and those Contract Documents form part of the Contract; and
   (vi) unless a higher standard is required under this Contract, the Supply will comply with any applicable Australian Standards.

(e) (Relationship of Parties) The Contractor acknowledges:
   (i) this Contract does not create any relationship of employment, partnership or joint venture;
   (ii) it is not entitled to any employee benefits or entitlements; and
   (iii) it has no authority to act as the Principal's agent or on the Principal’s behalf.

2. Contractor’s Obligations

2.1 Subcontracting, Assignment and Personnel

(a) (Subcontracting and Assignment) The Contractor must not subcontract or assign any right or obligation under this Contract without the Principal's prior written consent.

(b) (Responsibility for Subcontracting) If the Contractor subcontracts any of the Supply, the Contractor:
   (i) remains fully responsible for the Supply and its obligations under this Contract; and
   (ii) will be liable to the Principal for acts or omissions of its subcontractors and their employees and agents (as if they were acts or omissions of the Contractor), including where any subcontractor is nominated or consented to by the Principal.

(c) (Personnel) The Contractor must use the personnel nominated (in its tender or otherwise) to the Principal (or other personnel acceptable to the Principal) to provide the Supply.

(d) (Separate Contractors) The Contractor must cooperate and coordinate the Supply with works, services or supplies being provided by other contractors on the Site.

2.2 Site

(a) (Access to the Site) The Contractor must only access and use the Site:
   (i) after giving the Principal at least 48 hours’ prior notice of its intention to commence the Supply on the Site;
   (ii) after completing any safety or other training or induction required by the Principal;
   (iii) for the purposes of providing the Supply;
   (iv) without interfering with others using the Site;
   (v) on days and during hours specified in this Contract (except as otherwise directed by the Principal or in an emergency);
   (vi) in accordance with the Principal's reasonable directions;
   (vii) subject to the Principal's right to require the prompt removal of any person from the Site; and
   (viii) at the locations directed by the Principal.

(b) (Management of Site) To the extent the Contractor accesses or uses the Site for the purposes of providing the Supply, the Contractor must:
   (i) keep the Site safe, secure, clean and tidy;
   (ii) clean up and make good fencing, roads, footpaths and surfaces on or adjacent to the Site, to the Principal's satisfaction, before Completion;
   (iii) correctly set out the Works on the Site; and
   (iv) not allow disconnection of or disruption to any utility or other services or alteration of or disruption to existing improvements or operations, without the Principal’s prior approval.

(c) (Protection of the Supply, People and Property) The Contractor must in providing the Supply:
   (i) protect all people from death or injury (including by the provision and maintenance of barricades, guards, fences, signs, lighting and traffic flagging);
   (ii) protect the Supply (including any unfixed plant, materials and goods) and all other property (including property or works of the Principal or others) from loss or damage; and
   (iii) promptly make good, at its own cost, any damage caused by the Contractor to the Supply or any property of the Principal or third parties.

(d) (Site Conditions) Despite any other provision of this Contract:
   (i) the Contractor accepts the risk of all known and unknown conditions of the Site (including without limitation natural or artificial conditions, contamination, services, facilities and improvements on the Site (including those installed or constructed by other contractors)) ("Site Conditions");
   (ii) the Contractor shall not be entitled to any adjustment to the Supply Price or claim for any costs, expenses,
2.3 Information and Documents

(a) (Goods Information) The Contractor must:
(i) notify the Principal at the time of dispatch of the Goods, description and quantity of the Goods dispatched and the method and route of their transportation;
(ii) package the Goods safely and securely (so as to avoid any damage during transit) and otherwise as required by this Contract and the carrier’s requirements;
(iii) clearly label packages with the Contract Number of the packaged Goods;
(iv) ensure the Goods are accompanied by a packing slip for each package (detailing the Contract Number, description and quantity of the packaged Goods); and
(v) ensure the Goods are signed for by an authorised representative of the Principal (and the Contractor shall not be entitled to make a claim for any progress payment for the Supply until the Goods are signed for by an authorised representative of the Principal).

(b) (Inadequacy of Information) The Contractor must:
(i) promptly notify the Principal if any information provided to the Contractor by or on behalf of the Principal is inaccurate or inadequate for the Contractor to provide the Supply or contains any discrepancy; and
(ii) give the Principal reasonable prior written notice of any information or documents required from the Principal in connection with the Supply.

(c) (Intellectual Property) The Contractor:
(i) irrevocably licenses the Principal to use any intellectual property connected with the Supply for any of its own purposes; and
(ii) indemnifies the Principal against any loss or liability arising from third party claims in connection with the intellectual property.

(d) (Reporting) The Contractor must keep the Principal fully informed as to any matters affecting the cost, timing or quality of the Supply or any other matters specifically requested by the Principal, including the supply of progress reports when directed by the Principal.

(e) (Ownership of Documents) All documentation either:
(i) provided by or on behalf of the Principal to the Contractor; or
(ii) provided by or on behalf of the Contractor to the Principal, shall remain or become the property of the Principal.

(f) (Documents Relating to Supply) As a pre-condition to Completion, the Contractor must deliver to the Principal:
(i) all suppliers/manufacturers warranties, inspection or testing certificates and operation or maintenance manuals available to the Contractor or required by the Contract (on terms fully acceptable to the Principal allowing their enforcement by the Principal);
(ii) all approvals, certificates or other authorisations required for the Supply before the Supply can be applied to its intended purpose; and
(iii) all other documents required by this Contract to be delivered by the Contractor before Completion (including the Pre-completion Documents specified in the Contract Particulars).

(g) (Publicity) The Contractor must obtain the Principal’s written approval before publishing or publicising any information associated with the Principal or the Supply.

(h) (Confidentiality) The Contractor must keep confidential and not use for any purpose other than carrying out the Supply, any information about the Contractor, the Supply, the Principal or otherwise provided by or on behalf of the Principal (except if necessarily provided to the Contractor’s legal advisers or accountants or required by law).

2.4 Quality

(a) (Principal’s Property) The Contractor must use any property, goods, materials, services or information provided by the Principal:
(i) at its own risk;
(ii) only to provide the Supply; using reasonable care; and
(iv) in accordance with the Principal’s instructions.

(b) (Quality Assurance) Unless the Principal agrees otherwise, the Contractor must implement a quality assurance plan in connection with the Supply to the Principal’s requirements.

(c) (Testing) Where the Contract Particulars require a commissioning program, the Contractor must:
(i) obtain the Principal’s approval to a commissioning program for the Works or Goods in sufficient time to allow commissioning and testing prior to the Date for Completion;
(ii) ensure such program establishes the Supply’s compliance with this Contract and the requirements of the Principal;
(iii) successfully commission and test the relevant Works or Goods in accordance with such program before the Date for Completion; and
(iv) co-operate with the Principal in connection with any additional testing or inspection required by the Principal at any time.

(d) (Defects) Without limiting or excluding any of its other rights, the Principal may in its discretion, require the Contractor to promptly rectify, replace, repair or re-supply (“Rectification Activities”) any part of the Supply which the Principal finds to be defective at any time before expiry of the Defects Liability Period set out in the Contract Particulars (which commences from Completion or in connection with any rectification activities, completion of the rectification activities) (“Defects Liability Period”). If no Defects Liability Period is set out in the Contract Particulars, the Defects Liability Period will be 12 months.
2.5 Laws and Legal Requirements

(a) (Legal and Contractual Compliance) The Contractor must:

(i) comply and ensure the Supply complies with:
(A) all agreements and policies of the Principal (notified to the Contractor) including the Contract Documents set out in the Contract Particulars; and
(B) all laws and legal requirements; and
(ii) except to the extent expressly provided by this Contract:
(A) obtain all licences, permits, approvals, certificates and other required authorisations required in connection with the Supply; and
(B) pay all fees, taxes, duties and other charges relating to the Supply.

(b) (Industrial Relations) The Contractor must:

(i) ensure all its employees and its subcontractors' employees are employed in accordance with any applicable laws, awards or agreements; and
(ii) promptly notify the Principal of any industrial claim, dispute or disturbance arising in connection with the Supply and ensure as far as practicable that the supply continues; and
(iii) consult with the Principal, actively manage and do all things necessary to avoid industrial relations disputes or disturbances which may affect the Supply or the Site.

(c) (Environmental Protection) The Contractor must:

(i) take all action necessary (including compliance with all laws and legal requirements) to protect and preserve the environment from harm or damage arising from or in connection with the Supply;
(ii) obtain all approvals or licences required and pay and indemnify the Principal against all fees, fines or other amounts payable under environmental laws (including in connection with any applicable approvals or licences); and
(iii) to the maximum extent permitted by law, indemnify the Principal, its employees and agents against all claims, demands, actions, costs (including legal costs), charges, expenses, damages, loss, penalties, fines or other liability arising from or in connection with actual or threatened environmental harm, arising from or contributed to by:
A. breach by the Contractor of its obligations under this clause; or
B. acts or omissions of the Contractor, its employees, its subcontractors or their employees and agents (whether wilful, negligent or otherwise).

(d) (Principal Contractor) The Contractor agrees that if the Contract Particulars indicate the Contractor is "principal contractor":

(i) from the Commencement Date the Principal appoints and authorises the Contractor to be and the Contractor accepts appointment as "principal contractor" pursuant to the legal requirements relating to health or safety in the location of the Site (Work Health and Safety Law) in respect of Contractor's Activities for all areas of the Site specified in the Contract Particulars;
(ii) despite any other provision of the Contract, the Principal authorises the Contractor to assume full and effective management and control of the part of the Site for which the Contractor has been appointed as Principal Contractor for the purposes of discharging its obligations under Work Health and Safety Law and this clause;
(iii) the Contractor's appointment as "principal contractor" under this clause ends, for any part of the Site, only when:
A. the Contractor has completed all Contractor's Activities in that part of the Site and the Contractor ceases to have any access to that part of the Site; or
B. the Principal notifies the Contractor in writing that it is no longer to be the "principal contractor" in respect of that part of the Site.

(e) (Contractor's Obligations) The Contractor is responsible for complying with and ensuring that all of the Contractor’s officers, employees, agents, subcontractors or subcontractor's agents comply with all requirements (including fully discharging all duties imposed upon any of them) under or in connection with Work Health and Safety Law, whether or not the Principal is also obliged to comply with or discharge any of the duties.

(f) (Site and Existing Improvements) The Contractor must satisfy itself in all respects as to:

(i) any risk or hazards to health or safety arising from or in connection with the Site or other existing improvements ("Site Risks"); and
(ii) any reports or information provided to the Contractor by or on behalf of the Principal in respect of Site Risks, by its own inspections, investigations and enquiries.

(g) (Legal Requirements) Without limiting clause 2.5(d), the Contractor must:

(i) maintain appropriate safety precautions and programs, so as to prevent injury to persons or damage to property on, about or adjacent to the Site and the Contractor’s Activities arising from the business or undertaking of the Contractor;
(ii) implement and comply with all necessary security requirements for the Site;
(iii) ensure that all Contractor’s Activities are done in a safe manner;
(iv) ensure that all construction plant is maintained in a safe working order and if the Principal considers that any construction plant is unsafe, the Principal may direct the Contractor to:
A. stop using the construction plant until it has been brought into a safe working order; or
B. replace the construction plant with construction plant which is in a safe working order;
(v) have on the Site at all times appropriate first aid facilities and a member of its staff fully qualified and experienced in occupational health and safety and familiar with Work Health and Safety Law;
(vi) ensure that all subcontractors and separate contractors complete a satisfactory site induction program in accordance with any requirements in the Contract, the induction requirements and Work Health and Safety Law before commencing any work on the Site or in connection with the Contractor’s Activities having regard to each subcontractor’s and separate contractor’s requirements for access to provide the Supply;
4. Professional Services

Where the Contractor is to provide professional services (including without limitation any design), the Contractor shall, in addition to its other obligations in this Contract:

(a) (Duty of Care) ensure that in providing the Supply, it exercises the standard of skill and care expected of a competent and qualified professional;

(b) (Conflicting Duties / Interests) not accept any other engagement, employment or enter into any agreement or dealing with any person which may place the Contractor in a position of conflict in respect of any obligation under this Contract; and

(c) (Professional Indemnity Insurance) unless the Principal expressly agrees otherwise, effect (before commencing the Supply) and maintain (for at least 6 years after Completion) professional indemnity insurance of at least $10,000,000 per claim with insurers and on terms and conditions acceptable to the Principal.

5. Security

5.1 Provision of Security

As security for the Contractor's performance of its obligations under this Contract:

(a) (Unconditional Undertaking) where the Contract Particulars require Security in the form of an unconditional bank undertaking, the Contractor shall provide the Principal with the Security in the form of an unconditional, irrevocable and freely assignable bank guarantee (with no expiry date) in favour of the Principal for the amount specified in the Contract Particulars before the Contractor commences any part of the Supply; and

(b) (Retentions) where the Contract Particulars require Security in the form of Retentions, the Principal may retain from any amount payable to the Contractor, an amount necessary to ensure that the Principal holds an amount equal to the Retention Percentage of the total amount of the Supply Price previously paid or then payable to the Contractor.

5.2 Security

The Principal may:

(a) (Hold Security) hold the Security for its own benefit; and

(b) (Use Security) use the Security at any time to pay any amount claimed by the Principal from the Contractor (whether in connection with this Contract or otherwise).

5.3 Release of Security

The Contractor may claim:

(a) (Release after Completion) after Completion, fifty percent (50%) of Security held at Completion; and

(b) (Release after Defects Liability Period) if the Contract Particulars indicates a Defects Liability Period, after the last Defects Liability Period has ended and all defects for which the Contractor is responsible have been rectified, any balance of Security held by the Principal; and

(c) (Release after Defects Liability Period) if the Contract Particulars indicates there is no Defects Liability Period, after the date of Completion, any balance of Security held by the Principal; and

(d) (Release after Defects Liability Period) after any other provision of the Contract, the Principal may continue to hold Security where the Contractor may otherwise require it to be released or after termination of the Contract for any reason, to the extent of any amount claimed by the Principal or which the Principal determines (acting reasonably) may become claimable by the Principal under or in connection with the Contract (whether liquidated or otherwise).

6. Payments

(a) (Entire Contract) Where under this Contract no part of the Supply Price (other than an amount not exceeding then percent (10%) of the Supply Price) is payable prior to Completion, if this Contract is terminated by the Principal prior to Completion (other than for the Principal's convenience), the Contractor shall have no claim for any part of the Supply Price or any other amount.

(b) (Invoices) Subject to paragraph (g), the Contractor must at each time for a payment claim set out in the Contract Particulars (and not before):

(i) send an invoice for payment for the Supply (accompanied by all supporting documentation required by the Principal) to the address of the Principal set out in this Contract;

(ii) ensure the invoice states the Contract Number, description of the work and the amount claimed; and

(iii) only claim the amount which this Contract provides is payable to the Contractor at that time.

(c) (Payment) Within the time after a Contractor's payment claim set out in the Contract Particulars, the Principal shall pay the amount the Principal determines is payable to the Contractor.

(d) (Calculation of Payment) The amount which the Contractor shall be paid at the time of each claim for payment shall be:
8. Extensions of Time

8.1 Requirements for Extensions

If:

(a) (Contractor Delayed) the Contractor is unavoidably:

(i) delayed in achieving Completion; or

(ii) prevented from performing the Supply, by a cause beyond the Contractor's or any subcontractor's control;

(b) (No Fault) the Contractor has not by its act or omission contributed to the cause and has used all endeavours to minimise the delay arising from the cause;

(c) (Notice of Claim) the Contractor has notified the Principal in writing of:

(i) the existence of the cause, within two (2) days after the Contractor becomes aware of the circumstances giving rise to it; and

(ii) the length of the period of delay for which the Contractor claims an extension, within two (2) days after the cause ends,

the Principal shall by notice in writing to the Contractor:

(d) (Extension) allow the Contractor a reasonable extension to the Date for Completion; or

(e) (Excuse Performance) excuse the Contractor from performance during a reasonable period, within a reasonable period after the Contractor's claim referred to in paragraph (c)(ii) is received.

The Contractor acknowledges:

(f) (No Delay Costs) without prejudice to the Contractor's rights arising from breach by the Principal, the Contractor shall have no right to claim any delay or disruption costs for periods of extension (whether or not an allowance is granted under this clause); and

(g) (Effect of Allowance) despite any other provision, where the Supply is for the provision of Services for a defined period (the "Service Period"), the Service Period will not be extended by any allowance granted under this clause and the Contractor shall not be entitled to any payment for any period of allowance granted under this Contract.

8.2 Principal's Right to Extend

The Contractor acknowledges failure by the Principal to extend the Date for Completion shall not set time at large and the Principal may in its discretion extend the Date for Completion at any time for any reason.

9. Changes in the Principal's Requirements

The Principal may for any reason (including its convenience) direct the Contractor in writing to:

(a) (Timing) accelerate or delay the progress of, change the sequence of or suspend for any period the Supply or any part of it; or

(b) (Nature of Supply) change the extent, character or quality of the Supply in any way (including by adding or omitting any part of the Supply or changing methods of Supply), in which case:

(c) (Contractor's Notice) the Contractor must within two (2) days after receipt of the Principal's direction and (unless the Principal requires otherwise in writing) before the Contractor complies with the notice, advise the Principal in writing of the costs or time which the Contractor will incur or save in complying with the Principal's directions, failing which the Contractor shall have no claim for any additional costs or extension of time; and

(d) (Adjustment to Cost and Time) the Supply Price and Date for Completion shall be adjusted by:

(i) the amounts set out in the Contractor's notice as the costs and time to be saved or incurred by the Contractor (if acceptable to the Principal); or

(ii) if the amounts set out in the Contractor's notice are not acceptable to the Principal, the amount reasonably determined by the Principal having regard to the reasonable costs and time which a reasonably competent contractor would save or incur in complying with the Principal's direction,

but if the Principal's direction arises from an act, omission or default of the Contractor, its subcontractors or their employees or agents, the Contractor shall have no claim for any additional costs or extension of time).
10. Principal’s Action

The Principal may perform or have others perform at the Contractor’s cost any obligation of the Contractor which the Contractor has failed to perform (including undertaking rectification activities) after reasonable notice from the Principal requiring such performance.

