



# Liverpool Plains Shire Council

**Request for Quote (RFQ) Documents  
for**

**Contract name: Upgrade - Plains Fitness Centre, Quirindi.**

**Contract No.: RFQ 058/2022**

**December 2022**

**LIVERPOOL PLAINS SHIRE COUNCIL**

60 Station Street, Quirindi. NSW 2343.

## Mini-Minor Works - Conditions of Quoting

### Quote Summary

<b>Quote No.:</b>	RFQ 058/2022
<b>Project Title:</b>	Upgrade – Plains Fitness Centre Quirindi
<b>Issue Date:</b>	Monday 19 December 2022
<b>Closing Date and Time:</b>	1 pm Tuesday 31 January 2023
<b>Quote Lodgement:</b>	<p>Quotes are to be submitted by one of the two following methods</p> <ol style="list-style-type: none"><li>1. By upload via the electronic Tender Box at <a href="https://portal.tenderlink.com/lpsc/">https://portal.tenderlink.com/lpsc/</a></li><li>2. Into the secure lock box located at the front desk of the Liverpool Plains Shire Council.</li></ol> <p>If lodging in paper format the Quote package must be sealed in an envelope with the identifying Quote Number and project title clearly marked on the front of the envelope and dropped directly into the Lock box located at Liverpool Plains Shire Council, 60 Station Street, Quirindi. NSW 2343.</p>
<b>Quote Certification and Requests for Information:</b>	All enquiries relating to the proposed contract must be submitted in writing to the nominated contact person
<b>Nominated Contact Person:</b>	<p>Name: Kathleen McGreal Mobile: 0408 929 447 <a href="mailto:Kathleen.mcgreal@liverpoolplains.nsw.gov.au">Kathleen.mcgreal@liverpoolplains.nsw.gov.au</a> Liverpool Plains Shire Council, 60 Station Street, Quirindi. NSW 2343. Electronic: Via Quote link Forum at <a href="https://portal.tenderlink.com/lpsc/">https://portal.tenderlink.com/lpsc/</a></p>

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of:  
.....

## Mini-Minor Works - Conditions of Quoting

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- T1. Proposed Contract means the agreement and any other terms and conditions contained in or referred to in this Request for Quote.
- T2. By submitting a response to this procurement process, the business quoting acknowledges and agrees that it constitutes an offer by the business quoting to the Principal and/ or its authorised representative to provide the Works and/or Goods and/or Services required under, and otherwise to satisfy the requirements of the Scope of Works and/or Specification on the terms and conditions of the Proposed Contract.
- T3. Liverpool Plains Shire Council Code of Conduct, and Procurement Policy Framework apply to this Quote. By submitting a Quote, the business quoting warrants it is not precluded from entering a contract and accepting the work under the contract (if successful) and agrees that it will be taken to have read and understood, and that it will comply with, the Liverpool Plains Shire Council Code and Guidelines.
- T4. These Conditions of Quoting do not form part of any contract awarded as a result of this Quote process.
- T5. Refer requests for information concerning this Request for Quotes to the Authorised Person nominated in the General Conditions of Contract - Contract Information.
- T6. The Principal contracts only with recognised, acceptable legal entities and does not contract with firms under any form of external administration. Any Quote submitted by an unincorporated business such as a sole trader, trust, partnership or business name must identify the legal entity that proposes to enter the Contract. business quoting must be registered for GST.
- T7. Complete and lodge, by the date, time and method stated in the Quote advertisement and/or invitation, the following documents and information:
- Quote Form
  - Schedule of Rates
  - Schedule of WHS and Environmental Management Information
- T8. Alternative Quotes will only be considered if submitted in conjunction with a Conforming Quote. An Alternative Quote must be clearly marked "Alternative Quote".
- T9. Quotes are to be submitted by one of the two following methods:
- By upload via the electronic Tender Box at <https://portal.tenderlink.com/lpsc/>
  - Into the secure lock box located at the front desk of the Liverpool Plains Shire Council.

If lodging in paper format the Quote package must be sealed in an envelope with the identifying Quote Number and Title as follows clearly marked on the front of the envelope and drop directly into the Lock box located at Liverpool Plains Shire Council, 62 Station Street, Quirindi. NSW 2343.

### **RFQ 058/2022 – UPGRADE PLAINS FITNESS GYM FLOORING.**

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of:  
.....

## Mini-Minor Works - Conditions of Quoting

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- T10. The Principal may change the RFQ by issuing an Addendum in writing to all business quoting. The Addendum becomes part of the RFQ documents. Addenda issued by the Principal are the only recognised explanations of, or amendments to, the RFQ documents.
- T11. Liverpool Plains Shire Council policies apply to the evaluation of Quotes, including late Quotes and negotiations with Providers. In evaluating Quotes, the Principal may take into consideration factors including, but not limited to price; delivery time; quality offered; previous performance; experience; capability; safety performance; environmental performance; conformity; and the assessed value of qualifications and departures.
- T12. Submit additional information requested by the Principal within the time stated in the request.
- T13. The Principal may treat any detail required by the RFQ documents which is omitted, illegible or unintelligible as failing to fulfil the relevant requirements.
- T14. The Principal is not bound to accept the lowest, or any Quote. Quotes which do not comply with any requirement of the RFQ documents, or which contain conditions or qualifications, may be passed over. The Principal may accept Quotes that do not conform strictly with all the requirements of the documents.
- T15. No Quote is accepted unless the Principal gives an acceptance or formal agreement in writing.
- T16. Details of this Quote and the outcome of the Quote process will be disclosed in accordance with the *Government Information (Public Access) Act 2009* (NSW).

Signed for the Quotee by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of:  
.....

# Request for Quote - Schedules

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## 1 Quote Form

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### Quote Closing Office

Name: Liverpool Plains Shire Council  
Postal Address: PO Box 152 Quirindi, NSW 2343  
Physical Address 60 Station Street, Quirindi NSW 2343

### Quoter's details

Name:

Address:

Telephone number:

e-mail address:

hereby Quote(s) to perform the work for:

### Quote Details

Contract Name: Upgrade - Plains Fitness Centre, Quirindi.

Contract Number: RFQ 058/2022

in accordance with the following documents:

**Conditions of Quoting**

**Quote Schedules**

**General Conditions of Contract**

**Works Description**

**Contract Schedules**

**Appendices**

**Drawings**

**and Addendum Numbers**

### Quoter's Offer

For the Contract Price, being the lump sum of:

.....

.....

(\$.....) including GST.

At the (GST inclusive) rates and lump sums in the Schedule of Rates.

Signed for the Quoter by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

# Request for Quote - Schedules

## 2 Schedule of Rates

Complete this Schedule by inserting rates and amounts, where appropriate. Where a rate is quoted, insert under **Amount** the amount arrived at by multiplying the quoted rate by the stated quantity.

The correct extended Amounts and Total will be used to evaluate Quotes.

All rates and lump sums must include GST.

Item Number	Description	Quantity	Unit	Rate	Amount
1	Supply and install - New removeable rubber flooring laid over existing basketball flooring.  Area1 – 8.5m x 9.2 15mm thick black rubber tiles for heavy weightlifting area.	79 m <sup>2</sup>	Item		\$
2	Supply and install - New removeable rubber flooring laid over existing basketball court flooring.  Area 2 – 16m x 9.2m. 8mm thick rubber tile flooring (contrasting to the black tiled area)	148 m <sup>2</sup>			\$
3	Supply and apply sealer on newly installed rubber flooring	227m squared			\$

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

# Request for Quote - Schedules

## 3 Schedule of WHS and Environmental Management Information

Submit when requested the information specified below.

### Evidence of satisfactory WHS Management performance

Submit a WHS Management Plan, or three Safe Work Method Statements, that have been implemented by the Provider on a contract in the last twelve months.

### Evidence of satisfactory Environmental Management performance

Submit an Environmental Management Plan, or an environmental management procedure/checklist, that has been implemented by the provider on a contract in the last twelve months.

### Recent WHS or environmental prosecutions and/or fines

Has the Provider incurred a prosecution or fine for a breach of any Australian WHS and/or environmental legislation during the past two (2) years?

Yes, or

No.

