Tender for
Contract Number
2020–009
Orrs Bridge Replacement

Tenders addressed to the Wellington Shire Council, are returnable by 2.00pm on Wednesday 21st August 2019.

Date of Practical Completion
19th December 2019
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Part A - Conditions of Tendering

1.0 Type of Contract

1.1 The Contracts shall be a LUMP SUM contract not subject to price adjustment for rise and fall in prices.

1.2 General conditions of contract shall be Australian Standard 4902-2000: General conditions of contract for design and construct.

2.0 Documents to be Submitted

2.1 Tenderers should note that the following information must be submitted as part of the formal tender:

2.1.1 Part B: All pages completed with all information as requested.

2.1.2 Tender Evaluation Criteria: Information to comply with the tender evaluation criteria (refer to Clause 8.0 in this section).

2.1.3 Addendum Notices (if issued).

3.0 Tenderer to Fully Inform Themselves

3.1 A tenderer is required to acquaint himself/herself with all conditions in relation to the tenders prior to submitting a tender.

3.2 If a tenderer finds any discrepancy, error or omission in the tender documents, they must notify the Principal in writing as soon as possible and before the date and time fixed for the closing of tenders.

3.3 A tenderer is deemed to:

3.3.1 have examined the tender documents, and any other information made available in writing by the Principal to the tenderer for the purpose of tendering;

3.3.2 have examined all information that is relevant to the risks, contingencies and any other circumstance that may have an effect on the tenders;

3.3.3 be satisfied as to the correctness and sufficiency of the tenders;

3.3.4 be satisfied that the price covers all the cost of complying with all the obligations of the tender documents.

4.0 Lodgement of Tenders

4.1 The tender closing date for the contract is: As detailed above.

4.2 The tender must be submitted in a sealed envelope.

4.3 Tender Submission

4.3.1 It is the sole responsibility of the Tenderer to ensure that the Tender is deposited in the Tender Box before the nominated closing time. The Principal shall not accept responsibility for tenders not in the tender box by the closing date and time if the tenderer uses postal services.

4.3.2 Tenders are to be deposited in the Tender Box in the entrance foyer of: Wellington Shire Council 18 Desailly Street SALE VIC 3850

4.3.3 Tender Envelope to be addressed as follows:

Contract No.: 2020-009
Closing Date: (As nominated above).
Wellington Shire Council 18 Desailly Street Sale VIC 3850
5.0 Tenders by Facsimile or E-mail and Late Tenders

5.1 Tenders by facsimile or e-mail shall not be accepted.
5.2 Late tenders shall not be accepted.

6.0 Acceptance of Tenders

6.1 The Principal shall not be bound to award a contract to the lowest tenderer or any tenderer.
6.2 The Principal shall make all reasonable efforts to award contracts arising from the tenders.
6.3 Tenders shall only be accepted from Tenderers who have:
   6.3.1 Registered by contacting the Principal's Project Manager on (03) 5142 3156 or by visiting the Council Offices at 18 Desailly Street, Sale and obtaining the Tender Documents.
   6.3.2 Paid the non-refundable fee of $100.00 (including GST) for the tender documents by posting a cheque directly to Councils Project Manager, or by visiting the Council Offices at the Port of Sale Building, 70 Foster Street, Sale.

7.0 Digitised Form of Tender and Schedules

7.1 On written request the Principal's Project Manager will provide an electronic copy of the Form of Tender and accompanying schedules on Microsoft Word.

8.0 Tender Evaluation Criteria

8.1 Mandatory Criteria

The criteria for Experience, Risk Management and Organisation are mandatory criteria and are assessed to determine a pass or fail.

To pass, the tender submission must demonstrate the knowledge and ability to meet these criteria, if the tenderer fails to do this, the tender is eliminated from the evaluation process and not considered any further.

For civil works and bridge works current Vic Roads pre-qualified contractors are considered to pass the above.