11. Representatives

(a) (Contractor’s Representative) The Contractor shall:

(i) (Appointment) at all times that the Supply is being carried out, engage and notify the Principal of the identity of a Contractor’s Representative specified in the Contract Particulars; and

(ii) (Authority) be taken to have authorised the Contractor’s Representative to:

A. receive any directions or notices;
B. give any directions or notices; and
C. exercise any discretions or make any determinations to be exercised or made under this Contract, on the Contractor’s behalf.

(b) (Principal’s Representative) If the Principal in its discretion engages a representative for the purposes of this Contract:

(i) the Principal shall notify the Contractor of the identity of the representative; and

(ii) the Contractor shall deal with the representative to the extent required by the Principal’s notice.

12. Default/Insolvency

If the Contractor:

(a) (Breach of Contract) does not comply with any of its obligations in accordance with this Contract (including without limitation failing to comply with any law or legal requirement or failing to comply with a direction of the Principal) and fails to rectify the breach for two (2) days after the Principal has notified the Contractor that the Principal requires the breach to be rectified; or

(b) (Insolvency) informs any person it is insolvent, commits an act of bankruptcy, has a bankruptcy petition presented against it, becomes bankrupt or becomes subject to or bound by any arrangement, assignment, composition or moratorium of debts with its creditors, official management, receivership, liquidation, voluntary administration, winding up or other external administration or a mortgagee enters into possession or takes control in respect of any of the assets of the Contractor, then:

(c) (Termination) the Principal may in its discretion (and without limiting any other rights of the Principal), terminate this Contract by notice in writing to the Contractor; and

(d) (Damages) the Contractor shall pay the Principal any costs, losses or damages suffered or incurred by the Principal in connection with the Contractor’s breach of the termination of this Contract, including, without limitation:

(i) any additional costs of completing the Supply;
(ii) costs of delay and interference to other contractors on the Site; and
(iii) any additional costs of funding (including interest) or other costs incurred as a result of delay in the completion of the Supply.

13. Termination by the Principal

The Principal may at any time for any reason (including for its convenience where there is no default by the Contractor) terminate this Contract by two (2) days prior notice in writing to the Contractor in which case:

(a) (Cease Supply) the Contractor shall cease all parts of the Supply to the extent set out in the Principal’s notice and mitigate any costs incurred by the Contractor consequent upon the termination;

(b) (Payment to Contractor) the Principal shall pay the Contractor for the value of the Supply provided to the Principal (to the Principal’s satisfaction) in accordance with this Contract;

(c) (No Other Claims) the Contractor shall have no claim whatsoever for any loss of profit, damages or other amounts; and

(d) (Other Rights) any rights of the Principal arising from prior breaches by the Contractor shall not be affected.


To the extent the Supply or any of the Supply is subject to the Queensland Building and Construction Commission Act 1991 (QLD) ("QBCC Act"):

(a) (Provisions Subject to QBCC Act) the rights and obligations of the parties under this Contract are subject to the provisions of the QBCC Act to the extent they apply, and where there is any inconsistency between this Contract and the QBCC Act, the QBCC Act shall prevail to the extent necessary to avoid the inconsistency;

(b) (Contractor’s Registration) the Contractor must maintain its registration under the QBCC Act (under the registration number set out in the Contract Particulars, if any) to carry out the Supply; and

(c) (Additional Security) despite any other provision of this Contract, the parties agree that to the extent that:

(i) the QBCC Act applies; and

(ii) this Contract provides for the total of:

A) all retention amounts withheld by the Principal; and
B) all securities held by the Principal, to exceed 2.5% of the contract price for this Contract (which under the QBCC Act includes adjustments for variations) after Completion has been reached, the amount of the excess does not relate to the need to correct defects identified in the Defects Liability Period but instead to the recovery by the Principal of any other costs, damages, liabilities or other amounts which may become payable to the Principal by the Contractor under or in connection with this Contract or any breach of contract by the Contractor.

15. Security of Payment Legislation

15.1 Building and Construction Industry Payments Act 2004 (Qld)

To the extent the Supply is subject to the Building and Construction Industry Payments Act 2004 (Qld) ("BCIP Act"):

(a) (Notification) the Contractor must immediately notify the Principal of:

(i) it receiving; or

(ii) it becoming aware of any party providing any work, services or supply required in connection with the Supply receiving, any notice pursuant to the BCIP Act;

(b) (Notices) the Contractor must, when it gives the Principal any written communication (including a claim or notice) under or in relation to the BCIP Act, deliver that communication to the Principal’s Representative’s address set out in the Contract Particulars;

(c) (Calculation of Progress Payment) the amount of each progress payment to which the Contractor is at any time entitled in relation to this Contract shall be calculated in accordance with all provisions of this Contract relevant to the amount which the Contractor may claim or the Principal must pay (including without limitation, this clause, clause 5 (Security), clause 6 (Payments), and clause 16 (GST and Withholding Taxes));

(d) (Suspension by Contractor) if the Contractor suspends the Supply pursuant to the BCIP Act, the Contractor shall have no claim other than as expressly provided for by the BCIP Act;

(e) (Suspension by Others) if a subcontractor of the Contractor suspends the provision of any work, services or supply pursuant to the BCIP Act, the Contractor shall have no claim (including without limitation for an extension of time); and

(f) (Indemnity) the Contractor shall indemnify the Principal against any costs, expenses, damages or other liability arising from:

(i) any subcontractor suspending the provision of any work, services or supply in connection with this Contract pursuant to the BCIP Act;

(ii) any notice referred to in paragraph (a); or

(iii) any dispute under or in connection with the BCIP Act between the Contractor and any subcontractor carrying out any work, services or supply in connection with the Supply.

16. GST and Withholding Taxes

(a) (GST Adjustment) Where a party is obliged to pay the other party an amount (including the Supply Price) calculated by reference to an agreed rate or an agreed lump sum, where the agreed rate or lump sum is expressed to exclude GST, the party shall pay the aggregate of:

(i) the amount calculated by reference to the agreed rate or the agreed lump sum (as the case may be) ("Agreed Amount"); and

(ii) GST (if any) incurred by the other party in respect of the taxable supply in respect of which the Agreed Amount is payable.

(b) (GST on Reimbursements) Where a party is obliged to pay an amount calculated by reference to the cost, expense, loss or other liability suffered or incurred by that other party ("Reimbursable Liability") the party shall pay the aggregate of:

(i) the Reimbursable Liability net of input tax credits available to the other party in respect of the Reimbursable Liability; and

(ii) GST (if any) incurred by the other party in respect of the taxable supply in respect of which the Reimbursable Liability is payable.
17. Disputes
If a dispute or difference arises between the Principal and the Contractor under or in connection with this Contract (*dispute*):

(a) (Notice) either party may give notice to the other of the nature and particulars of the dispute;

(b) (Resolution) if the dispute cannot be resolved by negotiations between the parties within 14 days after the giving of a notice of dispute under paragraph (a), the dispute shall be referred to senior managers of the parties who have authority to resolve the dispute and who shall negotiate in good faith with a view to resolving the dispute;

(c) (Litigation) if the dispute is not resolved within 30 days (or other time agreed by the parties) of the dispute being referred to the senior managers of the parties, either party may commence litigation in connection with the dispute; and

(d) (Continue Supply) the Contractor shall continue to carry out the Supply despite any dispute.

18. General

(a) (Applicable Law) the law of Queensland applies.

(b) (Acceptance of Terms by Contractor) By accepting the Principal’s order for the Supply or making any offer to the Principal to carry out the Supply or commencing the Supply, the Contractor agrees to be bound by these terms and conditions (to the complete exclusion of any terms and conditions provided by the Contractor on or before accepting the order from the Principal or making the offer to the Principal).

(c) (Waiver) No waiver of a breach of any provision of this Contract shall constitute a waiver of any other breach of such provision or of any other provision.

(d) (Other Terms and Conditions) The Principal shall not be bound by:

(i) any terms and conditions (including those provided by the Contractor or arising from prior dealings or trade usage); or

(ii) any descriptions, specifications, quantities or prices, which are different or additional to those set out in this Contract (unless the Principal expressly agrees otherwise).

(e) (Notices in Writing) Unless this Contract expressly provides otherwise, all notices to be given by either party under or in connection with this Contract must be in writing.

(f) (Special Conditions) Special Conditions attached to this Contract (if any) shall be deemed to form part of the Conditions of Contract.

(g) (Interpretation) In interpreting this Contract:

(i) singular includes plural and vice versa;

(ii) a party includes its successors and permitted assigns;

(iii) headings are for convenience only and shall not affect interpretation;

(iv) *day* or *month* means calendar day or month; and

(v) *$* means Australian dollars.

19. Privacy Act

(a) (Personal Information) In relation to any Personal Information (as defined in the Privacy Act 1988 (Cth) ("Privacy Act")) provided or to be provided by the Contractor in connection with the Supply (whether as part of its tender or otherwise), the Contractor warrants to the Principal that:

(i) the Contractor has obtained and will obtain the consent of each individual about which any Sensitive Information (as defined in the Privacy Act) is disclosed to the Principal; and

(ii) the Contractor has or will within the time required by the Act ensure that each individual about whom any Personal Information is disclosed to the Principal has received or will receive a written statement setting out all of the matters required by Australian Privacy Principles 5.1 and 5.2:

(A) in relation to disclosure of the Personal Information to the Principal, any Related Body Corporate (as that term is defined in the Corporations Act 2001 (Cth)) of the Principal, and any consultant of the Principal requiring the information for the purposes set out in paragraph (B); and

(B) including but not limited to disclosing that the entities referred to in paragraph (A) shall use and disclose the Personal Information for the purposes of reviewing and assessing matters relevant to the Supply from time to time.

(b) (Information Provided to Contractor) The Contractor must in relation to any Personal Information which the Contractor receives or has access to (as provided or made available by the Principal, and any consultant of the Principal):

(i) comply with the provisions of the Privacy Act, the Spam Act 2003 (Cth) and all other laws, rules and regulations in Australia which relate to the privacy, protection, collection, use or disclosure of Personal Information ("Privacy Laws");

(ii) only use or disclose that Personal Information for the purposes for which the Personal Information is provided or made available to the Contractor by the Principal under these terms and conditions unless the disclosure is required by law, in which case the Contractor must notify the Principal of the obligation to disclose immediately (unless notifying the fact of a request for disclosure is prohibited by law);

(iii) take appropriate technical and organisational measures to prevent:

(A) unauthorised or unlawful access to or use, modification or disclosure of; and

(B) misuse, interference, loss or destruction of, or damage to,

Personal Information;

(iv) immediately provide the Principal with the details of any complaint received by the Contractor regarding any such Personal Information;

(v) cooperate with the Principal in:

(A) the resolution of any complaint alleging a breach of the Privacy Laws regarding such Personal Information; and

(B) providing access to any record of such Personal Information following a request from an individual;

(vi) notify the Principal promptly in writing if there are any changes to the Contractor’s information collection (including notification of collection), handling or consent procedures; and

(vii) not transfer or disclose Personal Information outside Australia, or allow anyone outside Australia to have access to it.
Special Conditions

1. The parties acknowledge that under the Queensland Building and Construction Commission Act ("QBCC Act"), to the extent it applies, unless the parties expressly agree otherwise section 67K(2) makes this Contract subject to a condition that at any time before Completion the total of:

(a) all retention moneys withheld by the Principal; and

(b) all securities held by the Contractor,

under this Contract (other than those referred to in section 67K(3) of the QBCC Act) is not to exceed 5% of the contract price for this Contract (which under the QBCC Act includes adjustments for variations).

By initialling this Contract in the space provided below the parties expressly agree that this Contract is not subject to the conditions imposed by the above sections and explained above.

________________________________________________________________________
[Principal's Initials] [Contractor's Initials]

Terms used in this Special Condition 1 and defined in the QBCC Act shall have the meaning given to them by the QBCC Act.
6. Specifications

FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
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1 INTRODUCTION

A review of Sewerage Pump Station SPS 1 in Maryborough has revealed it requires upgrade due to:

- Failed superstructure
- Failed flowmeter
- Lack of flood-proofing.

This Contract is for the supply of all materials, construction, installation, and commissioning of work for Pump Station including:

- Demolition and removal of existing superstructure, pipework, flow meter, steel platforms, guard rails and pump rails etc. as detailed in the Demolition Plan
- Supply and installation of pump risers and associated fittings and valves as detailed in the design drawings
- Construction and installation of precast slab to the well
- Construction of valve pit, vent pipe and duct
- Protective painting to the internal surfaces of the pump well
- Relocation of main switchboard to the raised platform (raised platform is by WBW)
- Supply and install of a lockable stainless steel panel, mounted at chest height on the ground level beside the well containing the existing pump isolation switches
- Supply and installation of a new flow meter including accommodating pit.

2 CONTRACTOR’S MANAGEMENT PLAN REQUIREMENTS

A Contractor’s Management Plan shall be provided that incorporates:

- Construction Program
- Workplace Safety Plan (incorporating Risk Assessment Report)
- Environmental Management Plan (incorporating Sediment and Erosion Control Plan)
- Project Quality Plan (including the Inspection and Test Plan)
- Traffic Guidance Scheme
- Reporting.

2.1 Construction Program

The Construction Program shall set out the tasks required to complete the Contract in reasonable detail, to demonstrate that the Contract will be completed within the Contract period and shall nominate the key personnel responsible for the tasks. Milestones showing external and internal constraints shall be highlighted and the critical path clearly defined.

The Construction Program shall include a Methodology for undertaking the various elements of the works with a detailed assessment of the tactics to be employed in undertaking the works that will ensure the sewerage flow and collection to proceed. Council desires that the duration of flow diversion/bypassing or operation of a pump station on one pump is minimised and the Tenderer’s Construction Program will be considered when assessing the Tender.

The program shall make allowance for the days of lost time due to inclement weather.
2.2 Workplace Safety Plan

The Contractor shall comply with the standard specification for Work Health and Safety.
Specific items to be addressed for this project include the following:

- Working in a confined space
- Working at height
- Location and working around existing services
- Working safely in the vicinity of traffic.

2.3 Environmental Management Plan

The Contractor shall comply with the standard specification for Environmental Management Plan. Specific items to be addressed for this project include the following:

- Minimise dust during construction works
- Management & Control of storm water run-off
- Dispose of material off-site to the requirements of the relevant Authorities.

2.4 Project Quality Plan

The Contractor shall prepare a Project Quality Plan to comply with the Standard Specification for QA Management.

2.5 Traffic Guidance Scheme

The Contractor shall prepare a Traffic Guidance Scheme to comply with the Manual of Uniform Traffic Control Devices.

The Plan shall incorporate:

- Provision for all traffic and pedestrian control in accordance with the Manual of Uniform Traffic Control Devices where requirements are not otherwise defined by the Manual of Uniform Traffic Control Devices.
- The Traffic Guidance Scheme (TGS) will require review and acceptance by Fraser Coast Regional Council. To facilitate this approval, the Traffic Guidance Scheme will identify all proposed road closures and times. The TGS shall detail required alterations to any affected parking arrangement(s) during the project.
- If road closures are proposed the contractor shall provide a signed detour around the works site. The Contractor is to erect and maintain all detour signage for the duration of the works.
- The Works are to be programmed and constructed to maintain vehicular and pedestrian access to private properties at all times unless the Contractor negotiates specific alternative arrangements with the individual occupiers affected. Where footpath areas are used as temporary side tracks to maintain vehicular access, the Contractor is liable for restoration of the area (including grassing) to at least the standard existing before possession of site.
- The Contractor is to provide any traffic control services necessary for a Utility Authority to undertake relocation works where the works are within the bounds of project site. Where a Utility Authority undertakes works beyond the bounds of the project site the Authority shall arrange and bear the cost associated with traffic control.
The Contractor shall liaise with Fraser Coast Regional Council to undertake advertising of the traffic disruptions and road closure to the general public. The advertising shall include advertisements in the newspapers and the Contractor shall meet all costs of advertising required by Fraser Coast Regional Council.

All costs incurred by the Contractor in maintaining access to private property and complying with the above traffic management requirements are to be included within the schedule item for traffic control.

2.6 Reporting

The contractor shall prepare a Project Status report to be included as supporting information with each claim for payment. This report shall provide relevant current details relating to the following topics as a minimum:

- Contract Works Progress (including procurement, works on-site, timing of proposed future milestones).
- Progress claims status (including claims and payments to date)
- Variations or Extension of Time claims status
- Relevant Quality Assurance documents (completed ITP’s, Non-conformances, Audits results, etc.)
- Relevant Safety performance information (statistics and incident details)
- Recent site photos (showing key activities),
- Any other relevant items requested by the Principal.

The contractor shall provide a draft sample report related to this contract for approval as part of the initial submission to the Principal.

The cost of developing and updating the Reporting requirements shall be included within the Contract Sum.

3 STANDARDS

All equipment supplied and work carried out under this contract shall comply with the requirements of the latest appropriate Australian Standard and any current amendments thereto, or where such do not exist, with the requirements of the appropriate BSI specification or ISO specification and any current amendments thereto.

All works shall be carried out in accordance with the requirements of Wide Bay Water Standards, all relevant State, Federal Government and Fraser Coast Regional Council Legislation.

4 ACCESS TO SITE

The Contractor will be notified of being given access of the site in writing by the Superintendent. Access to the site of works for this Contract shall not be given until the Contractor has:

- Provided satisfactory proof of insurances
- Provided complete Quality Plan, Safety Management Plan, Construction Environmental Management Plan and Program of Works
- Paid the Security Deposit
- Provide evidence of the payment of all fees and levies associated with the Workplace Health and Safety Act.
Access to the site is via public roads. The Contractor shall ensure that no unauthorised persons are permitted to access the site of the works. All visitors shall be registered by the Contractor and shall comply with the WHS plan in force. The Contractor shall ensure that all gates are closed and secured with padlocks when construction is not taking place.