If 'Yes', list details below:

Description of prosecution or fine	Action taken by Provider in response

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

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### 1. Definitions

Authorised Person	The person stated in the Contract Information, who is appointed by the Principal to act with its full authority in all matters relating to the Contract.
Business Day	Any day other than a Saturday, Sunday, public holiday in NSW or 27, 28, 29, 30 or 31 December.
Completion	Completion is achieved when the Works is capable of use for the purposes required by the Contract, has passed all required tests and is free from any known Defects, and the Contractor has provided all the required documents and made good the Site and surroundings.
Contract	The agreement between the Parties for the performance of the Works as set out in the Contract Documents.
Contract Documents	The following documents: <ul style="list-style-type: none"> <li>(a) the documents prepared by the Principal for the Contract and provided to the Contractor.</li> <li>(b) the Quote submitted by the Contractor, as accepted by the Principal; and</li> <li>(c) any amendments to the documents in (a) and (b) agreed to by the Parties or made under the Contract.</li> </ul>
Contract Price	Where the Principal accepted only a lump sum, the lump sum; or Where the Principal accepted rates, the sum of the products of the quantity and the relevant rate for each item in the Schedule of Rates, plus any lump sums in the Schedule of Rates, as adjusted in accordance with the Contract.
Defect	Any aspect of the Works that does not conform with the Contract.
Parties	The Principal and the Contractor.
Post Completion Period	The period stated in the Contract Information.
Principal	The entity stated in the Contract Information.
Site	The lands and other places made available to the Contractor by the Principal for the purposes of the Contract.
Variation	Any change to the character, form, quality and extent of the Works instructed or accepted in writing by the Principal. A Variation shall not invalidate the Contract.
Works	The whole of the work and services to be carried out and materials to be provided by the Contractor under the Contract.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

### 2. General

- .1 The Liverpool Plains Shire Council’s Supplier Code of Conduct (NSW Code), the NSW Industrial Relations Guidelines: Building and Construction Procurement (NSW Guidelines) and the Liverpool Plains Shire Council Procurement Policy Framework apply to the Contract. By undertaking to perform the works, the Contractor warrants it is not precluded from entering the contract and accepting the work under the Contract and agrees that it will be taken to have read and understood, and that it will comply with, the NSW Code and NSW Guidelines.  
The Contractor agrees to support skills development in the construction of the Works.
- .2 The Parties are to do all they reasonably can to co-operate in all matters relating to the Contract.
- .3 Unless otherwise instructed or agreed, the Contractor is to comply, within 3 Business Days, with any instruction given by the Principal.
- .4 The Parties consent for notices and communications to be by electronic communication in accordance with the *Electronic Transactions Act 2000* (NSW).
- .5 The Contractor is to set reasonable standards of conduct and ensure they are met by persons engaged in carrying out the Works. The Principal may instruct the Contractor to remove a person from the Site for failing to meet reasonable standards of conduct.
- .6 The Contractor is responsible for determining the location and type of all existing services and public utilities, both above and below ground. Where an existing service is damaged by the Contractor for any reason whatsoever, the Contractor must bear all costs and any delays for repairing the service (where it is to be continued) or disconnecting it (where it is to be abandoned).
- .7 The Parties may change the terms and conditions of this Contract by written agreement.

### 3. Site and Access

- .1 Within 5 Business Days after the date of award of contract, the Principal is to give the Contractor access to sufficient of the Site to allow the Contractor to start work but is not required to give the Contractor sole or uninterrupted possession of or access to the Site.
- .2 The Contractor is to start work on the Site as soon as practicable after being given access in accordance with clause 3.1, but not before satisfying all the necessary requirements.
- .3 The Contractor is to give anyone authorised by the Principal reasonable access to the Site for any purpose.

### 4. Care of People, Property and the Environment

- .1 From the time access to any part of the Site is given to the Contractor until Completion, the Contractor is responsible for the care of, and is to make good at the Contractor’s expense, any loss or damage which occurs to:
  - (a) the Works or the Site.
  - (b) construction plant; or
  - (c) things entrusted to the Contractor by the Principal for the purpose of carrying out the Works.
- .2 In carrying out the Works, the Contractor is to minimise inconvenience to others.
- .3 The Contractor is liable for any loss or damage caused by the Contractor whilst making good Defects.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

- .4 The Contractor indemnifies the Principal against any:
- (a) legal liability for injury or death.
  - (b) breach of intellectual property rights in relation to material provided by or for the Contractor; and
  - (c) loss of, or damage to, property of the Principal or others, or harm to the environment,
- arising out of the carrying out of the Works.

- .5 If:
- (a) action is required to avoid injury, death, harm to the environment or loss of, or damage to, property, and the Contractor does not take the necessary action when the Principal instructs it; or
  - (b) urgent action is required,
- then the Principal may take the action without relieving the Contractor of its obligations or liabilities and the cost of the action is payable by the Contractor to the Principal.

### 5. Work Health & Safety Management

- .1 The Contractor is responsible for the work under the Contract at all times until Completion and is engaged as principal contractor for the work, in accordance with clause 293 of the *WHS Regulation 2017 (NSW)* and authorised to exercise such control of the workplace as is necessary to discharge the duties of principal contractor under that *Regulation*.
- .2 No later than 5 Business Days before starting work on the Site, the Contractor is to submit a Work Health and Safety (WHS) Management Plan for the Works that complies with the current NSW Government *Work Health and Safety management guidelines (for Construction Procurement) 6<sup>th</sup> Edition*.
- .3 The WHS Management Plan is to address all the relevant issues in the Contract Schedule – WHS Management Plan and Safe Work Method Statements, together with any other risks and hazards, and is to be implemented on the Site.
- .4 Work is not to start without a complying WHS Management Plan.
- .5 All safety incidents, including near misses, and all visits by SafeWork NSW are to be reported immediately to the Authorised Person.
- .6 If instructed by the Authorised Person, investigate, and submit a written report as soon as practicable after an incident occurs.

### 6. Long Service Levy

- .1 If the Contract Price is \$25,000 or more (unless all the work under the Contract is routine maintenance, repairs, or demolition) then before starting work, the Contractor must pay to the Building and Construction Industry Long Service Corporation or the Corporation’s agent the amount of the long service levy payable under the *Building and Construction Industry Long Service Payments Act 1986*. Documentary evidence of payment of the levy must be provided to the Principal before starting work.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

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### 7. Environmental Management

- .1 No later than 3 Business Days before starting work on the Site, the Contractor is to submit an Environmental Management Plan for the Works that complies with the NSW Government *Environmental management guidelines 4<sup>th</sup> Edition*.
- .2 The Environmental Management Plan is to address all the relevant issues in the Contract Schedule – Environmental Management Plan, together with any other risks and hazards, and is to be implemented on the Site.
- .3 Work is not to start until a complying Environmental Management Plan has been submitted.
- .4 Submit a progress report and a summary report before Completion in accordance with tables 1 to 5 of the NSW EPA ‘Construction and demolition waste’ toolkit as referenced in the Contract Schedule - Environmental Management Plan.
- .5 All environmental incidents, including near misses, and visits by environmental regulators, are to be reported immediately to the Authorised Person.

### 8. Insurance

- .1 Before starting work in connection with the Contract, the Contractor is to hold or take out an insurance policy covering workers compensation and ensure every subcontractor holds equivalent insurance, where applicable. If the Contractor is a sole trader or pays less than \$7,500 in annual wages and therefore cannot obtain workers compensation insurance, then the person(s) carrying out the work must have personal accident insurance.
- .2 If the Contract Information states that the Contractor is to arrange public liability insurance and insurance of the Works then, before starting work on the Site, the Contractor is to hold or take out policies of insurance covering the Contractor, Principal, and subcontractors as insured entities for:
  - (a) public liability for an amount not less than \$10,000,000 for any single occurrence; and
  - (b) loss of, or damage to, the Works, any temporary works and all materials, equipment, plant, and other things that are brought onto the Site by or on behalf of the Contractor or are entrusted to the Contractor by the Principal. The amount insured for any single occurrence is to be not less than the Contract Price at the date of award of Contract by the Principal.
- .3 The policies required under clause 8.2 are to:
  - (a) include cross liability and waiver of subrogation clauses under which the insurer, in respect of liability, agrees that the term ‘insured’ applies to each of the entities covered as if a separate insurance policy had been issued to each of them, and agrees to waive all rights of subrogation or action against any of the entities covered; and
  - (b) be with insurers and in terms approved by the Principal.
- .4 If the Contract Information states that the Principal has arranged, or is to arrange, insurance of the Works and public liability, then a policy of insurance for the Works and public liability covering the Contractor, Principal and subcontractors will come into effect on award of contract. The Principal is to pay the insurance premium.
- .5 For any insurance the Contractor is required to arrange under the Contract, the Contractor is to pay all premiums, maintain the policies until Completion of the Works, and provide evidence of currency of the policies to the Principal before starting the relevant work.
- .6 The Contractor is responsible for making and managing any insurance claims and meeting the cost of any deductibles, even if the Principal arranged the insurance.