5 CONTRACTORS SITE OFFICE

The Contractor shall provide at its own cost all required site offices and other temporary facilities including the provision of services and utilities. The Contractor shall make all arrangements and pay all charges in connection therewith, for any temporary electrical, telephone, water supply and sanitary facilities which may be required for the execution of work under the Contract. These facilities are to be removed upon completion of the work under the Contract, and the areas in which such facilities were located are to be reinstated to their original condition to the satisfaction of the Principal. The location of the site office shall be determined after consultation with, and the approval of, the Principal.

6 EXISTING SERVICES

The location of the existing services shown on any drawings has been determined from information supplied by the various authorities and is not necessarily a complete or accurate record of all the services likely to be encountered during construction of the proposed mains. The Principal does not warrant or accept responsibility for any of the existing service information shown. The Contractor shall determine the location of existing services in or adjacent to the Site, and shall immediately rectify any obstruction or damage to such services and provide temporary services whilst repairs are carried out. Where the location of existing services is unknown, the Contractor shall locate such services using an approved method which will not cause the service to suffer any damage.

The Contractor shall be responsible for any damage caused to existing underground or above ground services. In case of failure or damage, repairs shall be carried out immediately by the Contractor. If there is any delay by the Contractor in effecting such repairs, the Principal will arrange for repairs to be carried out by employees of the Principal or others and the cost of such repairs (whether as an expense incurred by the Principal or the cost of its own employees) shall be a debt due and payable by the Contractor to the Principal. If in the opinion of the Principal the failure or damage to existing services requires emergency action to be taken, the Principal will be entitled to take remedial action and the full cost or expense of such action shall be borne by the Contractor. All costs involved in complying with this clause shall be deemed to be included in the Contract Sum.

7 SUB-CONTRACTORS

Tenderers shall submit tenders for the whole of the works included in this specification. In cases where the Contractor has not the organisation to perform any portion of the work he may employ sub-contractors to ensure that such works will be satisfactorily performed. The Contractor shall state in his tender which section, if any, of his contract it is intended to have performed by sub-contract and shall submit sufficient evidence with his tender as will enable the Superintendent to satisfy himself that satisfactory arrangements have been made by the Tenderer with the sub-contractor concerned to ensure that the work to be performed will be satisfactorily carried out. Each sub-contractor shall be experienced and competent in the class of work he will be required to perform and he shall have adequate plant available to enable him to perform the work in a satisfactory manner in the time specified.
The name of each sub-contractor shall be submitted to the Superintendent for his approval before the work to be performed by him is commenced and no work shall be performed by any sub-contractor until the sub-contractor has been approved.

8 PROJECT SPECIFIC REQUIREMENTS

The scope of Work under the Contract (WUC) in addition to site establishment, mobilisation and demobilisation shall comprise, but not be limited to, the following:

8.1 General

The work included under this Contract shall comprise the provision of all materials, plant and labour and the performance of all necessary operations for the complete and proper construction for the work hereinafter specified, all in accordance with the Tender documentation. All work shall be in accordance with this Scope of Work, the Technical Specification and to the entire satisfaction of the Principal.

The Contractor shall be responsible for, and shall include in the Contract Sum, all work not specifically detailed or described but which is necessary to enable the contract works to be completed in a sound and professional manner in compliance with the intent of these documents.

The Contractor is responsible for liaison with WBW Operations concerning periods when the pump station is limited to single pump operation or unavailable, and is to ensure suitable bypass and emergency pumping provisions are available.

8.2 Valve Pit

A new valve pit is to be constructed including cover within the property boundary limits and as detailed and specified in drawings S2, S15 & S16.

8.3 Pipework and Valves

New DN150 DICL pipework is to be assembled and fitted to replace the existing pipework as specified in drawings S06 and S07 to the required limit (end of the valve pit). After existing rising main is drained and cut at the indicated limit, the new pipework is to be connected to the existing 150DICL (to be confirmed by Contractor) by DICL tee. Pumps are to be restarted and tested on the new pipework.

All pipes and fittings within pump well are to be F.B.E coated.

New openings are required to be made through existing walls for the new pipework. New openings are to be appropriately sealed around the pipes. Old and unused openings in the new and existing structure are to be grouted as specified (N20 grade).

Fittings attached to the existing pipework (including but not limited to well light and well washing system) are to be carefully detached from the old pipework and attached to the new pipework by the Contractor.

8.4 Relocation of Main Switchboard

The main switchboard is to be relocated to the platform (constructed by WBW) and connected to the mains and tested. The pumps will be connected to the main switchboard via a new ground level panel containing pump isolation switches, and tested.
All exposed above ground cabling shall be carried out through heavy duty conduits covered by stainless steel covers to minimise any vandal attack risks.

After the new pipework has been constructed, the new pump around point and a trailer pump are to be utilised to keep the flow during the switchboard changeover.

Enough room is to be left available on the platform for placing the dosing control panel (600*300 mm) in the future.

**8.5 Demolition and Removal of Existing Building**

Demolition is to follow demolition plan specified in drawings S04 and S05. Disposal is to be carried out to WBW store or waste as directed.

Existing concrete mid platform, mid beam and FRP ladders are to remain in place. The top ladder is to be cut to the ground level (currently extending 1 meter above ground) and provided with retractable stiles.

Existing Aluminium guard rails (to the openings of the mid platform) are to be removed and replaced by complying FRP guard rails (with mid rails and kick plates and access gates).

The well light and well washing system shall remain in place.

**8.6 Well Top Slab**

A 200 thick RC precast slab is to be casted as detailed in drawings S10, S11, put in place, anchored into the well walls and grouted using an approved material by WBW.

Four lifting anchors (25 mm dia each) are to be embedded in the slab during casting to help lifting it into place. Suitable period shall be considered after casting the slab before being lifted to avoid any cracks during installation.

Lifting anchors locations shall be grouted on completion and surfaces made good.

A new davit base (suitable for the existing davit) is to be embedded in the slab during casting.

The slab is to be provided with McBerns void protection as detailed in the drawing, and with another McBerns access cover with hatch to access the ladder.

**8.7 Pump Guide Rails and Brackets**

The pump guide rails, discharge pedestals and brackets are to be inspected and refurbished or replaced as required and specified in the drawings.

**8.8 Internal protective Paint of the Well**

Internal surfaces are to be made good and coated to a 5 mm thick with KL11 or a similar product approved by WBW

**8.9 Flowmeter**

Wastewater flowmeter on the pump discharge pipework shall be an ABB WaterMaster HART FEX100 electromagnetic type flowmeter and consists of a flow sensor and a remote electronic converter/ transmitter (to be mounted up to 30m away from the sensor).
Electromagnetic flow meters must meet the following requirements:

- Max Test Pressure: 15 Bar
- Max Working Pressure: 10 Bar
- Flange Drilling: AS 4087, Class 16
- Flow sensor Enclosure Rating: IP 68
- Accuracy: ± 0.5%
- Repeatability: ± 1%
- Transmitter Signal: 4-20mA plus flow pulse
- Diameter 125 recommended

The flow sensor shall be suitable for immersion during periods of flooding.

The contractor is to supply and install all cabling required for the correct connection and operation of the flowmeter.

A 50 mm heavy duty conduit to contain flow meter cables towards the MSB shall be provided, and located considering a 600 mm minimum distance from the existing property pole.

A reinforced concrete pit with a subsoil drain shall be constructed to accommodate the flow meter. Flow meter and pit parameters shall follow standard drawing WBB-WAT-1310-4. 5 x dia upstream and 2 x dia downstream straight distances are required and as the parent pipe is D225 (TBC), 2 reducers and D125 DICL pipes are to be supplied by the contractor.

Replacement of the flowmeter will require shutdown and isolation of the pump station. Close liaison with WBW Operations staff is required and any necessary bypass or tanker standby is to be included.

8.10 Vent Pipe

A vent pipe shall be provided from the wet-well to the educt vent shaft. Vent pipe and stack are to follow drawings S07, S17 and “Water Services association Of Australia WSA drawing reference SEW-1408.

The shaft shall be located as near as practicable to the pumping station.

9 TESTING

Site Testing shall be carried out to establish that the equipment as installed operates correctly. Prior to the commencement of Site Testing the Contractor shall submit Inspection and Testing Plans to the Principal for approval. The Contractor shall provide one week written notice to the Principal advising the date of the start of Site Testing. During the period of Site Testing, the Contractor shall rectify any defects that are found and make adjustments where required. The Contractor shall notify the Principal in writing when Site Testing is complete. Site Testing shall ensure all equipment has been installed correctly in accordance with the specified requirements and the equipment, including safety devices, is fully operational and reliable, and is capable of being operated safely and effectively in all modes.

Site testing shall include the following checks:
- electrical connections
- Flow testing of installed flowmeters.
10 WBW SUPPLIED INFORMATION

The information supplied in Section 9 is provided to assist the Contractor and does not form part of the Contract Documents. This includes the proposed construction methodology and Pump Station Photos.

11 DOCUMENTATION

11.1 Documentation to be submitted with Quote

a) Literature and brochures on the equipment offered shall be supplied with the quote. This shall include capacities, dimensions, and performance details

b) List of deviations from the required scope and design.

11.2 As Constructed Drawings

The Contractor shall submit a General Arrangement Drawing of the Pump and pipe layout and Design Electrical drawings (where required) for approval prior to construction. During all stages of the work, the Contractor shall maintain works as constructed information on site. Records of the works as constructed shall be available for inspection by the Superintendent at any time.

The works as constructed drawings shall be marked "Works As Constructed". The Contractor shall submit an electronic copy of the works as constructed drawings together with two hard copies. The electronic drawings shall be AutoCAD 2010 version compatible with 12D model format. The hard copies shall be A3 size.

11.3 Operations and Maintenance Manual

The Operation and Maintenance Manual shall include the equipment Manufacturer’s information brochures, drawings of equipment installation, general arrangement and electrical control diagrams and information on all civil items likely to require maintenance within the design life.

Two copies of the Operations and Maintenance Manual shall be provided in metric, A4 size, four-ring binders with durable hard cover and of adequate size for the information contained, as well as a digital copy pdf format.

12 SITE MAINTENANCE

12.1 Delivery and Storage of Materials

The Contractor shall be solely responsible for the delivery of all materials specified under this contract to the site and the Principal shall accept no liability for any damage which may occur to any of the materials during delivery to the site or whilst stored on the site. The materials upon delivery to the site shall be neatly and securely stored in locations approved by the Principal and the cost of delivery as specified above shall be included in the respective item in the Lump Sum of Tender generally.

12.2 Cleaning Up

Before Practical Completion the Contractor shall clean the Site, removing all debris from the Site and all Temporary Works and Constructional Plant.
13 APPENDICES

13.1 Standard Specifications

b. Standard Specification for Contractor’s Project Management Plan

13.2 Isolation Procedures

a. WHS Contractor Engagement (Safety & Environment) – General Procedure
b. WHS Contractor Engagement (Safety & Environment) – High Risk Construction
c. Procedure – Isolation - Tagging and Lockout
CWD - Standard Specification For Work Health And Safety

The Contractor shall comply with and ensure that its Employees, Subcontractors and their Employees comply with all provisions of the Work Health and Safety Act 2011 (the Act).

The Contractor shall comply also with Health and Safety Policies, Rules and Guidelines adopted by Fraser Coast Regional Council (FCRC), particularly observing compliance with working in confined space and working at heights. Personnel nominated by the Contractor to work in confined space shall have certification not older than one (1) year to have successfully been trained in, but not limited to:

- Risk Assessment of Confined Space and Work Planning
- Entry and Exit Procedures
- Safety and Atmosphere
- Use of Safety Equipment (Breathing Apparatus, Rescue Master, Gas Detector etc)
- Hazard Recognition
- Isolation Procedures
- First Aid
- Fire Fighting (use of extinguishers etc)

A list of FCRC recognised trainers can be provided on request.

The Contractor Shall:

a) Prepare a “WHS management plan”
   i. before of commencement of Contract
   ii. as required by the Work Health and Safety Regulations
   iii. In accordance with the FCRC Procedure - WHS Contractor Engagement (Safety and Environment) – General, and
   iv. In accordance with the FCRC Procedure - WHS Contractor Engagement (Safety) – High Risk Construction

b) Submit the WHS Management Plan to the Principal:
   i. Prior to commencement of Contract; and
   ii. Prior to taking Possession of Site

The WHS Management Plan shall comply with the requirements of WHS Regulations 2011 S309. Models of suitable plans are available from the Queensland Department of Training and Industrial Relations, Division of Workplace Health and Safety. The format of the WHS Management Plan may be varied provided the resulting plan is at least as comprehensive as the Division’s format.

The Principal may at any time request amendment of the Plan. The Contractor shall forthwith amend the plan in accordance with the Principal employees assessment of risk.

Access to the safety plan shall be made available at the job site at all times to the Contractor and employees, the Principal employees. Where more than one site exists, a copy of the safety plan shall exist at each site.

The Contractor shall obey any safety directions given by the Principal or agents, and shall conform to Fraser Coast Regional Council’s Workplace Health and Safety Rules and Policies. No action by
CWD - Standard Specification For Work Health And Safety

the Principal including the giving of any directive shall relieve the Contractor of any obligation under this Contract at Law.

Contractors shall ensure that each person employed under this Contract holds a General Construction Induction Card and is conversant with the requirements of the Work Health and Safety Act and Regulations, Codes of Practice and with Safety Procedures applicable to the various categories of work and different workplace situations involved under this Contract.

In addition, all of the Contractor’s workforce shall be given a site specific Safety Induction by the Contractor’s Representative prior to commencing work at the job site, irrespective of the stage of the works in progress.

The Contractor and his agents and employees shall ensure that all work under this Contract is performed in such a manner that no hazard or risk of injury or damage exists to the Principal’s employees or property, members of the public or their property.

Where the Contractor supplies equipment machinery, vehicles or tools in the course of performing the work, it is the responsibility of the Contractor to ensure that all such equipment complies fully with all relevant statutory requirements, Codes of Practice and Australian Standards. The Contractor must also maintain all such equipment to the appropriate standard for the duration of the hire or contract period.

Should the awarded contract value be equal to or exceed $250,000 the Contractor shall be the Principal Contractor and shall assume all responsibilities of the Principal Contractor as defined by the Act in respect of the Site:

a) From the date of the Contractor Assuming Possession of the Site;

b) Until the earliest of:
   (i) Practical Completion, unless otherwise specified under the Contract;
   (ii) Termination of the Contract; or
   (iii) Notice from the Principal revoking appointment.

Should the awarded contract value be less than $250,000 the Contractor shall be considered a Person Conducting a Business or Undertaking (PCBU) for this project within the terms of the Work Health and Safety Regulation 2011, and will be responsible for undertaking management and control of the work place and for fulfilling the duties of a PCBU as defined by Part 6 of the Regulation.

The Contractor Shall:

a) Make notification of “Building and Construction of Work” to allow the payment of all QLeave levies in accordance with the current legislative requirements of the Building and Construction Industry (Portable Long Service Leave) Act and contract conditions;

b) Pay all penalties, costs and other monetary sums;

c) Indemnify the Principal and agree to keep the Principal always indemnified against all costs, expenses, fines, losses, or damages, which the Principal may become liable to suffer or incur in respect to or arising directly or indirectly out of the failure by the Contractor to comply with its obligations pursuant to this clause, or required of it under the current Work Health and Safety Act; and

d) Effect all insurances relating to work health and safety as required by the General Conditions of Contract.
Evidence of notification of fee and levy payment and insurance coverage shall be forwarded to the Principal prior to commencement of works.

Upon the awarding of Practical Completion, the Contractor shall supply the original of the safety plan to the Principal.

The cost of developing and updating the Workplace Safety Plan shall be included in the Contract Sum.
Standard Specification for Contractor's Project Management Plan

Upon acceptance of the tender, the Contractor shall prepare a Project Management Plan covering all aspects of the Contract. The Contractor shall submit the Project Management Plan to the Principal prior to the Principal granting possession of the site. The Project Management Plan submitted to the Principal shall include:

- Construction Program
- Environmental Management Plan
- Workplace Safety Plan
- Risk Assessment Report

The Contractor shall provide 1 hard copy and an electronic copy preferred in Sure Track or MS Project and MS Word - Acrobat Format.

Construction Program

The Construction Program shall set out the tasks required to complete the Contract in reasonable detail, to demonstrate that the Contract will be completed within the Contract period and shall nominate the key personnel responsible for the tasks. Milestones showing external and internal constraints shall be highlighted.

The program shall make allowance for the loss of time due to inclement weather as nominated in the General Conditions of Contract or, if no allowance has been nominated, those days listed in the following table:

<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>5</td>
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<td>6</td>
<td>4</td>
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<tr>
<td>July</td>
<td>3</td>
<td>August</td>
<td>September</td>
<td>October</td>
<td>November</td>
<td>December</td>
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<tr>
<td>Days</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

At intervals as determined by the Principal the programme shall be reviewed jointly by the Contractor and the Principal. The plan shall be amended, if necessary, to take into account inclement weather, Contract variation and any other matters affecting the progress of the Contract.

The Construction Program shall include a projected financial statement indicating the payments that the Contractor expects the Principal will need to make under the Contract.

For connection to existing services the Contractor shall clearly identify how long the existing works will need to be isolated. The Contractor shall give maximum possible notice of any turning on, shutting off, disruptions to power, site access etc to WBW. Minimum Notice shall be 24 hours.

Monthly, the Contractor shall deliver the Principal a statement of the status of the works, together with such amended programs as shall enable each section of the works to be completed on the due date for completion thereof. Such amended programs shall be subject to the approval of the Principal, and if approved, shall be deemed to form part of the Construction Program. The approval of the Principal of the Construction Program or any amendments thereof will not be deemed to relieve the Contractor of any of his obligations under the Contract.