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

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### 9. Materials and Work

- .1 The Contractor is to supply materials which are new (unless otherwise specified), free from Defects and fit for the purposes required by the Contract.
- .2 The Contractor is to use standards of workmanship and work methods which conform with the Contract, relevant Australian Standards, codes of practice and the lawful requirements of any authority.
- .3 The Contractor is responsible for any design required to complete the Works.
- .4 The Contractor is to make good any Defect when it becomes apparent.
- .5 The Principal may, in its absolute discretion, propose to accept the Works with any specified Defect not made good, on specified terms. If the Contractor does not accept the Principal's terms within 5 Business Days, the Contractor is to make good the Defect.

### 10. Variations

- .1 The Contractor is not to change the Works without an instruction or written acceptance from the Principal.
- .2 The Contractor may request a Variation where a site condition that could not reasonably have been expected or an unexpected change in statutory requirements requires a change to the Works.
- .3 The Contractor is to take all reasonable steps to carry out Variations concurrently with other work.
- .4 The Contractor is to submit a proposal for a Variation within 5 Business Days after receiving a request from the Principal to do so. The Contractor's proposal is to include a margin of up to 15% on net direct costs to cover supervision, overheads, disruption, profit and attendance and any associated costs that may result if additional time is required to complete the Variation.
- .5 Within 10 Business Days after receiving the Contractor's proposal for a Variation, the Principal is to notify the Contractor in writing whether or not the proposal is accepted.
- .6 If the Principal does not accept the proposal, the Principal will assess the price based on reasonable direct costs plus 15% and that will be the price payable to the Contractor for the Variation.

### 11. Time for Completion

- .1 The time for Completion is as stated in the Contract Information.
- .2 The Contractor is to notify the Principal if it expects to be delayed in reaching Completion.
- .3 The Contractor may seek an extension of time if it will be delayed in reaching Completion. The Principal may extend the time for Completion for any reason.
- .4 The Contractor has no entitlement to costs for any delay or disruption, other than the margin included in any agreed or assessed Variation.

### 12. Post Completion Period

- .1 At any time during the Post Completion Period stated in the Contract Information, the Principal may direct the Contractor to make good a Defect within a specified time and at a time convenient to the Principal.
- .2 If the Contractor does not make good the Defect within the time specified, then the Principal may have the Defect made good by others and all associated costs are payable by the Contractor to the Principal.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

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### 13. Payment

- .1 The Contractor may submit payment claims for completed work monthly on and from the first business day of each calendar month and for amounts calculated as follows:
  - (a) for work for which the Principal accepted rates, an amount calculated by applying the rates to the quantities of work carried out.
  - (b) for work for which the Principal accepted a lump sum, an instalment of that lump sum which reflects the value of the work carried out; and
  - (c) for any other entitlements claimed for which the Principal has agreed or assessed an amount in writing, or for which an amount has been finally determined by an expert under Clause 14 *Disputes*, the proportion of the amount which reflects the value of the entitlement,  
  
at the date of the payment claim, less amounts previously paid, amounts payable by the Contractor to the Principal, and any amounts the Principal is entitled to deduct.
- .2 Payment Claims are to be submitted to the Authorised Person at the address shown in Contract Information item 1.
- .3 Quantities of work set out in any Schedule of Rates are estimates only. The Contractor is responsible for providing evidence of the quantities actually carried out.
- .4 With each payment claim, the Contractor is to give to the Principal:
  - (a) the conformance records and other information required under the Contract; and
  - (b) a completed and true Supporting Statement and a completed and true Subcontractor’s Statement in the form of the attached Contract Schedule, executed on the date of the payment claim.
- .5 Within 10 Business Days after receipt of the Contractor’s payment claim, the Principal is to provide to the Contractor a payment schedule identifying the payment claim to which it relates and stating the payment, if any, that the Principal will be making. If the payment is to be less than the amount claimed by the Contractor, the payment schedule is to indicate why it is less.
- .6 Payment will be made by Liverpool Plains Shire Council within 15 Business Days after the Contractor submits an invoice for payment.
- .7 With reference to the relevant legislation identified in the Subcontractor’s Statement, the Principal may reduce the progress payment due to the Contractor to account for its increased liability if a completed Subcontractor Statement is not provided.
- .8 Unless otherwise stated, all payments are to be made by electronic funds transfer to a bank, building society or credit union account nominated by the Contractor. To avoid delay, the Contractor is to provide details of its nominated account within 10 Business Days after the Date of Contract. The Principal requires a minimum of 5 Business Days written notice of any changes to the nominated account to avoid payments being made into a previously nominated account.
- .9 Payment is not evidence of the value of work, or that the work is satisfactory, or an admission of liability, but is payment on account only.
- .10 If the Contract Information states that an amount is to be retained for the duration of a Post Completion Period, then this amount is to be deducted from payments due at Completion and held by the Principal until the expiration of the Post Completion Period.
- .11 Within 30 Business Days after Completion (where there is no Post Completion Period), or at the end of any Post Completion Period, the Principal is to issue a final payment summary accounting for the amount due less any amounts payable by the

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

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Contractor to the Principal and, where there is a Post Completion Period, the release of the retention amount.

- .12 If a final payment is due to the Contractor, the Contractor must submit a payment claim complying with clauses 13.1 and 13.4 for the amount stated in the final payment summary and, if requested by the Principal, a valid tax invoice for that amount.
- .13 If no payment claim is served within 20 Business Days after the date of issue of the final payment summary, the Principal is to pay the Contractor the amount due in accordance with the final payment schedule, subject to clause 13.7.

### 14. Disputes

- 1. If a Party is dissatisfied with an act or omission of the other Party in connection with the Contract then, within 20 Business Days after the act or omission, the dissatisfied Party is to notify the other Party in writing of a dispute. The notification is to include the legal and factual basis of the dispute.
- 2. The Parties are to confer to try to resolve the dispute. If the dispute is not resolved within 20 Business Days, then the Parties are to attempt to agree upon an independent expert to resolve the dispute and the terms for the expert’s engagement. If the Parties cannot agree on an expert within a further 15 Business Days, then either may request the Chief Executive Officer, Australian Disputes Centre (<https://www.disputescentre.com.au/>) to nominate an expert.
- 3. The Parties are to share equally the expert’s fees and out-of-pocket expenses, including any security required for the expert’s fees. Each party is to otherwise bear its own costs and share equally any other costs of the process.
- 4. Within 15 Business Days after the appointment of the expert, the notifying Party is to make its submission on the dispute to the expert.
- 5. Within 15 Business Days after receiving a copy of that submission, the other Party is to make its submission in response, if any.
- 6. The expert may request further information from either Party. The Party must respond within 15 Business Days after receiving the request.
- 7. The Parties are to treat each determination of the expert as final and binding and give effect to it.

### 15. Suspension

- 1. The Principal may instruct the Contractor to suspend carrying out all or part of the Works and the conditions on which work is to recommence.

### 16. Termination by the Principal

- 1. Without prejudice to any other rights which the Principal has, if the Contractor commits a substantial breach of the Contract, including:
  - (a) failing to carry out an instruction of the Principal within the time specified.
  - (b) not progressing the Works at a reasonable rate.
  - (c) failing to effect or maintain any insurance required by the Contract.or if a receiver, manager or receiver and manager is appointed or the Contractor commits an act of insolvency, the Principal may, in writing, specify the breach and ask the Contractor to give reasons why the Principal should not take further action.
- 2. If the Contractor either fails to give a written response within 5 Business Days after receiving the Principal’s notice, or fails to give reasons satisfactory to the Principal, then:
  - (a) the Principal may immediately terminate the Contract by notice in writing to the Contractor, in which case the respective rights and liabilities of the Parties shall

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

# MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

be the same as they would be at common law if the Contractor had wrongfully repudiated the Contract; or

- (b) the Principal may immediately take over the incomplete Works by notice in writing, suspend payments due or which would become due under Clause 13, and have others complete the Works.

The Principal is to calculate the difference between the costs of having the Works completed by others and the number of suspended payments held. If the calculation shows a shortfall to the Principal, the Contractor is to pay the amount of the shortfall to the Principal within 10 Business Days of a written demand for payment. If the calculation shows an excess to the Principal, the Principal is to pay the amount of the excess to the Contractor.

**17. Termination for the Principal’s Convenience**

1. The Principal may terminate the Contract for its convenience and without giving reasons by giving written notice to the Contractor, with effect from the date stated in the notice. The Contractor is to leave the Site by the date stated and comply with any other instructions in the notice.
2. If the Contract is terminated for the Principal’s convenience, then, as full compensation for termination under this clause, the Contractor’s total entitlement in respect of the Contract is the sum of the following and the Contractor has no claim for damages or other entitlement whether under the Contract or otherwise:
  - (a) the value of all work carried out up to the date stated in the notice; plus
  - (b) subject to at least 25% of the value of Work being completed, 2% of the difference between the Contract Price and the total of all amounts paid and payable to the Contractor under clause 17.2(a).

**1. Authorised Person**

*Mentioned in Clause - Definitions*

The Authorised Person is:

Kathleen McGreal

Title:

Project Manager

Office address:  
(for delivery by hand)

60 Station Street  
Quirindi  
NSW 2343

Postal address:  
(for delivery by post)

PO Box 152  
Quirindi  
NSW 2343

Telephone number:

0408 929 447

email address:

[Kathleen.mcgreal@liverpoolplains.nsw.gov.au](mailto:Kathleen.mcgreal@liverpoolplains.nsw.gov.au)

If no name is stated, then the Principal is to name the person in writing within 5 Business Days after award of contract. The Principal may for any reason and at any time change the Authorised Person by giving notice in writing.

**2. Principal**

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

# MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

## *Mentioned in Clause - Definitions*

The Principal is: Liverpool Plains Shire Council

All correspondence to the Principal and the serving of payment claims are to go to the address of the Authorised Person.

## **3. Insurance of the Works and Public Liability Insurance**

### *Mentioned in Clause - Insurance*

Insurance of the Works and public liability insurance are to be arranged by: the Contractor.

The Terms and Conditions of the insurance policy shall be appropriate to the nature of the project.

## **4. Time for Completion**

### *Mentioned in Clause – Time for Completion*

The Time for Completion is: 6 weeks from the date of award of contract.

If no time is stated, then a reasonable time is to apply.

## **5. Post Completion Period and Retention Amount**

### *Mentioned in Clauses - Post Completion Period and Payment*

The Post Completion Period, which commences at Completion of the Works, is: 52 weeks

If no time is stated, then no Post Completion Period applies.

<b>W1 Site name and address</b>	.1	<b>Plains Fitness</b>
	.2	<b>62 Station Street Quirindi NSW 2343</b>
<b>W2 Site Requirements</b>	.3	Subject to the requirements of the Contract and any restrictions on working hours imposed by law, the Site will be available to the Contractor to carry out the Works between the hours of 7am and 5pm, Mondays to Fridays inclusive, on the Business Days defined in the General Conditions of Contract. Work outside these times may only be undertaken if approved in writing by the Principal and will be subject to any conditions the Principal may require.
	.4	Before starting construction work:
<b>W3 Existing Services</b>	.1	Other services at and around the Site. Utilize service owner information.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

**MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement**

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**W5 Unexpected Discovery of Hazardous Substances**

- .2 Isolate services where necessary to prevent unplanned contact with live services.
- .5 Safely mark the locations of all services prominently on the Site, document them on a site plan and provide a copy of the site plan to the Principal and to each subcontractor before the subcontractor starts construction work.
  - .1 ensure the services are isolated in the relevant work area.
  - .2 before restoring services, check all penetrations for live or damaged wiring
- .6 If any unexpected hazardous substance not identified in the Contract Documents is discovered on the Site, suspend all work which may result in exposure to such hazardous substance and notify the Principal immediately of the type of substance and its location.
- .7 If above applies, then as soon as possible, submit to the Principal details including:
  - .1 the additional work and resources the Contractor estimates are necessary to deal with the substance so that work and subsequent use of the Works may proceed safely and without risk to health.
  - .2 the Contractor’s estimate of the cost of the measures necessary to deal with the substance; and
  - .3 other details reasonably required by the Principal.
- .8 If instructed by the Principal to carry out work to deal with the hazardous substance:
  - .1 carry out the work concurrently with other work wherever possible; and
  - .2 otherwise minimise effects of the work on the time required to reach Completion.

**W6 Works description**

**PLAINS FITNESS – Gym Floor Supply and install.**

**DESCRIPTION OF THE WORKS**

- .9 The Works include the following:
  - .1 Supply and install new rubber tile flooring to meet weight load requirements for gym equipment, in area 1 and area 2 of the main gym over existing floor (as per the before mentioned schedule).
  - .2 Supply and apply protective sealer on newly installed rubber flooring.
- .10 In addition to the above carry out the works in accordance with the following:
  - .1 provide signage and warning notices, barriers to prevent unauthorised access into the work area.
  - .2 remove from the Site all rubbish, debris, hazardous substances, and other items not salvaged or preserved. Except for the Works, restore the Site and surrounds to a safe condition.
  - .3 At all times maintain a clean and safe worksite during the project works.
  - .4 report any incidents immediately to the project manager.
- .11 Perform any work necessary to carry out the work under the Contract in compliance with SafeWork NSW Code of Practice and:
  - .1 comply with the *Work Health and Safety Regulation 2017 (NSW)*.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

- .2 provide photographic records of the condition of adjoining property features, structures, facilities, surfaces, and the like, which are in a damaged condition or may be damaged during the Works.
- .3 give at least 10 Business Days’ notice to owners of adjoining properties in respect of any work which may affect their property, themselves, or tenants, including contact details and any proposed safeguards.
- .4 carry out decontamination of hazardous substances that are the responsibility of the Contractor, including substances identified in the Contract Documents and other substances to be located and dealt with by the Contractor; and
- .5 handle, use, isolate, remove and dispose of such substances in accordance with statutory requirements at suitable disposal sites.

### CONTRACT SCHEDULES

- .1 The following Schedules apply to the Contract:
- .2 WHS Management Plan and Safe Work Method Statements.
- .3 Supporting Statement and Subcontractor’s Statement; and
- .4 Environmental Management Plan

A WHS Management Plan (WHSMP) sets out the arrangements to manage work health and safety on a construction project. In accordance with General Conditions of Contract Clause 5 *Work Health and Safety Management*, the Contractor is to document and implement a WHSMP that addresses all health and safety hazards and manages the risks associated with carrying out the Works.

#### The Contractor's WHS Management Plan must:

- be signed and dated by a senior manager under the Contractor’s letterhead authorising the Plan for use.
- identify the Contract, work activities, work sites and person who prepared the Plan.
- be implemented, maintained, and kept up to date during the work on the Site

#### and must include:

- Statement of responsibilities** – names, positions and contact details of people who will be responsible for WHS management on the Site, including the work activities and a description of those responsibilities.
- Risk management** – identification of the hazards associated with each work activity and assessment of the associated risks, with documented actions proposed to eliminate or minimise the risks and methods for managing and monitoring these risk controls (include any WHS risks identified by the Principal).
- WHS training and communication**– arrangements for WHS training, including industry and site induction training and toolbox meetings as well as the consultation, cooperation, and coordination of activities.
- Incident and emergency management** – arrangements for managing accidents, incidents, and near misses, with the name(s) of responsible persons and their contact details, including after-hours contact(s).
- Site Safety Rules** – a copy of the rules must be displayed on the Site, covering as a minimum:
  - industry/site induction, prestart meetings and other safety training.
  - safety footwear and safety vests
  - personal protective equipment, injury management and first aid arrangements.
  - site access, vehicle movements and security.
  - accident/incident and emergency procedures.
  - protection of all workers and the public.
  - electrical work and equipment, including leads, power tools and overhead wiring.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

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- locating and preventing unplanned contact with underground, hidden and overhead services.
- demolition, excavation, mobile plant, formwork, and other temporary structural frames.
- recording, handling, storage and disposal of hazardous materials and dangerous goods; and
- safe working, including SWMS, fire prevention, alcohol and drug prohibition and general housekeeping/ access to suitable amenities.
  