If, in the opinion of the Principal, the Contractor falls behind the program, the Contractor shall take such steps as considered necessary by the Principal to improve progress. The Contractor shall submit a revised program in an approved form indicating the manner in which the works shall be
Standard Specification for Contractor's Project Management Plan

completed including as necessary what additional resources are to be utilised within the specified time. No additional cost shall be incurred by the Principal due to such measures.

Failure of the Contractor to comply with the requirements of the Principal as specified above and to improve progress to comply with the current approved program shall constitute a default by the Contractor under the terms of the General Condition of Contract. Neither the submission of, nor the approval of a construction program by the Principal shall relieve the Contractor of any of his duties or responsibilities under this Contract.
Standard Specification for Environmental Management Plan

The Contractor shall prepare and submit to the Principal for review, within 14 days of the Letter of Acceptance and before any work under the Contract is commenced on site, an Environmental Management Plan (EMP) to cover all site construction works.

The EMP shall be the Contractor’s plan of management to ensure that all works undertaken by the Contractor (including all Subcontractors) shall have minimal impact on the environment and shall be in accordance with all relevant Australian Standards, State Government Legislation and Local Government regulations.

The EMP shall:

- be a practical and achievable plan;
- detail each environmental issue and impact which is to be addressed (environmental risk assessment);
- include all control measures which the Contractor will undertake and any issues which the Contractor will address during the construction process (including any required pre or post construction activity);
- detail who is responsible for ensuring the control measures are undertaken, the verification of such actions and a reporting process;
- provide a trigger for undertaking an action and, where possible, timing of each action;
- detail procedures for the monitoring of the EMP by the Contractor;
- detail a system for registration and action of environmental complaints;
- detail a procedure for notifying the Principal of emergencies or environmental incidents;
- include a training plan for all Contractor and Subcontractor staff dealing with all aspects of the EMP including the capture and maintenance of training records.

Environmental issues to be addressed should include but not be limited to:

1. Emissions to Air (e.g. dust, odour, noise & vibration, other);
2. Emissions to Water (surface and groundwater);
3. Erosion and Sediment Control;
4. Soil Quality and Contamination (e.g. acid sulphate soils, chemical storage, other);
5. Fauna and Flora (e.g. protected species, remnant vegetation, weed, vermin and biosecurity management, other);
6. Waste management;
7. Cultural Heritage.

Should the Contractor wish to commence any construction operation prior to acceptance of the complete EMP, sections of the EMP relevant to that construction operation may be submitted at least 14 days prior to the planned commencement of that construction operation.

A holdpoint shall occur and no site construction works shall proceed until written acceptance of the complete EMP or a section of the EMP relevant to a particular construction operation is received from the Principal.

The Contractor shall be solely responsible for the full and complete implementation of the EMP. The Contractor shall pay all penalties, costs and expenses which may be incurred in respect of offences committed or alleged to be committed under the provision of the Environmental Protection Legislation.
## Checklist: Assessment of Construction Site Environmental Management Plan (EMP)

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Description</th>
<th>Demonstrated in EMP Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>• Clear description of the project including the location of the site with map, scope of activities, construction scheduling, hours of operation, employment numbers and type, plant and equipment to be used and anticipated commencement and completion dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMP Context</td>
<td>• Description of how the Environmental Management Plan (EMP) fits into the overall planning process for the project • Inclusion of any relevant environmental studies undertaken by the organisation • Inclusion of approvals or consent documents necessary for the project • Summary of outcomes of environmental consultations for the project • Where appropriate, an explanation of the relationship between the EMP and the organisation’s Environmental Management System (EMS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMP Objectives</td>
<td>• Clearly defined objectives in regards to the specific activities being undertaken including site management and best practice environmental management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Policy and Responsibilities</td>
<td>• Inclusion where appropriate of the proponent’s environmental policy • Identification of environmental responsibilities of the project, organisation and contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL MANAGEMENT STRUCTURE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roles and Responsibilities of Personnel</td>
<td>• Identification of the roles and responsibilities of key personnel; both of the organisation and contractors, as well as contact phone numbers • Identification of personnel responsible for the implementation of the EMP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval and Licensing Requirements</td>
<td>• Identification of all legislation, policies, approvals, licences and agreements relevant to the project • Identification of personnel responsible for obtaining and renewing licences, approvals and permits • Description of any other requirements such as voluntary agreements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Reporting Requirements
- Description of reporting requirements such as construction monitoring, complaints management, non-compliance, corrective action etc.
- Identification of personnel required to undertake reporting and information on instances when the reports must be prepared

## Training Requirements
- Identification of all site training requirements including environmental site inductions, risk assessments and incident reporting
- Identification of personnel required to organise and record relevant training

## Emergency Response Plan
- Identification of the correct procedures to minimise damage and control an environment emergency
- Identification of personnel nominated to respond to emergencies and relevant responsibilities
- Contact information of relevant personnel
- Identification of the onsite location of spill kits, emergency kits and information in regards to hazardous materials
- Instructions and contact details for notifying relevant government agencies

## IMPLEMENTATION

### Environmental Management Assessment
- Identification of possible environmental dangers, both on and off site including sensitive or endangered flora or fauna, vulnerable aquatic and terrestrial animals, surface or groundwater contamination, land contamination, air quality, noise and vibration levels etc.

### Risk Assessment
- Identification of potential environmental risks including assessment and analysis of risks, consequences of risks, ranking of risks and identification of control measures to eliminate or reduce risks
- Inclusion of risk matrix

### Environmental Schedules, Maps and Controls
- Inclusion of environmental schedules such as site inspection checklists, complaints reports, incident reports, waste registers and monitoring checklists
- Inclusion of maps and information describing soil types, topography, existing vegetation, cleared land, water sources, drainage, stock piles, public areas, residencies
- Inclusion of control plans such as Sediment and Erosion Control, Hazard Management Plan, Surface Water Management Plan etc.
## ENVIRONMENTAL MANAGEMENT ACTIVITIES AND CONTROLS

### Noise and Vibration
- Identification of operation hours in regards to licensing and legislation to minimise noise annoyance
- Identification of noise receptors and proximity of works to sensitive receptor areas
- Identification of methods to minimisation and control noise and vibration

### Dust Emissions
- Identification of cause/s of dust emissions
- Identification of potential dust receptors and proximity of works to dust receptors
- Identification of extent of exposed earth and duration of exposure
- Identification of measures to cover and bund stockpiles and batters
- Identification of weather conditions which may affect dust emissions
- Identification of methods to minimise and control dust emissions

### Erosion and Sediment Control
- Identification of possible erosion and sediment sources
- Identification of potential erosion and sediment receptors and proximity of works to receptors
- Identification of soil type and risk of erosion
- Identification of the slope of site and review of drainage regime
- Identification of the potential effects of vehicle movement on and off site
- Identification of management plan in the case of the discovery of Acid Sulphate Soils
- Identification of methods to minimise erosion and control sediment

### Waste
- Identification of the nature of waste to be generated, quantity of waste and method of disposal of waste
- Identification of the presence of waste on site prior to commencement of work
- Identification of potential receptors and proximity to works
- Identification of methods to minimise environmental harm caused by waste

### Chemicals
- Identification of the types of chemicals and fuels stored and used on site
- Identification of the location and quantity of chemicals and fuels stored on site
- Identification of potential receptors and proximity to works
- Identification of methods to minimise chemical and fuel spills
- Identification of the location of spill kits
### Flora and Fauna
- Identification of types of flora and fauna located on site
- Identification of the vulnerability of flora and fauna located on site
- Identification of proximity of flora and fauna to works and the potential impacts of operation on flora and fauna
- Identification of areas which are protected under legislation
- Identification of methods to minimise removal or destruction of vegetation

### Archaeological/Heritage
- Identification of the probability of encountering archaeological or heritage items on worksite
- Identification of activities which could damage archaeological or heritage items
- Evidence of a survey or assessment of the site if necessary
- Identification of methods to minimise damage to archaeological or heritage items and an action plan in the case of uncovering archaeological or heritage items

### Water Quality
- Identification of areas of groundwater and surface water onsite or within the area surrounding the site and inclusion of relevant maps
- Identification of sensitive water ways
- Identification of potential impacts of the operation in terms of contamination due to sediment, surface run off and chemical spills
- Identification of methods to minimise harm to surface water, ground water and storm water

### Vehicles, Equipment and Traffic
- Identification of manufactures specifications in regards to all vehicles and equipment to ensure minimal noise and air pollution
- Identification of methods to minimise amount of traffic entering the worksite to control dust, erosion and air quality issues

## MONITORING AND REVIEW

### Environmental Monitoring
- Identification of method to monitor environmental management activities and controls
- Identification of personnel responsible for environmental monitoring as well as the frequency of monitoring
- Details of collation, distribution and storage of records of monitoring

### Environmental Auditing
- Identification of frequency of auditing and personnel responsible for auditing
- Inclusion of requirements of auditing including the scope of the audit
## Corrective Action

- Identification of personnel responsible for dealing with non-compliances
- Procedure outlining action to take in regards to a non-compliant event such as environmental incidences and emergencies

## EMP Review

- Identification of personnel responsible for reviewing the EMP and documenting and implementing changes
- Frequency of EMP review
Requirement

The Contractor shall control the quality of the work and shall fully implement a quality management system under this Contract in accordance with the requirements of the current Australian and International Standard AS/NZS ISO 9001:2015.

QA Management Representative

The Contractor shall be required to nominate a suitably qualified Quality Assurance Representative (QAR) who has authority to effectively control the complete quality assurance process. For construction works the Representative shall be site based.

Quality System Documentation

The Contractor shall submit to the Principal a copy of the following documents within 14 days of the award of the Contract and before any work under the Contract is commenced on site:

(i) Quality System Certification to AS/NZS ISO 9001:2015 if available;
(ii) Corporate Quality Manual (for review and return to the Contractor) if available;
(iii) Two controlled copies of the Project Quality Plan.

The Contractor shall also provide the Principal with access to inspect Corporate Quality Procedures applicable to this Contract.

The Project Quality Plan shall cover all quality system elements required by the appropriate Quality Systems Standard as specified, that are applicable to this Contract.

As a minimum, the Project Quality Plan shall contain the following information:-

(i) A Project Organisation Chart of list of nominated Project Personnel showing their positions, lines of communication and details of the responsibilities of the positions.

(ii) Details of the qualifications and experience of the following positions:

- Project Manager;
- Construction Manager;
- Project Engineer;
- Contractor's Quality Representative (QAR);
- Surveyor;
- Foreman, Supervisor(s).

(iii) Inspection and Test Plans for the various phases during manufacture, construction and commissioning, as applicable to the project, to be submitted at least 7 days prior to commencement of relevant activity.

(iv) A copy of the NATA Terms of Registration for the Contractor's Compliance Testing Laboratory (Internal or Subcontract).
(v) Project specific operating procedures or descriptions outlining as a minimum, details of activities, who is responsible for implementation/verification, identification of relevant Quality Records and distribution of such records, to be submitted at least 7 days prior to commencement of relevant activities.

(vi) A Register of all intended Quality Records to be used on the project, together with quality document pro formas.

**Inspection and Test Plans**

Inspection and Test Plans shall contain at least the following information for each significant activity identified in the relevant process:

- Description of activity;
- Specification requirements/reference;
- Person responsible for activity (title);
- Hold Points and Witness Points;
- Activity checklists;
- Inspection and test type;
- Tolerances or other acceptance criteria;
- Identification of relevant procedure and quality records;
- Test/inspection frequency;
- Work item or work lot identification.

Inspection and Test Plans and examples of their relevant activities checklists established for this Contract shall be submitted to the Principal for review. Where considered necessary the Superintendent may request the Contractor to insert additional Hold Points or Witness Points. Provisions shall be made for the Contractor and Principal to sign off at these points.

**Identification and Traceability**

All work under this Contract including manufacture, site construction and commissioning, shall be subdivided into distinct work lots or work items. Work lots or work items shall be chosen by the Contractor, consistent with any specified requirements, but shall be subject to approval by the Principal.

Each work lot or work item shall be assigned a unique identification number, and the Contractor shall maintain a register of all allocated work lot or work item numbers. This register shall contain as a minimum, the following information:

- Brief description of the work lot or work item;
- Location reference (3 dimensional where applicable);
- Lot or item status (conforming or non-conforming).

The Contractor shall ensure that traceability is maintained throughout all documented records under this Contract. All test results where applicable under this Contract shall be positively identified with their respective work lot or work item number. The Contractor shall notify the Principal in writing 24 hours prior to commencing a new work lot or work item.
Conformance Reports

Conformance Reports shall be forwarded to the Principal for each designated work lot or work item, within 24 hours of completion of the work lot or work item.

Conformance Reports shall include a verification statement certifying that the relevant work lots or work items have been inspected and/or tested in accordance with the Contractor's Inspection and Test Plan(s) applicable to this Contract and that they comply with the specified requirements of the Contract Documents.

Conformance Reports shall be accompanied by the following documents:

- All relevant signed off Inspection and Test Plans and associated Checklists;

- NATA certified compliance test results (where applicable); and

  Note: In cases where test results are not available within this period (e.g., 28 day concrete strengths), the Contractor shall submit preliminary results or previous analytical data of the same mix type which statistically indicates a high probability of conformance. Submission of such information does not absolve the Contractor from his responsibilities under this Contract should actual results subsequently identify non-conformance of the work lot or work item.

- Survey and measurement compliance data (where applicable).

Where the Principal directs the receipt of quality information showing evidence of conformance relating to the works claimed in any statement of an amount for payment in a Progress Certificate issued in accordance with the General Conditions of Contract, the Principal shall not be required to include in any such certificate, and the Principal shall not be obliged to pay for, any work for which evidence of conformance has not been submitted as set out in this clause.

Certification and payment shall not be unreasonably withheld, however, where the relevant evidence of conformance has not been submitted due only to the normal delays in processing, testing, analysis and reporting. In this case the Contractor's payment claim shall set forth the lots claimed for payment but for which conformance reports have not been submitted and certifies that conformance reports for those lots will be submitted prior to the next payment claim.

Non-conformance Reports

The Contractor shall submit a Non-conformance Report to the Principal within 24 hours of detecting nonconforming work. The Contractor's Non-conformance Report shall clearly detail but not be limited to the following items:

- The nature and extent of the non-conformance;

- The work lot or work item number it relates to including the precise boundaries of the non-conforming work;

- Any relevant information, data, test results and/or measurements (as applicable);

- The corrective and preventive actions the Contractor proposes to take;

- The time frame within which the non-conformance will be rectified;

- The method of isolating/identifying non-conforming work, applying and releasing hold points, etc, shall be clearly stated in the Project Quality Plan.

The proposed corrective action shall be subject to approval by the Principal.

Default by the Contractor

Where there is a failure by the Contractor to submit either a Conformance Report or a Non-conformance Report within the nominated time frame the Principal shall direct the Contractor to remedy the defective work in accordance with the Contract.

Hold Points and Witness Points

A Hold Point is defined as a position in the progress of the work under Contract, beyond which further work shall not proceed without mandatory verification by the QAR or the Principal.

A Witness Point is defined as a position in the progress of the work under Contract, where the Contractor must notify its QAR, the Principal prior to proceeding and the option for attendance for witnessing of inspection and test may be exercised. If any do not attend, then work may nevertheless proceed, unless otherwise instructed.

Witness Points shall apply to verify compliance of the constructed works with the approved design drawings.

Mandatory Hold Points shall apply to this Contract to ensure compliance with the intent of the designs and with other specified requirements, and to ensure that critical and/or irreversible activities are not constructed incorrectly.

Mandatory Hold Points shall apply prior to commencement of designated work lots or work items.

To obtain authorisation to proceed, the Contractor shall ensure the following:

- That all work lots or work items affected by the lot or item in question are conforming;
- That all Conformance Reports for all work lots or work items affected by the lot or item in question have been submitted at least 24 hours prior to the time the Contractor intends to proceed with the lot or item in question, thus ensuring that defective works are not built-in.

Compliance Inspections and Testing

All compliance inspections and tests shall be based on work lots or work items unless otherwise specified in the contract documents. The costs for all such inspections and tests shall be borne by the Contractor and included in the tendered amount.

All compliance testing shall be carried out by a NATA registered laboratory certified for the tests specified in this Contract.

The Contractor shall advise the Principal of the work lot or work item number and the location within the lot or item, prior to any testing of the lot or item.

The Contractor shall submit a Non-conformance Report and the proposed corrective action for any nonconforming test result. No further testing shall be permitted until approved by the Principal.

For compliance inspections the Contractor shall nominate responsible persons, who are not directly involved in performing the work.

The frequency of compliance testing shall be in accordance with the minimum requirements of the Contract Documents.

The Contractor shall submit to the Principal any preliminary results on compliance tests carried out for each work lot or work item with 24 hours of completion of tests.

Subcontracted Work

The Contractor shall ensure that subcontracted works and procured supplies are subject to appropriate quality assurance standards, when incorporated into the works in order to comply with the requirements of this Contract.

If requested by the Principal, the Contractor shall provide evidence of appropriate quality assurance for subcontracted work or procured items incorporated into the works under this Contract. This shall include verification by the Contractor.

Quality Records

The Contractor's quality system shall include sufficient quality records to provide objective evidence that the requirements of the Contract are met. This shall include Subcontractors and Suppliers records relevant to this Contract.

The Contractor shall, when requested by the Principal, provide access or copies to all quality records relevant to the Contractor's quality system under this Contract within 24 hours.

Within 28 days of the Date of Completion, the Contractor shall forward a complete and bound clean copy of at least the following records to the Principal. Previously submitted documents may be selected as appropriate:

- The work Lot or Work Item Register for the Contract;
- All Conformance and Non-conformance Reports;
- All Inspection and Test Plans and associated Checklists;
- All Test Results, analyses, reports, measurements and observations;
- The original Project Quality Plan and any changes made to the Contractor's Quality System.