- Safe Work Method Statements** for high-risk construction work, which must:
  - be on the letterhead of the organisation carrying out the work, showing the name and registered office address of the organisation; and
  - be signed and dated as authorised for use by a senior manager of the organisation, and describe:
    - potential health and safety hazards and risks associated with the high-risk construction work.
    - risk management controls that will be in place to eliminate the risk or, if not reasonably practicable to eliminate the risk, minimise the hazards and significant risks.
    - all work health and safety instructions to be given to persons involved with the work.
    - names and qualifications of those who will supervise the work and inspect and approve for use work areas, work methods, protective measures, plant, and equipment (including power tools).
    - what training is required and will be or has been given to each of the people involved in the work.
    - names of all those involved in the work, and those who will be or have been trained in the work activities described in the SWMS, and the names and qualifications of those responsible for training them.
    - plant and equipment that will most likely be used on the work site (e.g., ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers and the like).
    - inspection and maintenance checks that will be or have been carried out prior to use of the plant and equipment listed; and
    - A review date to allow feedback and improvements to be made.

Refer to clause 13.4 of the Mini Minor Works General Conditions of Contract.

The Contractor is required to complete these two statements and submit both statements with each payment claim. Do not alter the forms.

Relevant legislation includes Workers Compensation Act 1987 (NSW), s175B; Payroll Tax Act 2007 (NSW), Schedule 2 Part 5; Industrial Relations Act 1996 (NSW), s127 and Building and Construction Industry Security of Payment Act 1999 (NSW), ss13(7) and 13(9).

### Supporting Statement

The Contractor is the “head contractor” in terms of the Building and Construction Industry Security of Payment Act 1999 (NSW) and makes relevant statements below accordingly. The Contractor, as the “head contractor”, carries out the construction work for the Principal under the Contract.

The Supporting Statement must be signed by the Contractor, a director of the Contractor or a person authorised by the Contractor.

### Subcontractor’s Statement

The Contractor is a “subcontractor” in terms of the Workers Compensation Act 1987 (NSW), Payroll Tax Act 2007 (NSW) and Industrial Relations Act 1996 (NSW) and makes relevant statements below accordingly. The Contractor as the “subcontractor” carries out the construction work for the Principal under the Contract. The Principal is called the “principal contractor” in these Acts.

For clarity the Subcontractor’s Statement refers to the ‘Contractor’ and ‘Principal’ under the Contract rather than the “subcontractor” and “principal contractor” under the above Acts.

Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

**MMW Contract Schedule – Supporting Statement and  
Subcontractor’s Statement**

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The Subcontractor’s Statement must be signed by the Contractor (or by a person who is authorised, or held out as being authorised, by the Contractor to sign the statement).

Information, including Notes, Statement Retention and Offences under various Acts, is included in the notes at the end of the Subcontractor’s Statement.

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Signed for the Quoteer by: .....Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

**MMW Contract Schedule – Supporting Statement and  
Subcontractor’s Statement**

<h2 style="margin: 0;">Supporting Statement</h2>
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**Construction Contracts**

Pursuant to section 13(7) of the *Building and Construction Industry Security of Payment Act 1999 (NSW)* (the Act) a supporting statement must accompany any payment claim served on a principal to a construction contract by a head contractor.

This form should be used by a head contractor who has a construction contract that is not an owneroccupier construction contract. If the contract is an owner occupier construction contract the ‘Supporting Statement – Owner Occupier Construction Contracts’ form should be used instead.

For the purposes of this statement, the terms “principal”, “head contractor”, “subcontractor”, “construction contract” and “owner occupier construction contract” have the meanings given in section 4 of the Act.

Head contractor (business name of head contractor):			
<input type="checkbox"/> <b>1.</b> has entered into a contract with: (business name of subcontractor)			
ABN of subcontractor			
Contract number/identifier	RFQ 058/2022		
<b>or</b>			
<input type="checkbox"/> <b>2.</b> has entered into a contract with the subcontractors listed in Schedule 1			
This statement applies to work between (start date)		and (end date)	
<b>or</b>			
This statement applies to work completed in Stage (number) of the construction contract			
Subject of the payment claim dated (date)			

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

**MMW Contract Schedule – Supporting Statement and  
Subcontractor’s Statement**

**Declaration for Supporting Statement**

I, (full name) .....

being the head contractor, a director of the head contractor or a person authorised by the head contractor on whose behalf this declaration is made, hereby declare that to the best of my knowledge and belief all subcontractors, if any, have been paid all amounts that have become due and payable in relation to the construction work that is the subject of this payment claim.

These subcontractors and the amounts paid to them are identified in Schedule 1 on page 3 of this Supporting Statement.

It is an offence under section 13(7) of the Act for a head contractor to serve a payment claim on the principal, if it is not accompanied by a supporting statement that indicates that it relates to that payment claim. The maximum penalty is \$110,000 for corporations, and \$22,000 for an individual.

It is also an offence under the Act for a head contractor to serve a payment claim accompanied by a supporting statement knowing that the statement is false or misleading in a material particular in the particular circumstances. The maximum penalty is \$110,000 for corporations, and \$22,000- or 3-months imprisonment (or both) for individuals.

Full Name of Individual	
Position/Title	
Signature	
Date	

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....



**MMW Contract Schedule – Supporting Statement and  
Subcontractor’s Statement**

**Subcontractor’s Statement**

**Main Contract**

Contractor: \_\_\_\_\_ ABN: \_\_\_\_\_ **(Note 2)**

*(Business name of the Contractor)*

of

*(Address of the Contractor)*

has entered into a contract with \_\_\_\_\_ ABN: \_\_\_\_\_

*(Business name of the Principal)*

Contract number/identifier: RFQ 058/2022 **(Note 3)**

**Subcontracts**

The Contractor has entered into a contract with the subcontractors listed in the attachment to this Statement.

**Period** **(Note 4)**

This Statement applies for work \_\_\_\_\_ and \_\_\_\_\_ inclusive,  
between:

subject of the payment claim

dated: \_\_\_\_\_ **(Note 5)**

I, ..... a director or a person authorised by the Contractor on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters that are contained in this statement and declare that, to the best of my knowledge and belief:

**(a)** The abovementioned Contractor has either employed or engaged workers or subcontractors during the above period of this Contract.

Tick  if true and comply with **(b)** to **(g)** below, as applicable. **(Note 6)**

If it is not the case that workers or subcontractors are involved, or you are an exempt employer for workers compensation purposes tick  and only complete **(e)** to **(g)** below. You must mark one box.

**(b)** All workers compensation insurance premiums payable by the Contractor in respect of the work done under the Contract have been paid.

The Certificate of Currency for that insurance is attached and is dated..... **(Note 7)**

**(c)** All remuneration payable to relevant employees for work under the contract for the above period has been paid. **(Note 8)**

**(d)** Where the Contractor is required to be registered as an employer under the *Payroll Tax Act 2007*, the Contractor has paid all payroll tax due in respect of employees who performed work under the Contract, as required at the date of this statement. **(Note 9)**

**(e)** Where the Contractor is also a principal contractor to subcontracts in connection with the work, the Contractor has in its capacity of principal contractor been given a written Subcontractor’s Statement by its subcontractor(s) in connection with that work for the period stated above. **(Note 10)**

**(f)** Signature ..... Full name .....

1. This form is prepared for the purpose of section 175B of the *Workers Compensation Act 1987*, Schedule 2 Part 5 of the *Payroll Tax Act 2007*, section 127 of the *Industrial Relations Act 1996* and sections 13(7) and 13(9) of the *Building and Construction Industry Security of Payment Act 1999*. If this form is completed in accordance with these provisions, a principal contractor is relieved of liability for workers compensation premiums, payroll tax and remuneration payable by the subcontractor.

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule – Supporting Statement and Subcontractor’s Statement

A principal contractor can be generally defined to include any person who has entered into a contract for the carrying out of work by another person (or other legal entity called *the subcontractor*) and where employees of the subcontractor are engaged in carrying out the work which is in connection with the principal contractor’s business.

- For the purpose of this Subcontractor’s Statement, a principal contractor is a person (or other legal entity), who has entered into a contract with another person (or other legal entity) referred to as the subcontractor, and employees/workers of that subcontractor will perform the work under contract. The work must be connected to the business undertaking of the principal contractor.
- Provide the unique contract number, title, or other information that identifies the Contract.
- In order to meet the requirements of s127 of the *Industrial Relations Act 1996*, a statement in relation to remuneration must state the period to which the statement relates. For sequential Statements ensure that the dates provide continuous coverage.

Section 127(6) of the *Industrial Relations Act 1996* defines remuneration ‘as remuneration or other amounts payable to relevant employees by legislation, or under an industrial instrument, in connection with work done by the employees.’

Section 127(11) of the *Industrial Relations Act 1996* states ‘to avoid doubt, this section extends to a principal contractor who is the owner or occupier of a building for the carrying out of work in connection with the building so long as the building is owned or occupied by the principal contractor in connection with a business undertaking of the principal contractor.’

- Provide the date of the most recent payment claim.
- For Workers Compensation purposes an exempt employer is an employer who pays less than \$7500 annually, who does not employ an apprentice or trainee and is not a member of a group.
- In completing the Subcontractor’s Statement, a subcontractor declares that workers compensation insurance premiums payable up to and including the date(s) on the Statement have been paid, and all premiums owing during the term of the contract will be paid.
- In completing the Subcontractor’s Statement, a subcontractor declares that all remuneration payable to relevant employees for work under the contract has been paid.
- In completing the Subcontractor’s Statement, a subcontractor declares that all payroll tax payable relating to the work undertaken has been paid.
- It is important to note that a business could be both a subcontractor and a principal contractor if a business ‘in turn’ engages subcontractors to carry out the work. If your business engages a subcontractor, you are to also obtain Subcontractor’s Statements from your subcontractors.

The principal contractor receiving a Subcontractor’s Statement must keep a copy of the Statement for the periods stated in the respective legislation. This is currently up to seven years.

In terms of s127(8) of the *Industrial Relations Act 1996*, a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence if:

- the person is the subcontractor.
- the person is authorised by the subcontractor to give the statement on behalf of the subcontractor; or
- the person holds out or represents that the person is authorised by the subcontractor to give the statement on behalf of the subcontractor.

In terms of s175B of the *Workers Compensation Act 1987* and clause 18 of Schedule 2 of the *Payroll Tax Act 2007* a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence.

For more information visit SafeWork website <https://www.safework.nsw.gov.au/>, iCare (for Workers Compensation queries) via the [iCare website](http://www.icare.nsw.gov.au/) or NSW Industrial Relations website, <http://www.industrialrelations.nsw.gov.au> Copies of relevant legislation can be found at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): .....(Authorised Officer)

In the Office Bearer capacity of: .....

## MMW Contract Schedule - Environmental Management Plan

Refer to General Conditions of Contract Clause – *Environmental Management*. Complete the Plan by inserting contract specific requirements, or ‘NA’ where a particular item is not applicable.

ENVIRONMENTAL OBJECTIVES	Upgrade - Plains Fitness Centre, Quirindi. RFQ 058/2022 ACTION TO BE TAKEN	When action will be taken	Person responsible	Action completed
<b>1. CONSERVATION OF PLANTS &amp; WILDLIFE</b>				
1.2 Control movement of pedestrians, materials, vehicles, and plant to minimise damage to the environment	Use only designated routes for access to the Site			
	Use designated site roads and access routes for all movements on and adjacent to the Site			
	Locate compounds, and park all vehicles and plant, in designated areas on the Site			
<b>2. CONSERVATION OF RESOURCES</b>				
2.1 Design for energy efficiency	Adopt energy efficiency, environmental enhancement, and waste minimisation as design criteria			
2.2 Select materials to minimise:  <ul style="list-style-type: none"> <li>• resource use and waste</li> <li>• ozone depleting effects</li> <li>• detrimental effects on air, water, and land quality</li> </ul>	Use low energy usage construction, fittings, and appliances (including heating/cooling and lighting)			
	Incorporate conservation of resources obligations into subcontracts			
	Maximise use of materials that are recyclable or from a sustainable source			
	Use timber from sustainable managed sources only			
	Implement a strategy to reduce the quantity of waste, including minimising and recycling packaging			
	Use low water demand fittings & appliances (dual flush toilets, water conserving shower roses & taps)			
Minimise the use of solvents, glues, paints, and other materials which release odours or vapour				

Signed for the Quoteer by: ..... Date:.....  
Name (in block letters): ..... (Authorised Officer)  
In the Office Bearer capacity of: .....,,,,,,

## MMW Contract Schedule - Environmental Management Plan

ENVIRONMENTAL OBJECTIVES	Upgrade - Plains Fitness Centre, Quirindi. RFQ 058/2022 ACTION TO BE TAKEN	When action will be taken	Person responsible	Action completed
<b>2. CONSERVATION OF RESOURCES (continued)</b>				
2.3 Conserve heritage items and other physical attributes of the Site	Comply with statutory requirements for conservation of heritage items			
	Manage the conservation of physical attributes of the Site, including ( <i>List applicable attributes</i> ) •			
<b>3. POLLUTION CONTROL</b>				
3.1 Control discharges and emissions from vehicles and plant to minimise damage to the environment	Do not use vehicles, plant or equipment that produce excessive emissions			
	Monitor emissions from vehicles and plant			
	Do not bring vehicles or plant and equipment with hydraulic fluid, fuel, or oil leaks to the Site			
	Wash down vehicles, plant, and equipment only in controlled areas acceptable to the Principal			
	Prevent and clean up any spills from transport vehicles			
3.2 Prevent pollution of stormwater and adverse effects on land and vegetation by control of cleaning activities and discharges	Use only water based, non-toxic paints and use only water to clean paint brushes and rollers			
	Control all run-off from cleaning activities			
	Discharge only non-toxic cleaning products generally			
3.3 Control soil erosion	Identify the existing drainage paths on the Site and protect them against siltation			
	Protect vulnerable and exposed surfaces and stockpiles against scouring			
3.4 Prevent release of soil contamination to the environment	Establish, before starting work on the Site, in consultation with the Principal, if contaminated soil is present at the Site			
	If contaminated soil is present, manage the work to prevent release to the environment			

Signed for the Quoteer by: ..... Date:.....  
Name (in block letters): ..... (Authorised Officer)  
In the Office Bearer capacity of: .....,,,,,,

## MMW Contract Schedule - Environmental Management Plan

ENVIRONMENTAL OBJECTIVES	Upgrade - Plains Fitness Centre, Quirindi. RFQ 058/2022 ACTION TO BE TAKEN	When action will be taken	Person responsible	Action completed
<b>3. POLLUTION CONTROL (continued)</b>				
3.5 Manage refrigerants and other dangerous goods to meet statutory requirements	Ensure the procedures used for the charging and disposal of refrigerants and use of dangerous goods meet statutory obligations			
	Use appropriately trained employees			
	Obtain the licences required			
	Document dangerous goods identification, disposal, and management, and retain the documentation			
3.6 Minimise noise and vibration impacts on neighbours, occupants, and users of any facility	Comply with noise limits and conditions prescribed by the EPA, Office of Environment and Heritage and Council (as applicable)			
	Use equipment in good repair and condition			
	Use noise suppression equipment (e.g., silencers on compressors) and acoustic barriers as required			
	Do not expose workers, neighbours, or visitors to excessive noise, and cooperate and coordinate with operators of any neighbouring facility			
	Do not expose people or property to excessive vibrations			
3.8 Minimise air pollution from dust and emissions	Minimise areas of exposed earth and stockpiles			
	Cover and secure materials in open transport			
	Use water sprays and/or other means to control dust			
	Keep emissions within statutory or other required limits			
	Minimise fire risks, and prevent and control fires			

Signed for the Quoteer by: ..... Date:.....  
Name (in block letters): ..... (Authorised Officer)  
In the Office Bearer capacity of: .....,,,,,,

## MMW Contract Schedule - Environmental Management Plan

ENVIRONMENTAL OBJECTIVES	Upgrade - Plains Fitness Centre, Quirindi. RFQ 058/2022 ACTION TO BE TAKEN	When action will be taken	Person responsible	Action completed
<b>3. POLLUTION CONTROL (continued)</b>				
3.9 Dispose of waste in accordance with statutory requirements	Implement appropriate disposal procedures for all waste items, including using lawful places for disposal, recording and reporting on the method and location of disposal and any non-conformances			
	EITHER Provide valid disposal certificates for each applicable item OR Provide company certification of appropriate disposal of the following ( <i>List the items</i> ): <ul style="list-style-type: none"> <li>• Packaging materials</li> <li>• Replaced or redundant materials</li> <li>• Chemicals</li> <li>• Oils and greases from machinery, cooking, and other processes</li> <li>• Paints and solvents, including those used to clean equipment, tools, and brushes</li> <li>• Cleaning materials and rags</li> <li>• Materials unsuitable for re-use, including hazardous materials such as asbestos</li> </ul>			
3.10 Minimise damage to the environment from emergencies	Document emergency procedures to manage all reasonably foreseeable harm, including spills and other environmental emergencies			
	Ensure emergency procedures are followed			
	Obtain the agreement of the Principal to procedures for handling oil, chemicals, and other dangerous goods before placing them on the Site, including secure storage arrangements			
	Reinstate and clean damaged areas and features, including work areas			
	Reinstate damaged eco-systems and features to their previous condition			
	<b>Identify key contacts: (<i>List names &amp; roles</i>)</b>			

Signed for the Quoteer by: ..... Date:.....