Records shall be maintained by the Contractor for a minimum period of two years from the Date of Completion or in accordance with the Contractor's statutory requirements if the latter exceeds the minimum period required for this contract.

Records for equipment and parts subject to inspection and approval by the relevant regulatory authority shall be made available on site at the time of arrival of all relevant items at site, or after inspections have been carried out on site (if applicable).

Quality Audits

The Contractor shall submit an audit schedule to the Principal at the time of submission of the Contractor's Quality System documentation. This shall include internal audits and external audits on Suppliers and Subcontractors.
The Contractor shall if instructed by the Principal carry out at least 1 audit on each of these groups, over the duration of the Contract, and submit all audit records including objective evidence for any necessary following up corrective actions attached to close out corrective action reports.

**Certifications**

**Where the** Principal directs the Contractor, each Payment Claim shall be accompanied by a Conformance Report from the Contractor in respect of the works completed to the date of the claim and the subject of the claim, certifying that the works as constructed are in full accordance with the Contract requirements.

**At Practical Completion** - Prior to the Date of Practical Completion, the Contractor shall submit a Conformance Report certifying that the works have been constructed in accordance with the specification and drawings or approved revisions there to.
7. Drawings

FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
NOTE:
The services information shown on this drawing has been derived from the following sources:
- Pipe locations of services located by the surveyor.
- Plan data provided by service authorities.
- No responsibility is taken for the accuracy and completeness of the information supplied.
- The contractor or construction authority is to confirm the actual locations of all existing underground services prior to the commencement of construction.

SPECIAL NOTES:
- Existing concrete floor slab topping the sewer pump well is to be removed.
- Saw cut perimeter at underside of pump well slab & remove concrete complete including access grate.
- Remove internal mid-height platform including guard rails etc.
- Existing beam supporting pump rail (at mid height platform) is to remain in place.
- Remove vent pipework.
- Remove all pipework & duck-foot bends, electrical connections & cabling by WBW.
- All services are shown as indicative, dial before you dig, pot holing is required to confirm levels.

Demolition Plan 1:100

Engineers Plus Pty Ltd
www.engineersplus.com.au

Project:
Upgrade to Existing Sewerage Pump Station (SPS1)
Bazaar Street, MARYBOROUGH
Wide Bay Water
DEMO Efficiency
225 Dia VENT PIPE

REMOVE OUTER BEAM
Gantry BEAM

REMOVE INTERNAL
ACCESS HATCH & GRATE

DEMO IS TO REMAIN IN PLACE WITH THE TOP
1 METER CUT AND RETRACTABLE STILES INSTALLED ON TOP.
(Rev D)

AC SEWER RISING MAIN.
CONFIRM ALIGNMENT ON SITE

DEMO IS TO REMAIN IN PLACE.
(Rev D)

SPECIAL NOTES
- EXISTING CONCRETE FLOOR SLAB TOPPING THE
SEWER PUMP WELL IS TO REMAIN IN PLACE.
- SAW CUT PERIMETER AT UNDERSIDE OF PUMP
WELL SLAB & REMOVE CONCRETE COMPLETE
INCLUDING ACCESS GRATE.
- REMOVE INTERNAL MID HEIGHT PLATFORM
INCLUDING GUARD RAILS ETC.
- EXISTING BEAM SUPPORTING PUMP RAIL (AT MID
HEIGHT PLATFORM) IS TO REMAIN IN PLACE,
- REMOVE INTERNAL ACCESS LADDER,
- REMOVE VENT PIPE WORK,
- REMOVE ALL PIPEWORK & DUCK-FOOT RINGS,
- REPLACE ALL INTERNAL & PROVIDE NEW
EXTERNAL PIPE WORK AS NOTED & DETAILED,
- ALL SERVICES ARE SHOWN AS INDICATIVE, DIAL
BEFORE YOU DIG, POTHOLING IS REQUIRED TO
CONFIRM LEVELS.

- MID HEIGHT PLATFORM IS
TO REMAIN IN PLACE.
(Rev D)

DEMO ELEVATION
LEGEND
- DENOTES EXISTING LOADBEARING CONCRETE PUMP WELL WALL UNDER PROPOSED SLAB
200 - INDICATES MINIMUM SLAB DEPTH
ALL BAR CHAIRS TO BE MADE OF NON-CORROSIVE MATERIALS

PIPEWORK ETC AS DETAILED BEFORE

Rev D: Add complying access cover and hatch where existing ladder is.

PROVIDE 4 x VOIDS THRU' SLAB AS SHOWN FOR 4 x Ø100 NON-RETURN FLAP TO BE CAST-IN WITH REMOVABLE GRATED I/O, ETC AS NOTED BEFORE

VOID THRU' TOP SLAB TO SUIT 1300mm x 1050mm McBerns FOUR-SIDED VOID PROTECTION SYSTEM, ENSURE OPENING IS IN LINE WITH GUIDE RAILS TO SUIT GUIDE RAIL BRACKETS.

SLAB LAYOUT

200 THICK RC SLAB N40 CONCRETE GRADE

BOTTOM STEEL
BAR LAYING SEQUENCE U.A.L.O
"A" - FIRST (BOTTOM) LAYER
40mm COVER TO REINFORCEMENT
"B" - SECOND LAYER

TOP STEEL
BAR LAYING SEQUENCE U.A.L.O
"C" - THIRD LAYER
"D" - LAST (TOP) LAYER
40mm COVER TO REINFORCEMENT

SL92 MESH (A)
10 BOTTOM COVER

SL92 MESH (D)
10 TOP COVER

2/116 (C) TRIMMERS EXTRA TO VOID
(FULL SLAB WIDTH AS SHOWN)

2/116 (B) TRIMMERS EXTRA TO VOID
(FULL SLAB WIDTH AS SHOWN)
VALVE PIT FRAMING LAYOUT 1:50

**BLOCKWORK REINFORCEMENT**
- PROVIDE N12 VERTICAL REINFORCEMENT at 400 crs from bond beam to base slab
- PROVIDE N12 HORIZONTAL REINFORCEMENT at 400 crs (600 lap as required)
- PROVIDE N12 CORNER BARS TO MATCH HORIZONTAL REINFORCEMENT (600 x 600 lap)
- PROVIDE 1 COURSE BONDBEAM TO TOP OF ALL WALLS REINFORCE HORIZONTAL WITH 1/N16 or 2/N12
- PROVIDE CLEAN-OUT BLOCKS FIRST COURSE ABOVE BASE SLAB LEVEL. REMOVE ALL MORTAR PRIOR TO GROUT FILLING
- GROUT FILL ALL CORES - N20 GRADE

**MEMBER SCHEDULE**
B1 - 150 PFC BEAM
WP1 - 125 x 125 x 5.0 EQUAL ANGLE WALL PLATE. BOTTOM WEB CUT WHERE REQUIRED TO MAKE ALLOWANCE FOR CURVATURE ETC AS DETAILED
VENT STACK FOOTING DETAILS

WIND OPERATED ROTATING EXTRACTOR FAN ETC.
AS PER WSA DOCUMENTATION (SEW-14-08)

TYPICAL VENT STACK ETC. AS PER
WSA DOCUMENTATION (SEW-14-08)

BASE PLATE, GUSSETS & HOLD DOWN BOLTS
ETC. AS PER WSA DOCUMENTATION (SEW-14-08)

PVC PIPE AT 0.5% Min GRADE

N16 "U" BARS at 300crs
(BOTHWAYS) TOP & BTM
50 COVER

N25 CONCRETE GRADE

9000 Minimum Height

1500 x 1500 Minimum

FSL

900 Deep
TYPICAL GALVANISED STEEL VENT STACK
(SEE NOTES 5 & 6)

<table>
<thead>
<tr>
<th>HEIGHT 'h' (m)</th>
<th>TOP ø 'a'</th>
<th>BOTTOM ø 'b'</th>
<th>WALL THICKNESS</th>
<th>GUSSETS</th>
<th>VENT STACK BOLT DETAIL</th>
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NOTES:
1. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE SHOWN.
2. SPECIFY LOCATIONS OF EDUCT VENTS IN DESIGN DRAWINGS.
3. PHYSICAL POSITION AND SIZE TO BE IN ACCORDANCE WITH WATER AGENCY REQUIREMENTS.
4. PROTECT VENTS AGAINST INTERNAL & EXTERNAL CORROSION BY SUITABLE COATING SYSTEM OR MANUFACTURE FROM CORROSION RESISTANT MATERIALS (E.G. GRP OR SS).
5. UNLESS SPECIFIED OTHERWISE, DESIGN VENT STACKS FOR WIND LOADING TO AS 1170.2 FOR REGION 'A' CATEGORY 1 WITH A TOPOGRAPHICAL MULTIPLIER (M) OF 1.0.
6. TO MITIGATE CORROSION OF METAL VENT STACKS, AN INTERNAL LINING OF PVC VENT PIPE TO EXTEND UP THROUGH THE VENT STACK TO THE TOP OF THE VENT STACK AND SHOULD PROTRUDE 5D ABOVE TOP OF STACK. FILL ANNUOSUS AT TOP OF STACK WITH AN ALL WEATHER SEALANT AND PROVIDE A DRAINAGE POINT AT THE BASE.
8. Relevant Documents

FRASER COAST REGIONAL COUNCIL (“Principal”)
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
PURPOSE:

The purpose of this procedure is to ensure that contractors, engaged to work on a FCRC site or project, receive appropriate health, safety and environmental information to enable them to conduct their work safely and with no risk to the environment.

FCRC’s Contractor Safety Engagement Process is divided into two distinct documents including this “general” induction framework for minor project engagement, as well as a more detailed process for the engagement of contractors for construction, high risk or projects where the contractor will hold the role of Principal Contractor for the project.

SCOPE:

This procedure has been developed for the engagement and induction of contractors conducting general or low risk activities.

For major contracts, or engagements where the contractor will act as the Principal Contractor, please refer to Contractor Engagement (Safety) – High Risk Construction #2888971.

RESPONSIBILITIES:

Directors and Executive Managers are responsible for:

- Complying with the procedure and ensuring that systems are in place to manage potential WHS risks in relation to all tasks;
- Ensuring that WHS responsibilities are appropriately defined and that appropriate resources (including financial and time) are provided to ensure effective hazard and risk management for FCRC workers;
- Sending a clear message to all employees that safety matters;
- Overseeing the implementation of this procedure within their area of responsibility.

Contract Managers are responsible for:

- Completing this engagement procedure with the contractor;
- Coordinating or delivering site inductions to all contractors involved in the activity;
- Maintaining oversight of the contractors operations to ensure that risks are effectively managed. (This may be an ongoing process, with risks identified at different stages of the life of an agreement);
- Ensuring that the contractor applies effective risk management strategies as determined by obtaining and reviewing its safe work procedures, or by training the contractor in the relevant FCRC Safety Management System procedures or processes;
- Providing a copy of FCRC’s Work Health and Safety Policy, and Environmental Policy to the Contractor.
- This person may elect to delegate some of the functions to a person appointing the contractor but ultimately the Contractor manager is accountable for the performance of that contractor.

**Manager Safety and Wellbeing** is responsible for:
- Implementing and maintaining this procedure;
- Providing training and guidance with the implementation of this procedure.

**Safety Team** is responsible for:
- Providing support to the Contract Manger as required;
- Providing advice and feedback when reviewing risk assessments provided by the contractor.

**PROCEDURE:**

The primary aim of this procedure is to ensure that contractors, engaged to work on a FCRC site or project, receive appropriate health, safety and environmental information to enable them to conduct their work safely and with no risk to the environment.

All Contractors must be officially engaged in accordance with this procedure prior to commencing work.

The engagement process requires the Contract Manager to discuss with the Contractor the General information outlined in Appendix A of this procedure. Once completed the Contract Manager and Contractor must complete the Appendix B Instrument of Appointment/Engagement signoff as well as any site specific inductions required (docs# 2157084)

**General Engagement Information**

Appendix A outlines the General Engagement Information and contains relevant clauses and information that needs to be communicated prior to the commencement of any work on FCRC sites.

The Contractor Manager should review the General information section to confirm which areas are relevant, and then coordinate a time to meet and communicate this information to the contractor.

This section of the procedure should be printed and provided to the contractor at the end of this session for future reference.

**Instrument of Appointment/Engagement signoff**

The Contract Manager must read through the Instrument of appointment engagement signoff with the Contractor’s nominated representative following the completion and review of the information contained within Appendix A.

The Contractors Representative must then sign the Instrument of Appointment as outlined in Appendix B. This section shall be kept on relevant project files, registered in DOCs, and a copy given to the Contractor and FCRC’s Safety team (where required).

Once engaged, the Contract Manager must also complete the relevant site specific safety induction (docs #2540103.) with the Contractor, and any of their workers attending the site. The site safety induction
covers the hazards identified in Appendix A as they specifically relate to that site. It is therefore recommended that where possible, this engagement process, and the site safety induction are conducted at the same time.

EXCEPTIONS:
For contractors such as auditors, contractors engaged to undertake onsite training, work experience students, and contractors engaged to undertake low risk tasks (fish tank, vending machine) the following must be completed:
• a site specific induction completed upon arrival. To be maintained by the person responsible for their engagement and updated every two years or when significant changes occur to the site;
• visitors swipe key issued, and returned on daily basis (if access is required);
• contractor badge to be issued and worn at all times whilst on site.

COMMUNICATION & CONSULTATION:
The contents of this procedure are available via:
• Intranet (electronic copy);and

Notification of significant change to the document will be through the same media and be accompanied by a copy of the updated section/document. Once the new or updated document is active on the Document Portal, the document owner/authoriser will distribute to the relevant stakeholders.

Consultation shall be conducted in accordance with the WHS Consultation, Cooperation and Coordination procedure.

ANALYSIS & EVALUATION:
Not applicable

DEFINITIONS
Contractor: A company, sole trader, or partnership that is engaged to work on site at FCRC for a discrete task or project specified under a contract. A contractor is not an employee of the FCRC, and is required to have independent workers compensation and other insurance policies.

Contract Manager: means for the purpose of this procedure any delegated FCRC worker who engages the services of a contractor to perform works on behalf of FCRC.


Site Induction: Site specific health and safety induction training that relates to the particular site at which the work is to be carried out. Controlled document # 2540103.

RELATED DOCUMENTS:
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

HISTORY:
Amended: Feb 2018

Document Status/Review:

This procedure should be reviewed every two years as directed by the Chief Executive Officer, or when required by legislation.
APPENDIX - A

FCRC Contractor Engagement (Safety and Environment) Procedure

General Information Section

This section of the procedure has been designed to provide you, the Contractor, with background information to FCRC including site access and conduct, and common safety and environmental hazards that you may come across in undertaking your engagement.

It is not designed to predict every issue or hazard that you will come across in the workplace nor exempt you from assessing the risk prior to undertaking a task. It is a requirement of your engagement that the hazards specific for the activity being undertaken shall be identified and appropriate controls documented prior to the work commencing.

Further information, including copies of FCRC work health and safety policies and procedures as referred to in the details below, are available from the document portal on the FCRC Intranet, or via the Contract Manager or Safety Team.

SITE ACCESS AND CONDUCT

The following are minimum requirements of contractors while working on FCRC sites:

- Ensure work is stopped if it is unsafe;
- Ensure persons performing tasks are competent and where required hold the relevant license;
- Ensure all safety and environmental incidents and hazards, as well as injuries and near misses are reported to the Contract Manager as soon as practicable following the event. (Event Notification form #3190520, Hazard Report Form #2540173);
- Ensure all tasks being undertaken have had safety and environmental risks identified and assessed and adequate controls are in place and documented (risk assessment), and that the risk assessment has reviewed by the Contract Manager or Safety Team;
- Ensure appropriate Personal Protective Equipment (PPE) is being worn.

Site Access

FCRC runs secured operating sites that are both manned and unmanned. As a Contractor you may require a method of accessing a FCRC site in order to complete a particular project. Access requests should be arranged via the contract manager by completing a “Security Request/Issue Form” available on the intranet (docs# 2499449) for electronic swipes, for key access a request shall be submitted to the helpdesk.property@sharepointfrasercoast.qld.gov.au

Housekeeping

Contractors shall maintain a high standard of housekeeping at any premises in which they are conducting works. It is the responsibility of the contractor to maintain their materials, tools and other equipment in an orderly manner on site.

All debris and waste resulting from contractor activity on site shall be appropriately contained / managed whilst on site to minimize risk to the environment and removed by the responsible contractor. All materials and debris must be lowered and not dropped from elevated locations and platforms.

All materials, tools and waste shall be located so as to reduce risks to health and safety prior to leaving the site daily. Working areas, stairways, passages and emergency exits must be kept clear of...
obstructions at all times. If required, working areas must be barricaded off and appropriate warning notices erected.

All contractors are required to operate under the principle of ‘come clean, go clean’. This requires all vehicles and equipment brought on site to be free from material or vegetation containing declared pest plants such as giant rat’s tail grass, or disease such as myrtle rust, to prevent the spread of these pests across FCRC sites. If a contractor works on a site where a disease or declared pest plant has been identified, the contractor shall use the appointed wash down areas to clean their vehicles and equipment prior to leaving the site.

When working at a site, always remember to dispose of waste products appropriately. All non-hazardous waste such as paper, glass, plastic, food and other general litter should be disposed of, or recycled, in the relevant labeled bins located at the site.

Public Comments on Council Business

FCRC business can be topical, sensitive and controversial and there is a process to be followed when making public comments. If you are asked to comment on any FCRC matter you should refer them to your Contract Manager. Under no circumstances are you permitted to make comments on behalf of FCRC.

Smoking

Smoking is prohibited on any property controlled by FCRC where an office, plant or structure is located.

This policy also includes: Inside any FCRC owned buildings, including shelters and any structures attached to buildings, within five meters of any entry door, window, wall or air intake system or inside any FCRC motor vehicle, plant or equipment and any FCRC worksite.

Drugs & Alcohol

Alcohol and illegal drugs are strictly forbidden onsite. Persons found to be or suspected to be under the influence of these will be removed from site immediately.

Breaches of Site Conditions

Any breach of site conditions in relation to safety, environment or site conduct may result in removal from site. Breaches of site conditions, in accordance with FCRC procedures and may result in the removal of the offender from the workplace. Further action may be taken as necessary.

Immunisations

Hepatitis is a viral infection transmitted by body waste or fluids. There is potential for contractors to be exposed to infection through contact on sewer repairs, treatment plants, pump stations, associated handrails and tools/equipment. Contractors are responsible for ensuring that all employees are appropriately educated regarding the risks and are immunised against Hep A and Hep B while working on FCRC’s assets.

General Safety Induction Card

A white card for General Safety Induction is required for those carrying out work on FCRC construction and worksites. Copies of white cards must be attached to, and kept with the signed instrument of appointment.

White cards must be obtained and evidence provided to FCRC prior to commencing work. Contractor/site workers who fail to provide such evidence (when asked) may be required to leave the work site. White cards must be available at all times.
Audits

Audits of contractor activity may be conducted to monitor compliance with the requirements of the WHS Legislation, contractor engagement condition for this procedure, or to ensure that the safety management procedures and instructions are being effectively implemented.

Audits may include;
- Site safety and environmental audits;
- Behaviour based observations;
- Environmental Management Plan (EMP) audits may be conducted to determine the level of compliance of the construction project works with regard to the submitted EMP.

SAFETY HAZARDS

Safety Management System

FCRC has in place a documented Safety Management System aligned with the Australian Standard 4801 Occupational Health and Safety – Safety Management Systems and Safe Plan principles. The SMS consists of an overarching Policy and Manual which together define the Council’s overarching objectives and framework of the SMS, followed by lower level procedures, safe work procedures, and record templates. While in most cases the Contractor will provide their own safe work procedures, the Contract Manager must review the content to ensure that risks associated with the task have been adequately identified and managed to the same standard as outlined in FCRC’s system.

Safe Work Methods Statements (SWMS) and Safe Work Procedures (SWP)

The WHS Act and subordinate Regulations require persons who have a duty under the Act to ‘manage risks’ to health and safety by eliminating them so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable.

Deciding what is ‘reasonably practicable’ to protect people from harm requires consideration of matters, including:
- the likelihood of the hazard or risk concerned occurring,
- the degree of harm that might result from the hazard or risk,
- knowledge about the hazard or risk, and ways of eliminating or minimizing the risk,
- the availability and suitability of ways to eliminate or minimise the risk, and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

As a minimum a SWMS/SWP must be provided and reviewed by the Contract Manager before the commencement of any task or activity to determine if there are tasks or situations that could potentially cause harm to the people undertaking the activity. The assessment should:
1. identify hazards – find out what could cause harm;
2. assess risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening;
3. control risks – implement the most effective control measures that are reasonably practicable in the circumstances.

Authority/Permit to Work

Prior to commencing work the contractor in conjunction with the contract manager must determine if an Authority to Work permit is required. The purpose of the Authority to Work (ATW) is to provide a formal process for authorizing work to be carried out on a FCRC asset, where the personnel conducting the works are not the plant owner of the FCRC asset.
The ATW informs the asset owner of intended works, prior to work commencing, to minimize the impact on the operation of the asset, and also the risk to those working on it.

Further information can be found in the ATW procedure docs# 3354849 which is available upon request from your contract manager.

**Working at Heights**

FCRC requires that all tasks where there is a requirement for work to be conducted whilst working at height a risk assessment must be developed and reviewed by the contract manager prior to the task being undertaken, this includes work which requires the use of a ladder to access/egress the work site. Some examples of risks that the assessment should take into account are:

- Whether fall protection is needed,
- The type of fall protection that will be required,
- The equipment being used,
- Impacts of falling equipment or tools,
- Other work currently occurring in the area,
- Rescue available on site.

Contract managers must:

- Ensure work is only performed at height if all other ways of performing the task have been eliminated,
- Ensure the person is competent in the relevant working at height competency and does not work alone,
- Ensure that a documented SWMS for the activity is provided prior,
- Ensure working at height equipment is inspected prior to use,
- Ensure all open edges, excavations, pits, access chambers or any other area where there is a potential to fall has appropriate controls in place to prevent a fall.

For further information refer to WHS Management Procedure - Working at Height #2100934

**Tagging and Isolation**

The purpose of a tagging and isolation process is to ensure contractors are safe from risk of injury associated with moving plant, including electrical, mechanical & stored energy hazards. As a minimum the following must be in place:

- Identify all potential energy sources prior to commencing the activity,
- Make sure isolations have been tested before starting work,
- Attach a “Personal Danger” tag if you are identified as being at risk from the isolation,
- Check that all isolation/de-isolation steps have been completed by a competent and authorized person,
- Attach an “out of service” tag on defective tools and equipment,
- Never remove someone else’s “Personal Danger”.

For further information refer to FCRC’s safety management system procedure (#2539019 – Isolation and Lockout Procedure (Personal))

**Overhead and Underground Services**

All works conducted near overhead or underground services shall ensure, that no person, plant or thing at the workplace comes within an unsafe distance of an overhead or underground electric line. Effective controls shall be implemented to prevent electricity strikes and as a minimum the following shall be in place -

- The identify of all services shall be undertaken at the planning stage, and shall be clearly communicated/marketed prior to works being undertaken,
An established communication plan and spotter in place when working near the exclusion zone of an electrical service,
- Consider all lines as live until the service provider verifies otherwise.
- Identify overhead power lines and ensure the safe working clearances are maintained.
- Ensure notification is given to service provider of intended works (as required)

Electrical Safety
- Only undertake electrical work if you are authorised and qualified.
- Ensure “test for dead” has been completed prior to working on any electrical equipment.
- Ensure at least 2 people are present when working close to exposed live conductors.
- Regularly review the effectiveness of isolations.
- Ensure portable electrical equipment has a current test tag attached.
- Ensure portable electrical equipment is checked prior to use and is good condition.
- Portable Earth Leakage Devices (RCD’s) are required to be used when operating hand held and portable electrical equipment. They must be provided by the contractor and placed between the portable equipment in use and the electricity supply outlet.

Confined Space Entry
Entry and work within confined spaces has historically presented specific hazards that if not controlled cause significant injury and loss of life in many Australian industries. This is mainly as a result of a lack of understanding of the range of hazards that may be presented by confined spaces and the use of inappropriate entry and work controls which inherently present atmospheric and engulfment risks.

The following asset types are generally identified as confined spaces:
- Sewers, siphons and combined sewer /storm water systems, and sewage pumping station (SPS) wet wells.
- Treatment process tanks and conduits, including enterable grease traps.
- Water mains.
- Enclosed water distribution reservoirs.
- Storage tanks of any kind, including enclosed containment and retention devices.

Prior to proceeding with task determine if there is another way to do the job that eliminates the need to enter the Confined Space.
- Ensure appropriate planning is conducted and necessary SWMS is completed prior to entry.
- Ensure you are trained and competent in Confined Space Entry,
- Ensure a confined space permit is issued and authorised by a competent person,
- Ensure an emergency response protocol is in place,
- Ensure a standby person is in place at all times during confined space entry,
- Ensure gas testing is completed prior to and during confined space entry,
- Ensure no unauthorized person can access the confined space.

For further information refer to FCRC’s Confined Space Entry Procedure #3357469

Mobile Plant
- A SWMS for the management of people and plant shall be completed prior to work being conducted at a construction site,
- Always gain approval from the mobile plant operator before approaching the mobile equipment.
- Only operate mobile plant if you are trained and competent.
- Burst protection installed for plant that is used to lift.
- Ensure daily inspections of mobile plant are completed to ensure it is safe to operate.
- Wear a seatbelt when operating mobile plant.
- Drive mobile plant to suit the conditions.
In relation to this equipment, contractors must ensure the following:
- Load bearing capacities shall be adhered to at all times.
- Loads shall not be suspended or travel over people.
- Loads being transported shall be secured.

For further information refer to FCRC’s SWMS Movement of Mobile Plant # 3540554

**Scaffolding**

In relation to this equipment, contractors must ensure the following:
- Scaffolding shall comply with AS 1576 Scaffolding; be erected, maintained and dismantled by suitably qualified scaffolders;
- If scaffolding height exceeds 4 meters the scaffolding shall have edge protection, safe access and egress, be inspected and marked as safe to use by a suitably qualified scaffolder before use, after any alteration or at intervals no greater than 30 days.

For further information refer to WHS Management Procedure - Working at Height #2100934

**Excavations**

Excavation and trenching controls must be in place to effectively control risks associated with excavation and trenching and minimise the risk to the general public arising from trenching and excavation works
- Ensure that Dial Before You Dig has been completed before any excavation work commences,
- Identify, locate and if necessary isolate all underground hazards prior to excavating,
- Control all ground movements to prevent collapse with appropriate shoring, benching, battering,
- Never enter an excavation over 1.5 mtr deep without a documented SWMS for trenching/excavation,
- Ensure that the excavation has a safe method of egress and access,
- Ensure no petrol driven vehicles or equipment are allowed in or near the excavation due to the potential for fumes to accumulate in the excavation,
- Ensure appropriate controls are in place to minimise risk of persons or other items falling into the excavation.

For further information refer to FCRC’s SWMS Work in or Near Trenching over 1.5 - 3540567

**Lifting Operations**
- Never walk or work under a suspended load.
- Ensure only competent persons plan and undertake lifting operations.
- Never exceed the capacity of the lifting equipment.
- Ensure plant and equipment is inspected prior to undertaking lifting operation.
- Ensure exclusion zones are implemented and enforced around lifting operations.

For further information refer to WHS Management Procedure – Lifting Equipment # 3450929

**Asbestos**

Asbestos may be found in buildings (asbestos-cement sheeting) or AC pipes (old water/sewer pipes), and can lead to serious health problems when inhaled. It essential that a management system is in place to ensure that identified hazards are controlled so far as is reasonably practicable to protect FCRC employees, contractors and the community from real or potential asbestos related hazards.
- Class B Certification is required for the removal of more than 10m²;
- A SWMS must be available on site where work is being carried out and an asbestos removal control plan must be in place where appropriate;
Appropriate PPE and procedures must be implemented prior to any work involving asbestos as per the national code of practice;

Asbestos has been identified in some FCRC buildings and assets. Before any drilling, cutting or grinding of walls, ceilings etc. takes place; reference must be made to the asbestos management plan and registers which will be contained onsite and discussed during a site induction. The location of asbestos on site will be identified with appropriate warning signage.

For further information refer to FCRC’s SWMS Working with or around ACM #3540582

Fire prevention

- Fire protection requirements must be considered prior to the commencement of work.
- The contractor must conduct work in a manner so as to prevent the proliferation of fire. This may involve careful selection of tools, work methods and materials.
- Contractors are also responsible for ensuring flammable liquids remain closed when not in use and be stored in appropriate facilities.

Manual Handling

Incorrect lifting techniques can cause serious injuries and accidents.

- Prior to the commencement of work, contractors must establish safe manual handling methods in accordance with state regulations.
- Contractors and their employees shall be appropriately trained in their organisations’ safe manual handling methods, along with training on the use of any lifting aids provided.

Noise and vibration

- Works generating noise and vibration should be limited to between 7.00am and 6.00 pm weekdays (excluding public holidays). Such works outside these hours must be authorised by the FCRC contract manager.
- The contractor is responsible for signposting work areas requiring hearing protection and for ensuring such protection is available and used by all persons entering into that area when noisy works are in progress.
- Use silenced equipment where possible.
- Notify affected residents in advance.

Working around Water

Due to the nature of the FCRC business there are a number of ponds, effluent ponds and storage dams that are present on our assets and contractors are to take into consideration the following:

- Be aware that not all of these water sources have edge protection due to remoteness and location;
- Due to storms there is a potential for multiple roads in the district to become flooded and restrict access in and out of Hervey Bay and Maryborough;
- Ensure you carry a means of raising the alarm, (i.e. Mobile phone, Personal Location Beacon);
- Plan your journey when trying to get home;
- Do NOT drive through flood waters.

For further information please refer to SWMS – work carried out or near water bodies # 3554121

Biological Hazards

Biological hazards exist from the exposure to raw and untreated sewerage and needle stick injuries. This exposure primarily occurs when working on sewerage systems or working at wastewater treatment plants.

- Always follow good hygiene practices – washing and sanitising hands before eating drinking or smoking etc.
Always wear appropriate PPE when working with sewerage – gloves, disposable overalls, eye protection etc.

**Slips Trips and Falls**

Slips, trips and falls can happen in any workplace. They can occur at the entry of a building, in the kitchen, at treatment plant, on loading docks, on construction sites and even as you walk outside the building.

- Keep walkways and work areas clear of obstructions and trip hazards;
- Clean up spills when they occur and ensure good housekeeping;
- Clearly mark edges of steps and changes in floor height;
- Ensure adequate lighting.

**Hazardous Chemicals**

FCRC uses a number of hazardous chemicals as part of our treatment processes, these include:

- Liquid chlorine and Sodium Hypochlorite.
- Sodium hydroxide.
- Aluminum Sulphate and Polymer.
- Carbon Dioxide.
- Hydrated lime.

The purpose of a management system for Hazardous Substances is to ensure that safe systems of work are employed to eliminate any risk of exposure to its staff, contractors and visitors engaged in the use, storage and handling of hazardous substances.

- Do not conduct any work on these systems unless prior arrangements have been made with the plant operator.
- Ensure you have been appropriately trained prior to using or handling hazardous substances.
- Ensure you test and verify the safety shower and eye wash prior to working with hazardous chemicals.
- Wear appropriate PPE – protective clothing, eye protection (refer to SDS).

For further information refer to FCRC’s safety management system procedure # 2539016

**PCB’s (Polychlorinated Biphenyls)**

- Care should be taken to avoid spillage or leakages of PCBs. Contractors are responsible for ensuring a safe system of handling, removal, labelling and disposal of contaminated electrical equipment.
- A risk assessment must be available on site where work is being carried out and must ensure appropriate safe systems of work and PPE requirements.

**Traffic Management**

- Ensure a traffic management plan is developed and approved by the relevant authority prior to work starting.
- Ensure there is safe access for both vehicles and pedestrians.
- Ensure traffic control equipment is in good condition and being used by competent persons.
- Ensure suitable parking areas are defined for the worksite.
- All permanently manned sites have a 10km/h maximum speed limit.

**ENVIRONMENTAL HAZARDS**

**Emissions to Air**

Emissions to air could include odours, fumes, dust, spray and smoke. Work involving heavy equipment or powered tools can create dust and noise.
- Make use of dust suppression techniques during construction works and limit earthworks or clearing activities during dry or windy conditions.
- Cover stockpiles with water spray.
- Minimise exposure of odourous material and ensure appropriate measures are put in place to treat odourous materials exposed.
- Undertake regular maintenance on equipment to minimize emissions.
- Notify affected residents in advance.

**Release to Water & Land**

- A release to water (surface and groundwater) and/or land includes any item in solid liquid or gas phase, released to these environments, that could potentially cause environmental harm e.g. sewage, weeds and disease, chemicals, sediment from erosion, contaminated water and any form of waste. Ensure potential contaminants are correctly stored so that if a spill does occur, the contaminant can be appropriately contained and cleaned up and there is no discharge directly into the environment. Where a discharge is unavoidable, such as in the case of dewatering liquids, contaminants should be appropriately treated and neutralized before reaching the environment.
- Ensure that all contaminants removed from a site are disposed of in accordance with the relevant legislation for the contaminant or, where no legislation exists, in an environmentally responsible manner and at approved disposal sites.
- Where appropriate, ensure a Soil Erosion and Sediment Management Plan is developed and implemented as part of the EMP.
- Ensure all shoes, clothing, equipment and vehicles entering and leaving all sites are clean and free from weeds to prevent their spread across FCRC sites. The specified wash down areas should be used and the site list from FCRC’s Weed Management Plan consulted to determine which sites have identified weeds and which sites require additional preventative measures due to biosecurity threats.

**Acid Sulphate Soils**

Where excavations are scheduled on land that has the potential to have acid sulphate soils (ASS):

- Ensure the required tests are undertaken to determine whether ASS’s are present.
- Ensure that ASS’s are managed in accordance with FCRC’s ASS EMP.

**Vegetation**

Clearing of native vegetation without appropriate permits where required can result in heavy financial penalties. Native vegetation includes all species of water-based or land-based indigenous plants, and can even include dead vegetation unless exempted by regulations. Actions that disturb native plants, even if it’s only one plant, require approval permits, especially in sensitive areas such as wetlands.

- Ensure any permits required for vegetation removal are arranged prior to the removal of the vegetation.
- Ensure all vegetation required to be cleared as part of the contract works has been assessed within the Environmental Management Plan.
- Ensure all vegetation to remain on site is appropriately protected during any scheduled works.
- Ensure that safety risks have been considered and procedures put in place to manage the safety hazards associate with vegetation clearing or management.
Instrument of Appointment – Engagement Agreement

All contractors must sign a copy of the Corporate Safety and Environmental Induction form to acknowledge receipt and their understanding of FCRC policies and procedures. All signed acknowledgement forms shall be kept on relevant project files and a copy given to the contract manager for record keeping purposes.