Name (in block letters): ..... (Authorised Officer)

In the Office Bearer capacity of: .....,,,,,,

## MMW Contract Schedule - Environmental Management Plan

ENVIRONMENTAL OBJECTIVES	Upgrade - Plains Fitness Centre, Quirindi. RFQ 058/2022 ACTION TO BE TAKEN	When action will be taken	Person responsible	Action completed
3.11 Comply with environmental requirements and rectify breaches	Inspect the Site daily to ensure appropriate environmental controls are in place and operating effectively, and that all environmental management requirements are being met			
	Cooperate with environmental audits by others			
	Rectify any environmental breaches identified within the time specified in an audit or by the Principal			
<b>4. RECORDS AND REPORTING</b>				
4.1 Provide sufficient documentation to demonstrate appropriate environmental management	Prepare, submit, and update the Environmental Management Plan			
	Maintain and submit records of environmental training			
	Report on implementation of the Environmental Management Plan			
	Submit to the Principal copies of correspondence with regulators, including incident reports and notification of non-compliances or fines			
	Submit documentation evidencing that the causes of non-compliances have been corrected			
	Keep records for inspection securely filed using an effective document retrieval system			
	Monitor and record the volumes of waste and the methods and locations of disposal. Submit a progress report and a summary report before Completion in accordance with tables 1 to 5 of the NSW EPA 'Construction and demolition waste' toolkit available at <a href="https://www.epa.nsw.gov.au/your-environment/waste/industrial-waste/construction-demolition">https://www.epa.nsw.gov.au/your-environment/waste/industrial-waste/construction-demolition</a>			
4.2 Report environmental incidents	Immediately report all environmental incidents to the Principal			
	Immediately report environmental incidents as otherwise required			

Signed for the Quoteer by: ..... Date:.....  
Name (in block letters): ..... (Authorised Officer)  
In the Office Bearer capacity of: .....,,,,,,

# Appendix 1

22077\_COM\_DOCS\_REV01\_Plains Fitness Floor Plans

Signed for the Quoteer by: ..... Date:.....  
Name (in block letters): ..... (Authorised Officer)  
In the Office Bearer capacity of: .....



REV	DATE	AMENDMENT	DT	CB
1	15/08/22	ISSUED FOR CLIENT REVIEW & SIGNOFF	AL	CD

**GENERAL DEVELOPMENT NOTES**

ALL WORKS WITHIN ARE TO BE CARRIED OUT IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA & RELEVANT AUSTRALIAN STANDARDS.

ALL WORKS DETAILED WITHIN THESE PLANS ARE TO BE CARRIED OUT BY A RELEVANT LICENSED TRADESPERSON.

ALL PRODUCTS & FIXTURES TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS DETAILS & RELEVANT AUSTRALIAN STANDARDS.

PLANS ARE TO BE READ IN CONJUNCTION WITH PLANS AND DOCUMENTATION PROVIDED BY RELEVANT CONSULTANTS SUCH AS ENGINEERS, ENERGY ASSESSORS ETC.

BOUNDARY LOCATIONS ARE TO BE CONFIRMED BY A REGISTERED SURVEYOR.

PROPOSED WORKS ARE TO BE SETOUT ON SITE BY A REGISTERED SURVEYOR.

LEVELS ON PLANS ARE INDICATIVE ONLY & ARE TO BE CONFIRMED BY A REGISTERED SURVEYOR PRIOR TO CONSTRUCTION.

ALL UNDERGROUND SERVICES AND LOCATIONS ARE TO BE CONFIRMED PRIOR TO ANY WORK BEING UNDERTAKEN.

ALL SERVICES CONNECTION APPROVALS AND REQUIREMENTS ARE TO BE OBTAINED AND CONFIRMED PRIOR TO ANY WORKS BEING UNDERTAKEN.

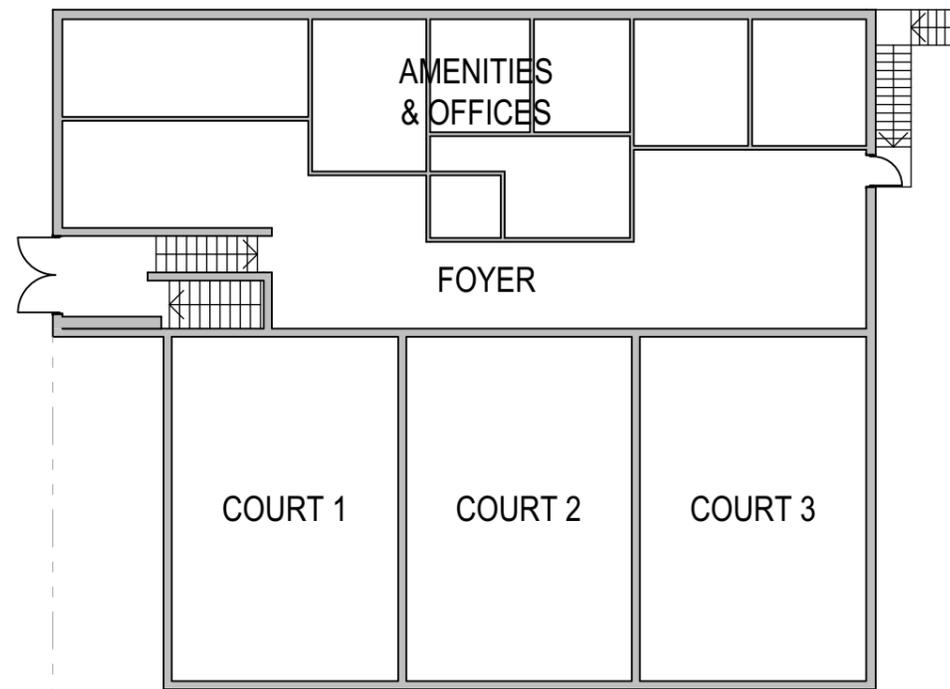
WORKS ARE NOT TO BE UNDERTAKEN UNLESS PLANS ARE MARKED "CONSTRUCTION".

DO NOT SCALE DRAWINGS - USE FIGURED DIMENSIONS ONLY.

ANY ERRORS & OMISSIONS TO BE VERIFIED WITH THE DESIGNER PRIOR TO COMMENCEMENT ON SITE.