Contractor Engagement – Instrument of Appointment

Location: ___________________________________________________ Date: ___/___/_____

Brief Description of Works: _______________________________________________________________

Company Name: _______________________________________________________________________

I, ___________________________________ being the contractor/contractor’s representative, shall:

a) Conduct works in a manner that shall comply with the Work Health and Safety Act 2011, the Work Health & Safety Regulation 2011 and applicable Codes of Practice.

b) Not cause hazard or risk of injury or damage to Fraser Coast Regional Council’s, contractors, employees, proprietors, clients or the general public. All incidents, near misses and hazards are to be reported and documented on FCRC Event Notification form (#3190520)

c) Obey any reasonable safety direction by Fraser Coast Regional Council’s representatives and where applicable, conform to Fraser Coast Regional Council’s safety rules and policies.

d) As a minimum, conduct risk assessments for hazards associated with the work being performed. These must be documented, provided to the Contract Manager and held on the work site.

e) Where applicable, make available a copy of Safe Work Method Statements to the Fraser Coast Regional Council representative for works that are a "high risk construction activity" (e.g. confined spaces, trenching) or if the work is a “prescribed activity” (asbestos removal or demolition) a Construction Safety Plan under the Work Health & Safety Act 2011.

f) Will at all times, wear appropriate personal protective equipment as deemed necessary by statutory requirements or by Fraser Coast Regional Council’s representative.

g) Understand that any works that are carried out in any manner which does not comply with the requirements of Work Health and Safety legislation or places Fraser Coast Regional Council’s staff, clients and public at risk, shall constitute a breach of contract and shall constitute grounds for the contract to be terminated.

h) Will ensure that all on-site personnel under the contractors control have undertaken an on-site safety induction and corporate induction training when directed by Fraser Coast Regional Council or its clients.

i) Ensure licences, certificates, general construction safety cards, are available at all times to Fraser Coast Regional Council’s representatives or clients.

j) As the Fraser Coast Regional Council remains the owner of the workplace, inspections may be made of the site to ensure compliance. I agree to ensure any rectification actions communicated to me by Fraser Coast Regional Council or its clients will be addressed in a prompt manner.

Contractors’ Name: _____________________________ Position: _____________________________

Signed: ___________________________________ Date: ___/___/_____

#2886944
PURPOSE:
The purpose of this Contractor Engagement – High Risk Construction procedure is to ensure that contractors involved in construction activities, high risk work or projects where the contractor will hold the role of Principal Contractor for the project, receive appropriate health and safety information to enable them to conduct their work in a safe manner.

SCOPE:
This procedure has been developed for the engagement and induction of contractors conducting construction work, high risk work, or activities where the contractor will act as the Principal Contractor.

RESPONSIBILITIES:
Contractor Managers are responsible for:
- Completing this engagement procedure with the Principal Contractor (PC).
- Coordinating or delivering site inductions to all contractors involved in the activity.
- Training and providing the PC with a copy of this procedure so they are aware of their responsibilities.
- Maintaining oversight of the PC operations to ensure that risks are effectively managed. (This may be an ongoing process, with risks identified at different stages of the life of an agreement).
- Ensuring that the PC applies effective risk management strategies as determined by obtaining and reviewing its safe work procedures.

Principal Contractor (PC) is responsible for:
- Ensure WHS induction training is undertaken by employees, agents and contractors of the contractor entering any Council premises.
- Prepare, implement, update and make available WHS management plans.
- Ensure that copies of parts of the WHS Management Plan that are relevant to any sub-contractor are provided to the sub-contractor before the sub-contractor commences work.
- Ensure that if any change is made to the WHS Management Plan during the course of the work, a copy of the plan that has been changed and that is relevant to the subcontractor is provided as soon as reasonably practicable after the change is made.
• Ensure that each sub-contractor provides written safe work method statements before commencing work.
• Direct and monitor compliance with applicable legislation, safe work method statements or procedures.
• Keep a register of all hazardous substances and other substances stored on site.
• Communicate any WHS issues as they arise, including any Work Health Safety Queensland notifiable events.

Manager Safety and Wellbeing is responsible for:
• Implementing and maintaining this procedure;
• Providing training and guidance with the implementation of this procedure.

Safety Team is responsible for:
• Monitoring the implementation of this procedure through internal and external audits of construction activity.
• Assisting in the assessment of contractors WHS Management systems where appropriate.

CONTRACTOR CLASSIFICATION:
The contractor engagement process applicable to high risk or construction activities is classified under this procedure as either;
• High Risk – Level 1 (No PC)
• High Risk – Level 2 (PC Appointed)

The flow chart below has been developed to assist you in identifying the appropriate engagement requirements based on these classifications.

[Flowchart diagram]
**High Risk Level 1 – No Principal Contractor**

Activities classified as a Level 1 pose a significant risk of serious injury or illness and may involve, but are not limited to, any of the following tasks:

- Construction work;
- Maintenance work;
- Working in confined spaces;
- Working at heights;
- Working with Asbestos – including demolition;
- Working with gas;
- Electrical work;
- Use of a hazardous substance;
- Excavation work;
- Entry into a restricted access area (treatment plant, laboratory);
- Use of subcontractors in any of the above.

Other activities may also be classified as High Risk Level 1 if significant risk is identified at the conclusion of the risk assessment process or legislative obligation. For example, this may include labour work for installation of new plant or equipment.

The following minimum WHS requirements must be undertaken prior to the commencement of a High Risk Level 1 activity without the need for PC:

- Issuing the contractor with Contractor Engagement (Safety and Environmental) general - refer to #2886944.
- Completing the onsite induction checklist.
- Reviewing the contractors safe work method statements, and
- Obtaining copies of any relevant license, insurances and workers compensation details.

**High Risk Level 2 – where a Principal Contractor is appointed**

For contracts that involve the same tasks listed in section above with one of the following inclusions:

- Construction work is undertaken and the cost of the work exceeds $250,000, or
- High risk construction work is undertaken, the cost of the work does not exceed $250,000, however a decision has been made to appoint a PC, or
- Demolition or asbestos removal work for which a license is required.

When an external contractor is appointed as PC this should be written in the contract specification. Where Council is acting as the PC this should also be documented within the project file or other supporting documentation.

The minimum WHS requirement that must be undertaken prior to the commencement of a High Risk Level 2 activity with a PC includes:

- Completion of the Contractor Evaluation Checklist;
- Issuing the contractor with Contractor Engagement (Safety and Environmental) general - refer to #2886944;
- Completing the induction checklist;
- Obtaining copies of any relevant license, insurances and workers compensation details;
- Obtaining a copy of the WHS Management Plan ensuring that the PC distributes to all contractors;
- Reviewing the contractor’s safe work method statements and updating the WHS Management plan as required.
CONTRACTOR EVALUATION – PRIOR TO AWARDING CONTACT:

Prior to a contract being awarded a contractor evaluation must be completed to ensure that the potential contractor/s safety management system (SMS) is sufficient and meets the minimum requirements of Councils WHS SMS.

Council is required to measure and assess the capacity of contractors to comply with WHS specifications and requirements of the WHS Act, Regulations, Standards and Codes. This evaluation is to be incorporated into the selection of contractors prior to the appointment.

The organisation being evaluated must demonstrate that there is a WHS system in place to address the risk(s) associated with the contracted works. The Contractor Evaluation should define the minimum requirements for a potential contractors WHS management system.

Assessments of the contractors WHS system should be conducted by the Contract Manager, assistance may be sought from the WHS team. Examples of documentation relevant to the contract should be included in the evaluation process:

- WHS Policies.
- Procedures.
- Safe Work Method Statements and risk assessments for plant and equipment.

Organisations which have been externally accredited WHS management systems shall be deemed capable of meeting councils requirements. Where a contractor does not demonstrate an ability to meet the established WHS requirements, the contractor shall not commence work until council is provided with sufficient systems and or procedures in place to manage the risk. Copies of the evaluation and supporting documentation shall be retained by the appointed Contract Manager. Contractor evaluations will remain current for a period of 3 years.

For services which are classified as a High Risk Level 1 activity and do not require the appointment of a PC, the service provider’s capacity to meet health and safety requirements shall be assessed by Contract Manager. The assessment shall include the review of safe work method statements, risk assessments or other WHS documentation according to the WHS risk associated with the contracted activities.

CONTRACT SPECIFICATION:

While WHS legislation requires both Council and its contractors to work safely, the documented specification of WHS requirements in relation to the work being performed prevents confusion and incorrect assumptions.

Where it is identified that the work poses a risk to health and safety, contract documentation is required to define the required health and safety requirements, including:

- Appropriate legislative requirements;
- Identification of PC;
- Elements of this procedure as required;
- Reference to site specific health and safety risk and the controls required;
- The parties responsible for the implementation of the risk controls;
- Provisions for inductions;
- Inspection test and audit records;
- Health and safety performance.

For further specification requirements please refer to:

- Detail Design procedure #2538711
- Scope Development Procedure #2538709
- Project Procurement procedure #2538727
• Project Implementation procedure #2538730

At a minimum, contract documentation shall include a general statement of WHS requirements.

**CONTRACT MANAGEMENT:**

*WHS Management Plans*

WHS Management Plans must be provided by the PC (including where Council is the PC) for:
- Construction work exceeding the value of $250,000.
- Demolition work or asbestos removal where a license is required.

The WHS Management Plan must include the following as stated in the Regulation:
- A statement of responsibilities listing names, positions and responsibilities of all persons who have specific WHS responsibilities for the site.
- Details of arrangements for ensuring compliance with WHS induction training.
- Details of arrangements for managing WHS incidents.
- Any site safety rules and details for ensuring all persons working at the site are suitably informed.

The WHS Management plan is to be reviewed by the Contract Manager prior to the contract commencing. Where council is appointed as the PC the WHS Management Plan shall be created using the WHS Management Plan template #2911251.

The PC must ensure that the WHS Management Plan is available for inspection during the course of the construction work by:
- Any person working at the place of work concerned and any person about to commence work at that place; and
- An employee, member of the safety committee, a Health and safety representative or a person who has been nominated to represent a group of employees in health and safety matters.

The PC must ensure that copies of parts of the WHS Management Plan that are relevant to any subcontractor are provided to the sub-contractor before the sub-contractor commences work.

The PC must also ensure that if any change is made to the WHS Management Plan during the course of the work, a copy of the plan that has been changed and that is relevant to the subcontractor is provided as soon as reasonably practicable after the change is made.

**SAFE WORK METHOD STATEMENTS:**

Safe Work Method Statements (SWMS) must be provided to the Contract Manager prior to the commencement of work where:
- Construction work exceeding the value of $250,000 or
- High risk construction work is undertaken and the cost of the work does not exceed $250,000 or
- Demolition work or asbestos removal where a license is required or
- Any type of work or service where there is a risk of health and safety or the need is identified by Council.

**CONTRACTOR INDUCTIONS:**

All contractors are required to attend a site specific induction involving areas of Council which they will be working at. Site specific inductions are coordinated with and delivered by Contract Manager and may involve the site owner.

Special inductions may be required for high risk areas within Council; this will need to be determined at the contractor meeting.
Contracts which are classified as High Risk Level 1 and Level 2 require the Contract Manager to issue this procedure and the Contractor Engagement (Safety and Environmental) procedure refer to #2886944 to ensure that contractors are aware of their responsibilities under WHS Legislation and Council specific procedures.

CONTRACTOR INCIDENT MANAGEMENT:

*Injuries and Notifiable Events*

Where an injury has occurred to a contractors employee or sub-contractor in relation to works performed at council, notification is required to be communicated to the Contract Manager within 24 hours of the incident occurring.

If the injury is classified as a ‘notifiable event” as prescribed in the Act, notification must be lodged with WHSQ immediately and communicated to the nominated Contract Manager as soon as possible.

*Serious Injury/Illness and Dangerous Events*

Serious injuries/illnesses and dangerous events are defined in Part 3 of the Act (refer Definitions).

In the instance of a serious injury/illness or dangerous event occurring the contractor shall contact councils Contract Manager to ensure that the scene is preserved.

In the initial notification stage, notification of the event must be reported to WHSQ within 24 hours of the event occurring. Notification of the event must then be made to the Contract Manager along with any corrective actions. A joint investigation of the causes of the incident will occur by the safety team as soon as practicable. Any corrective actions resulting from WHSQ inspection shall be reported to the Contract Manager and the safety team in writing.

MONITORING CONTRACTORS:

Monitoring of contractor safety performance is a critical requirement in contractor management. It sends a clear message to contractors that safety issues are a priority and ensure that health and safety legislation, codes and standards are met and maintained.

Monitoring activities of contractor performance should be conducted against their WHS management System and any specific WHS requirements as defined in the contract. Their WHS management system should outline items such as activities for the following:

- Risk management,
- Training,
- Sub-contractor management.

Frequency of monitoring contractors will be determined by the risk of the work being undertaken. Major contracts may be monitored by the following means:

- Review of the site inspections conducted by the contractor,
- Advising the contractor of newly identified hazards ad risks,
- Monitoring and following up on corrective actions where non-conformance are identified,
- A review of accident and incident reports, third party reports (WHSQ) and complaints.

Monitoring activities by the contract manager for major contracts involving the appointment of a PC are to include the following:

- Regular meetings with the contractor to discuss WHS performance issues. Minutes of these meetings are to be recorded to communicate action items raised at the meeting.
- Periodic inspection of work activities to verify that SWMS are being implemented.
• Completion of WHS performance report for contractors for major contracts which extend over a 1 month period.
• Monitoring a specific WHS requirement which is outlined in the contract.

**Contractor Non-Compliance**

If during the execution of the contract, a contractor or sub-contractor is in breach of any WHS requirement; all work with regards to that activity shall be suspended. The contractor shall be alerted to the matter in person and in writing by council’s Contract Manager. Work cannot recommence until the Contract Manager is satisfied that adequate risk controls are in place to avoid risk of injury.

Poor WHS performance, including one-off instances or continuous breaches of WHS requirements can lead to the termination of a contract and failure of not be awarded any further contract work.

**COMMUNICATION & CONSULTATION:**
The contents of this procedure are available via:

• Intranet (electronic copy); and

Notification of significant change to the document will be through the same media and be accompanied by a copy of the updated section/document. Once the new or updated document is active on the Document Portal, the document owner/authoriser will distribute to the relevant stakeholders.

Consultation shall be conducted in accordance with the WHS Consultation, Cooperation and Coordination procedure.

**ANALYSIS & EVALUATION:**
Not applicable

**DEFINITIONS**

**Competent Person:** a person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly a specific task.

**Contract Manager:** means for the purpose of this procedure any delegated council employee who engages the services of a contractor to perform works on behalf of Fraser Coast Regional Council (Council).

**Construction Project:** construction project is any project that involves construction work where the cost is $250 000 or more.

**Dangerous Event:** Is an event that exposes a worker or any other person to a serious risk resulting from an immediate or imminent exposure to:

• an uncontrolled escape, spillage or leakage of a substance
• an uncontrolled implosion, explosion or fire
• an uncontrolled escape of gas or steam
• an uncontrolled escape of a pressurised substance
• electric shock: examples of electrical shock that are not notifiable
• ‘extra low voltage’ shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
• shock due to static electricity
• defibrillators are used deliberately to shock a person for first aid or medical reasons
• examples of electrical shocks that are notifiable
  o minor shock resulting from direct contact with exposed
  o live electrical parts (other than ‘extra low voltage’) including shock from capacitive discharge
• the fall or release from a height of any plant, substance or thing
• the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be
design or item registered under the Work Health and Safety Regulations
• the collapse or partial collapse of a structure
• the collapse or failure of an excavation or of any shoring supporting an excavation
• the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
• the interruption of the main system of ventilation in an underground excavation or tunnel.


High Risk Construction Work: Is defined in the WHS Regulation as:
• Involves a risk of person falling more than 2m, or
• Is carried out on a telecommunication tower, or
• Involves demolition of an element of a structure that is load bearing, or otherwise related to the
physical integrity of the structure; or
• Involves or is likely to involve the disturbance of asbestos, or
• Involves structural alterations or repairs that require temporary support to prevent collapse, or
• Is carried out in or near a confined space or
• Is carried out in or near a shaft or trench with an excavated depth greater than 1.5mt or a tunnel,
or
• Involves the use of explosives, or
• Is carried out on or near pressurised gas distribution mains or piping, or
• Is carried out on or near chemical, fuel or refrigerant lines, or
• Is carried out on or near electrical installations or services, or
• Is carried out in an areas that may have a contaminated or flammable area, or
• Involves tilt up or precast concrete, or
• Is carried out on in or adjacent to a road, railway, shipping lane or other traffic corridor that is in
use by traffic other than pedestrians, or
• Is carried out in an area at a workplace in which there is any movement of powered mobile plant,
or
• Is carried out in an area in which there are artificial extremes of temperature, or
• Is carried out in or near water or other liquefied that involves a risk of drowning, or Involves
diving work

Principal Contractor: Is a contractor who is authorised by council to have management or control of the
workplace where construction work (work valued at $250 000 or more) will take place.

Serious injuries/illnesses: For section 36 of the Act, each of the following conditions is a serious illness—
(a) any infection to which the carrying out of work is a significant contributing factor, including any
infection that is reliably attributable to carrying out work—
   i. with microorganisms; or
   ii. that involves providing treatment or care to a person; or
   iii. that involves contact with human blood or body substances; or
   iv. that involves handling or contact with animals, animal hides, skins, wool or hair, animal
carcasses or animal waste products;
(b) the following occupational zoonoses contracted in the course of work involving handling or
contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste
products—
   i. Q fever;
   ii. Anthrax;
   iii. Leptospirosis;
   iv. Brucellosis;
   v. Hendra Virus;
vi. Avian Influenza;
vii. Psittacosis.

RELATED DOCUMENTS:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

Contractor Engagement (Safety and Environmental) general #2886944
Detail Design procedure #2538711
Scope Development Procedure #2538709
Project Procurement procedure #2538727
Project Implementation procedure #2538730
External Stakeholder Management Procedure #2538720
Project Testing Manual #2538543
WHS Management Plan Template #2911251

HISTORY:

Amended: Feb 2018

Document Status/Review:

This procedure should be reviewed every two years, as directed by the Chief Executive Officer, or when required by legalisation.
PURPOSE:
Fraser Coast Regional Council (Council) has an obligation under the Work Health and Safety (WHS) Act and Electrical Safety Act to provide safe systems of work, instruction, training and supervision to ensure their employees are safe from risk of injury associated with moving plant, including electrical, mechanical & stored energy hazards.