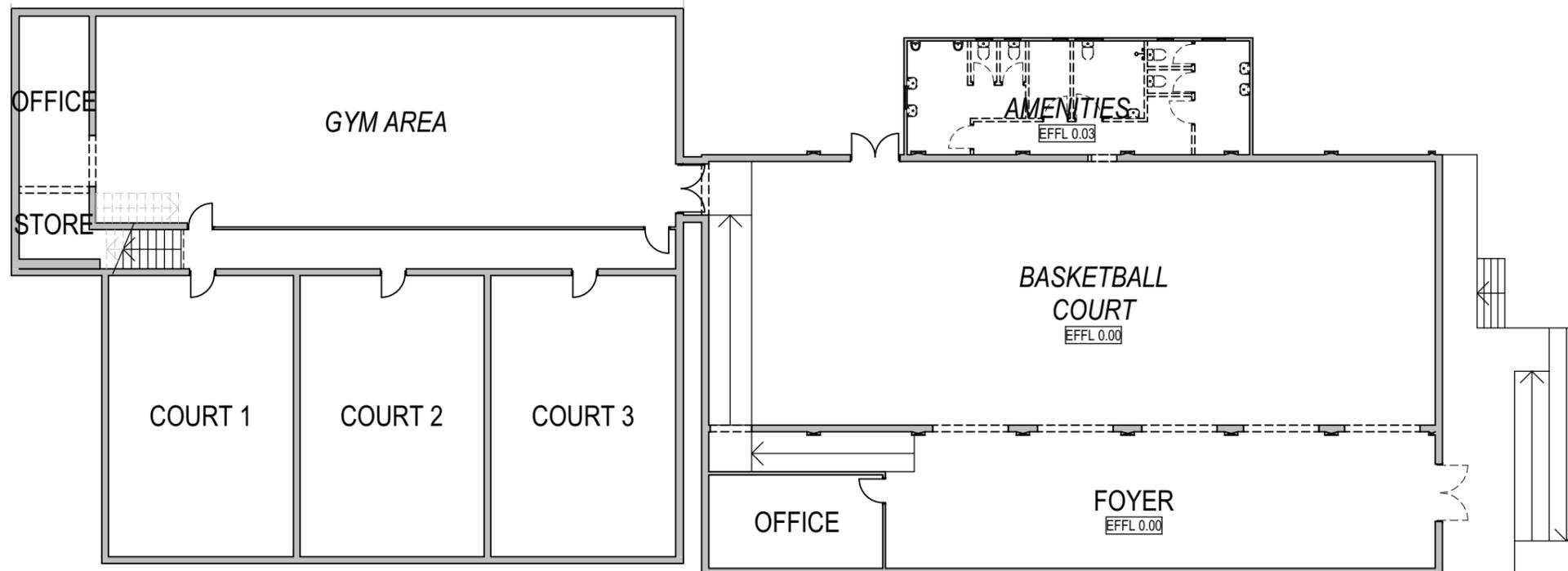
**LEGEND**

WT	WATER TANK
TP	200x200 TIMBER POST
BP	350x350 BRICK PIER
SC	90x90 STEEL COLUMN
SA	SMOKE ALARM
DP	DOWN PIPE
ST	STOVE
SNK	SINK
WC	WATER CLOSET
SHR	SHOWER
RC	REINFORCED CONCRETE
WM	WATER METER
CL	CLOTHES LINE
FW	FLOOR WASTE
HWU	HOT WATER UNIT
MSB	MAIN SWITCH BOARD
FFL	FINISHED FLOOR LEVEL
FSL	FINISHED SLAB LEVEL
EGL	EXISTING GROUND LEVEL
FGL	FINISHED GROUND LEVEL



**EXISTING/DEMOLITION UPPER FLOOR PLAN**

SCALE 1:200@A3



**EXISTING/DEMOLITION GROUND FLOOR PLAN**

SCALE 1:200@A3

Client  
LIVERPOOL PLAINS SHIRE COUNCIL

Project Name  
**PLAINS FITNESS**  
62 STATION STREET  
QUIRINDI NSW 2343

Drawing Title  
**EXISTING/DEMOLITION PLAN**

Status: PRELIMINARY      Scale: 1:200 @ A3

Project No:  
**22077**

Sheet No.:  
**WD1**

Plot Date: 15/08/2022



REV	DATE	AMENDMENT	DT	CB
1	15/08/22	ISSUED FOR CLIENT REVIEW & SIGNOFF	AL	CD

**GENERAL DEVELOPMENT NOTES**

ALL WORKS WITHIN ARE TO BE CARRIED OUT IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA & RELEVANT AUSTRALIAN STANDARDS.

ALL WORKS DETAILED WITHIN THESE PLANS ARE TO BE CARRIED OUT BY A RELEVANT LICENSED TRADESPERSON.

ALL PRODUCTS & FIXTURES TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS DETAILS & RELEVANT AUSTRALIAN STANDARDS.

PLANS ARE TO BE READ IN CONJUNCTION WITH PLANS AND DOCUMENTATION PROVIDED BY RELEVANT CONSULTANTS SUCH AS ENGINEERS, ENERGY ASSESSORS ETC.

BOUNDARY LOCATIONS ARE TO BE CONFIRMED BY A REGISTERED SURVEYOR.

PROPOSED WORKS ARE TO BE SETOUT ON SITE BY A REGISTERED SURVEYOR.

LEVELS ON PLANS ARE INDICATIVE ONLY & ARE TO BE CONFIRMED BY A REGISTERED SURVEYOR PRIOR TO CONSTRUCTION.

ALL UNDERGROUND SERVICES AND LOCATIONS ARE TO BE CONFIRMED PRIOR TO ANY WORK BEING UNDERTAKEN.

ALL SERVICES CONNECTION APPROVALS AND REQUIREMENTS ARE TO BE OBTAINED AND CONFIRMED PRIOR TO ANY WORKS BEING UNDERTAKEN.

WORKS ARE NOT TO BE UNDERTAKEN UNLESS PLANS ARE MARKED "CONSTRUCTION".

DO NOT SCALE DRAWINGS - USE FIGURED DIMENSIONS ONLY.

ANY ERRORS & OMISSIONS TO BE VERIFIED WITH THE DESIGNER PRIOR TO COMMENCEMENT ON SITE.

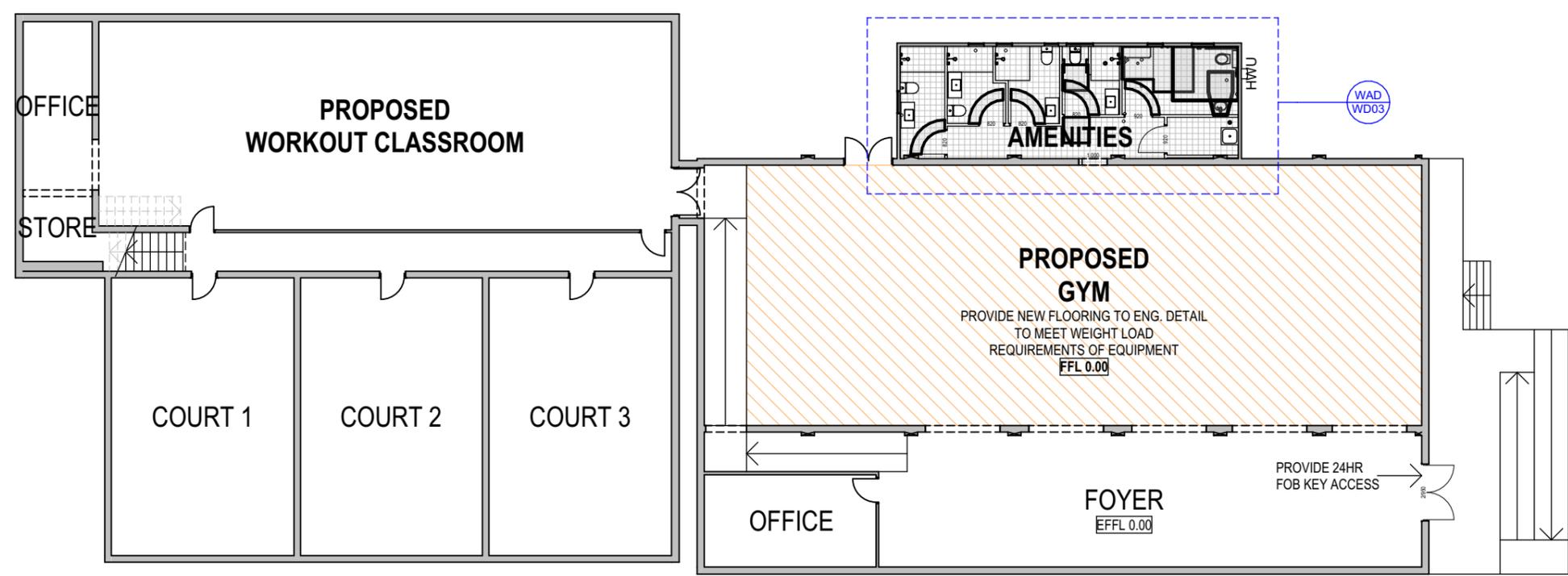
**LEGEND**

WT	WATER TANK
TP	200x200 TIMBER POST
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FSL	FINISHED SLAB LEVEL
EGL	EXISTING GROUND LEVEL
FGL	FINISHED GROUND LEVEL

**FLOOR AREAS**

PROPOSED AMENITIES AREA	46.8m <sup>2</sup>
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PROPOSED FLOORING - 217m<sup>2</sup>



**PROPOSED FLOOR PLAN**

SCALE 1:200@A3

Client  
LIVERPOOL PLAINS SHIRE COUNCIL

Project Name  
**PLAINS FITNESS**  
62 STATION STREET  
QUIRINDI NSW 2343

Drawing Title:  
**PROPOSED FLOOR PLAN**

Status: PRELIMINARY Scale: 1:200 @ A3

Project No:  
**22077**

Sheet No.:  
**WD2**

Plot Date: 15/08/2022