This procedure describes the isolation processes necessary to ensure complex isolation tasks are appropriately actioned to protect persons from potential hazards associated with engulfment or uncontrolled energy release. This includes but is not limited to hazardous energy in the forms of kinetic, electrical, thermal, chemical reaction or potential energy.

This procedure shall be used in conjunction with the Isolation and Lock out Procedure (Personal Isolation) eDocs# 2539019.

SCOPE:
This document describes the procedure for the isolation of plant and equipment, effectively removing the hazards of electrical, mechanical, or stored energy sources and hazardous materials, prior to work being carried out, including the means for effective isolation and the requirements for locking, verification of isolations and de isolation.

This procedure applies to all tasks that require Complex Isolation and the development of a Complex Isolation Schedule (refer Appendix A)

RESPONSIBILITIES:
The following roles have defined responsibilities for ensuring that complex isolation procedures are followed.

**Project Managers** are responsible for
- Obtaining authority to work permit (ATW) in accordance with process as outlined in eDocs # 3354849,
- Ensuring that the Complex Isolation Procedure is initiated on works they are responsible for.
Assist the Isolation Coordinator with identifying hazards and administering the Complex Isolation Procedure.

- Confirm the work scope to identify necessary isolation points.
- Evaluate the operational impact on asset infrastructure if the isolations were conducted, and obtain approval from others if needed.
- Convene an isolations planning meeting and represent the project team at the Complex Isolation Planning Meeting.
- Assist in arranging isolations, and provide an on-site handover to the Isolation Coordinator.
- Provide Complex Isolation Schedule to both the asset owner and nominated Isolation coordinator as a means of work permit.
- Ensure there is a satisfactory succession plan in place, in event of a change in the scope of work, or a change to the appointed Asset Owner or Isolation Coordinator.
- Ensuring that contractors working under this procedure are appropriately trained or instructed.
- Ensuring that employees working under this procedure are appropriately trained.

**Isolation Coordinators** are responsible for

- Attend Isolation Planning meeting
- While work is in progress, ensure each ‘at risk’ person working on isolated plant has fitting appropriate locks as per the Complex Isolation Schedule
- Liaise with the asset owner to have them arrange necessary isolations.
- Identify necessary ‘stop points’ in the isolation process, at which to carry out appropriate checks.
- When work is completed, ensuring all ‘at risk’ persons have removed locks prior to a hand-back to the Asset Owner.
- Ensuring that the necessary equipment has been physically isolated and locked out to remove all forms of energy and make the nominated work site safe
- Being the first point of contact for isolation information
- Set up and operation of the Group Isolation Lock Out Box/Board

The Isolation Coordinator is to be a council employee who has a detailed understanding of the site and equipment being isolated, or otherwise an employee in the best position to act as Isolation Coordinator.

**Employees** are responsible for

- Taking reasonable care of their own and others’ health and safety
- Obtaining authority to work permit (ATW) as outlined in eDocs #3354849.
- Complying with this procedure.

**Contractors** are responsible for:

- Complying with this procedure
- Placing personal lock out locks at the isolation points identified by the Isolation Coordinator.

**PROCEDURE:**

As a general philosophy a complex isolation activity is to be performed for groups of isolations that relate to a specific task or work area. Personnel involved with implementing complex isolations are to consider how projects may require equipment and work areas to be isolated and reinstated in stages.

Complex Isolations always involve a formal handover and hand-back process. The handover is normally applied to in-house work of high risk or high complexity, but the process can also apply to an external contractor.
Complex Isolations always involve a formal hand-over and typically involve one or more of the following:

- More than three electrical and / or mechanical isolations are required to perform the work,
- Where there are two or more sources of energy that require isolation,
- There are more than three personnel undertaking an isolation on an isolation point,
- The isolation is being controlled or performed for a third party,
- The isolation is being conducted in conjunction with another permit e.g. Hot works, Confined space etc.
- Any task involving working on live electrical equipment.
- The isolation is being conducted in accordance with a SWP or the Safe Work Method Statement (SWMS) which indicates that an Isolation schedule is warranted based on the Isolation task complexity and associated level of risk; or
- A supervisor or Manager direct the use of the isolation process.

The Complex Isolation process involves the Project Manager and the Isolation Coordinator using Isolation Control Documents documented in the Appendices of this procedure to manage the isolation and tagging components of the task.

**Isolation Planning Meeting**

An Isolations Planning Meeting shall be conducted for all ‘Complex Isolations’. The meeting shall be facilitated by the Project Manager, and attended by the Asset Owner (or their representative), the Isolation Coordinator, and other identified stakeholders (as required).

The Project manager shall ensure:

- Attendance by persons with key roles.
- Relevant matters are discussed and minuted. (Refer to Appendix B for a suggested sample agenda.)
- Outcomes are not in conflict with this procedure.
- All parties are made aware that any communication regarding the complex isolation must be channelled through the Asset Owner.

The Project Manager shall ensure that there is contingency planning to cover any changes in the scope of work, or a change in the appointed Isolation Coordinator or other significant matter.

**Implementation of Complex Isolation**

The procedure for implementing complex isolations is as follows:

1. Project Manager and Isolation Coordinator (who may be the same person) complete list of equipment to be isolated during planning meeting on the Complex Isolation Schedule
2. Isolation coordinator arranges suitably qualified personnel to perform isolations (electricians, fitters or operational staff depending on the nature of the isolation point). This is to be done in accordance with Isolation and Lock out procedure (Personal Isolations) eDocs# 2539019
3. Isolation Coordinator fits Equipment Locks on isolated equipment, or supervises appropriate personnel to fit locks if particular training is required to access an area (e.g. switchboard)
4. Isolation coordinator and any relevant personnel verify that isolation is successful
5. Isolation coordinator records details of isolations and lock outs on Complex Isolation Schedule (Appendix A)
6. Isolation coordinator places all Equipment Lock Keys on/in the Lock Out Board/Box and attaches Complex Isolation Schedule to Lock Out Board/Box in protective pocket
7. Isolation coordinator places Isolation Coordinator Group Lock on Lock Out Box
8. Personnel undertaking works on isolated equipment place Personal Locks on Lock Out Box
9. Personal Locks shall be removed from the Lock out Board/Box at the end of each shift. If the Isolation Coordinator changes from one shift to another, the Complex Isolation Schedule (Appendix A) must be amended to reflect this change.
Applying Locks
Appropriate locks shall be used in accordance with Section 6 – Locking Standards of this procedure. Locks shall be affixed close to each isolation point and where the lock can be clearly seen by a person approaching the point to which it is affixed. Where locks are required to be fitted to isolation points, it is the responsibility of the person carrying out the isolation to fit the locks.

Verifying Isolation of energy sources
The person performing the isolation shall conduct or arrange for a test to confirm that the isolation is effective. Where an Equipment Lock is fitted, the person conducting the isolation shall record the type of test performed on the Complex Isolation Schedule (using the field ‘Tests carried out’). In the event of a test demonstrating that the isolation has not been effective, a lock shall not be affixed and the work shall not proceed.

The Isolation Coordinator shall either personally verify the effectiveness of the isolation, dissipation and restraint of energy sources, or if other workers are also working on the same plant, personally check and observe when this is being done by another worker.

Reinstatement of isolated equipment procedure
1. Isolation Coordinator advises Project Manager of any request to reinstate equipment. The reinstatement of the equipment shall be conducted in accordance with and with consideration of Section 6.1.6 and 6.1.7 of the Isolation and Lockout procedure (Personal Isolations) eDocs# 2539019
2. Isolation Coordinator inspects Lock Out Box for any remaining personal locks and investigates as necessary
3. Isolation coordinator inspects the work site with person requesting reinstatement to ensure that no personnel or equipment remains in the work area that may be affected
4. Isolation coordinator opens Lock Out Box, removes group locks from isolation points and re-energises or otherwise reinstates equipment to normal operating position as necessary, again using qualified and competent personnel as required
5. Isolation Coordinator records reinstatement activities on Complex Isolation Schedule

Locking Standards

<table>
<thead>
<tr>
<th>Equipment Isolation Locks</th>
<th>Keyed: Alike in lot sizes not greater than 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour: Orange</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Isolation Lock</th>
<th>Keyed: Individually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour: Green</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Safety Locks</th>
<th>Keyed: Individually or keyed alike</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour: Red</td>
<td></td>
</tr>
</tbody>
</table>

| Lock Board/Box           |                                   |

COMMUNICATION & CONSULTATION:
The contents of this procedure are available via:
Notification of significant change to the document will be through the same media and be accompanied by a copy of the updated section/document. Once the new or updated document is active on the Document Portal, the document owner/authoriser will distribute to the relevant stakeholders.

Consultation must be conducted in accordance with the WHS Consultation, Cooperation and Coordination procedure eDocs# 2100918

ANALYSIS & EVALUATION:
Not applicable

DEFINITIONS:
Authority to Work System (ATW) Permit to Work - Is the form that is used to effectively communicate information to all personnel involved in that task and provides Authorisations for personnel to commence work.

Complex Isolation - An isolation system that allows multiple personnel to work on plant or equipment by using a Lockbox as a single point for Attaching a Personal Danger Tag and lock.

Energy Source - Any form of energy, such as electrical, mechanical, hydraulic, and chemical or other that has the potential to cause injury or damage property.

Isolation Point A point where an energy source can be disconnected or Inhibited and locked wherever practicable.

Isolation A means of preventing the transmission, build-up or release of Energy/power.

RELATED DOCUMENTS:
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Authority to Work Procedure – eDocs #3354849
Isolation and Locking Procedure (Personal) – eDocs 2539019
Hazard report form docs# 2540173
Safe Plan

HISTORY:
Amended:

<table>
<thead>
<tr>
<th>REVISIONS TO PREVIOUS VERSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>

Document Status/Review

This procedure should be reviewed every two years as directed by the Chief Executive Officer, or when required by legislation.
# Appendix A – Isolation Schedule

## Complex Isolation Schedule

### SECTION 1 – SITE AND WORK DETAILS

<table>
<thead>
<tr>
<th>Work Location:</th>
<th>Description of work activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific equipment/area description:</td>
<td>Service providers:</td>
</tr>
</tbody>
</table>

### AUTHORITY TO WORK PERMIT DETAILS

### SECTION 2 – NOMINATED PERSONNEL

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Isolation Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager contact phone number</td>
<td>Isolation Coordinator contact phone number</td>
</tr>
</tbody>
</table>

### SECTION 3 – GROUP ISOLATION DETAILS

<table>
<thead>
<tr>
<th>Location of Lock Out Box</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Equipment description</th>
<th>Isolation point</th>
<th>Description of Isolation Test Carried out</th>
<th>Lock ID</th>
<th>Isolated by</th>
<th>Physical verification by</th>
<th>Isolation date</th>
<th>Reinstated by</th>
<th>Reinstated date</th>
</tr>
</thead>
</table>

### SECTION 4 – ISOLATION COMPLETION

- The isolations identified in Section 3 have been locked out with Equipment Locks
- Equipment Locks keys have been placed on/in the Lock Out Board/Box
- This Complex Isolation Schedule has been attached to the Lock Out Box
- The Lock Out Box has been locked with the nominated Isolation Coordinators Group Lock.

<table>
<thead>
<tr>
<th>Isolation Coordinator</th>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
<th>Lock ID:</th>
</tr>
</thead>
</table>

### SECTION 5 – REINSTATEMENT COMPLETION

- The work area has been inspected to verify it is free of personnel and equipment
- No personal locks remain on the Lock Out Board/Box
- The isolations identified in Section 3 have been reinstated
- Equipment locks removed and stored appropriately.

<table>
<thead>
<tr>
<th>Isolation Coordinator</th>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
## Appendix B – Planning Meeting – Sample Agenda

<table>
<thead>
<tr>
<th>Item</th>
<th>Comments / Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of work confirmed</td>
<td></td>
</tr>
<tr>
<td>Parties and their roles clarified</td>
<td></td>
</tr>
<tr>
<td>Time/date/duration that access to Plant is required</td>
<td></td>
</tr>
<tr>
<td>Identity of ‘key people’ (and contact details)</td>
<td></td>
</tr>
<tr>
<td>• Project Manager</td>
<td></td>
</tr>
<tr>
<td>• Asset Owner</td>
<td></td>
</tr>
<tr>
<td>• Isolation Coordinator</td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td></td>
</tr>
<tr>
<td>Standard of isolations proposed (e.g. single, double, locks)</td>
<td></td>
</tr>
<tr>
<td>(and isolation points proposed – if known at this stage)</td>
<td></td>
</tr>
<tr>
<td>Succession Plan (in case of change to timing, key people, scope of work etc.)</td>
<td></td>
</tr>
<tr>
<td>Required forms/tags are available to employees or contractors?</td>
<td></td>
</tr>
<tr>
<td>Use of Active Tag Register(s)</td>
<td></td>
</tr>
</tbody>
</table>
Fraser Coast Regional Council's Digital Submission of As Constructed Information Manual

The latest version of the Fraser Coast Regional Council Digital submission of as constructed information manual can be downloaded from the Council web site – under - Development – Development Downloads, at the bottom of the page under As Constructed Documents there is a range of downloads that include:

- CD submission label,
- Information data form,
- Certification form, and
- Digital submission manual

The manual can alternatively be directly downloaded using the following link –

9. Principal Supplied Documents

FRASER COAST REGIONAL COUNCIL ("Principal")
77 Tavistock Street, Hervey Bay, Queensland, 4655
Tender No. : WBW 215 19/20
Project: MB SPS1: Pump Station Augmentation
PROJECT: WBW 215 19/20 - MB SPS 1: Pump Station Augmentation

**Principal Supplied Information**

- Proposed Construction Methodology
- Pump Station Photos
Proposed Construction Methodology

The following proposed methodology is provided by WBW operations and is for information only to highlight important points of flow management to help the Contractor supply their own methodology and flow management plan.

**Step 1 – Valve pit construction and assembly and insertion of the pipe manifold that includes the pump around point into the parent pipe.**

1. WBW is to calculate how much storage the well and gravity mains have. This will give indication of the time available for the pump around point cut-in. Calculate also the amount of sewage in the rising main that will need to drain back into the well. As this rising main joins pump station PS13’s rising main, the amount in that main also needs to be considered, and Contractor needs to coordinate with WBW to shut down PS13 whilst the cut-in is conducted. If there’s not enough storage, a suck truck for the pipework cut-in should be arranged (by the Contractor).

2. Excavate and construct valve pit.

3. Assemble the pipe manifold (which will be later a part of the new pipework), to include:
   a. Pump 1 reflux valve and isolating valve
   b. The three T pieces
   c. The three isolating valves for the pump around point, pump 2 isolating and drain-back.
   d. Two Gibault flexible connectors to attach to the parent pipework.

4. Pump down the well until the pump snores, and then shut down both pumps.

5. Close pump 2 isolating valve in the well, remove the flap for pump 2 reflux valve, then open pump 2 isolating valve to drain the rising main.

6. Cut the parent pipework and install the valve manifold assembly.

7. With pump 1 isolating valve on the new manifold opened and the other three valves closed, pump 1 can be re-started.

8. Replace the flap in pump 2’s reflux valve and open pump 2 discharge isolating valve in the well.

9. Pump 2 can now be turned on, and the PS can run as normal until ready to move the switchboard.

**Step 2 – Relocation of Switchboard and Demolition of Superstructure**

With the new pipework now in place, we have a pump around point available; to allow a diesel-driven salvage pump to pump the sewage whilst power is isolated to the installed pumps.

1. Set-up salvage pump to pump from the well to the pump around point.
2. Shut down the installed pumps and close isolating valve.
3. Open the pump around point isolating valve, and start the salvage pump. Test the operation of the pump to ensure it controls the well level.
4. Isolate power to the switchboard and disconnect the power cables to the pumps. Run the pump power cables through the new conduit to the new switchboard platform.
5. Move the switchboard from the roof to the new platform.
6. Run power supply to the switchboard, and connect the pump power cables.
7. Commission the switchboard in its new location and test the pumps.
8. Shut-down the salvage pump and close the pump around isolating valve.
9. Open the installed pumps isolating valve and re-start the pumps.
Step 3 – Pipework upgrade

The pump station is now back to normal operation, with the switchboard in its new location. Complete the pipework upgrade as follows:

1. Core through the walls, complete 3 x pipe penetrations for pump 2, drain-back and valve pit drain.
2. Set-up the salvage pump from the well to the pump around point.
3. Shut down the installed pumps and close isolating valve in the valve pit.
4. Open the pump around point isolating valve, and start the salvage pump. Test the operation of the pump to ensure it controls the well level.
5. Complete the pipework upgrade.

Step 4 – Internal housekeeping, surface preparation and coating

With the pipework upgrade complete, the installed pumps can be restarted and the pump station operates normally, whilst the remainder of the upgrade work is conducted. The installed pumps will be able to keep the well level down to about 300mm. In order to pump the well completely dry (to coat the lowest part of well walls), proceed as follows:

1. Set-up salvage pump to pump from the receiving manhole to the pump around point.
2. Install a sewer plug at the receiving manhole outlet.
3. Open the pump around point isolating valve, and start the salvage pump. Test the operation of the pump to ensure it controls the manhole level.
4. Shut down the installed pumps and close isolating valves in the valve pit.
5. Pump out the remainder of the well using a whirly pump or portable submersible to the pump around point.

Well Measurements (approx.):

- Top of pump to top of mid height platform 4,000 mm
- Top of mid height platform to ground level 4,720 mm
- Well Diameter 3,060 mm
Pump Station Photos
Rising main alignment and material

Coords:
X = 469466.375
Y = 7174495.424
Z = 9.067

Coords:
X = 469459.152
Y = 7174497.243
Z = 8.236

CAST 150 OR
150X225 TAPER
225 AC
225 AC 90 BEND

Coords:
X = 469464.100
Y = 7174493.088
Z = 8.648

Coords:
X = 469460.894
Y = 7174495.869
Z = 8.344