### Relevant Experience

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To demonstrate evidence of relevant experience to provide the services and outcomes tendered for under the Contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Required</td>
<td>Details of previous experience (including Wellington Shire Council) are to be provided for:</td>
</tr>
<tr>
<td></td>
<td>• Similar work in the past 5 years.</td>
</tr>
<tr>
<td></td>
<td>• This includes dates, project location, duration, project cost, client and referees, personnel used by Tenderer.</td>
</tr>
</tbody>
</table>

### Risk Management

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To demonstrate relevant knowledge of risk management and OH&amp;S systems to be used for the Contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Required</td>
<td>Details to be provided for:</td>
</tr>
<tr>
<td></td>
<td>• Site safety plan preparation, experience and details for previous works.</td>
</tr>
<tr>
<td></td>
<td>• Environmental management system</td>
</tr>
<tr>
<td></td>
<td>• OHS Management System Questionnaire. Including risk assessment.</td>
</tr>
<tr>
<td></td>
<td>• OHS record and policy, and sample of current OHS procedures.</td>
</tr>
<tr>
<td></td>
<td>• Current Insurance's appropriate to the services required to complete the contract.</td>
</tr>
</tbody>
</table>

Previous contracts with Wellington Shire Council will be used in assessing the contractors Risk Management and OH&S capabilities.
### Organisation

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To demonstrate evidence of organisational capacity to manage and resource personnel to complete works as specified in the Contract and within the time frame required.</th>
</tr>
</thead>
</table>
| Information Required | Details to be provided for  
- Key management personnel and systems in place, or proposed, to manage the Contract.  
- Financial ability to fund project.  
- Technical experience and competence of key managers / supervisors / foreman for the Contract.  
- Equipment owned or available that shall be used on the Contract  
- Other contractual commitments in the time frame proposed for this contract.  
Previous contracts with Wellington Shire Council will be used in assessing the contractor’s organisational capabilities. |

### 8.2 Weighted Criteria

Weighted Criteria shall be evaluated on the following criteria listed in order of importance.

#### Price - 50%

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To provide best value total cost to Council for specified scope and outcomes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Required</td>
<td></td>
</tr>
</tbody>
</table>
- Form of Tender.  
- Price Schedules.  
- Details to be provided for all costings and quantities allowed to ensure all requirements can be met for the Contract. |

#### Ability to meet specific timeframes - 30%

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Ability to meet specific timeframes.</th>
</tr>
</thead>
</table>
| Information Required | Details to be provided for  
- Contractors other commitments during the proposed construction period.  
- Proposed strategy for completion of works during proposed construction period. |

#### Proposed Design - 10%

| Purpose | To demonstrate evidence of design to provide the services and outcomes tendered for under the contract to reduced life cycle cost through limiting serviceable components. The above is required to ensure long-term serviceability of the structure. |
| Information Required | Details to be provided for  
- Description of proposed design.  
- Preliminary bridge design plan including bridge components. |

#### Construction Methodology - 10%

| Purpose | To demonstrate evidence of construction methodology to provide the services and outcomes tendered for under the contract including construction methods that will limit the stresses on components during construction. |
| Information Required | Details to be provided for  
- Proposed pile driving techniques.  
- Beam placement procedure.  
- Methodology for concrete placement to minimise cold joints.  
- Road/ Bridge approach construction methodology. |
9.0 General

9.1 The whole of the tender documents and any addendum or additional information provided during the tender process shall form part of the formal instrument of agreement to be signed with the successful tenderer.

9.2 Tenderers shall be responsible for all costs incurred by them in tendering.

9.3 Tenderers must submit a conforming tender. If the tenderer wishes to submit an alternative tender, they may do so, but the alternative tender shall not replace the conforming tender. All alternative tenders must be submitted in separate envelopes and marked “ALTERNATIVE TENDER”.

9.4 Any addendum issued by the Principal has a Receipt of Addendum Notice. This notice shall be signed and submitted with the Form of Tender.

9.5 Tenders submitted shall remain valid, and shall not be withdrawn, amended or varied except with the approval of the Principal, for a period of ninety (90) days from the date of closing of the Tender.

9.6 The Principal will consider alternative tenders that provide a benefit to the Principal in the form of cost savings and / or improved outcome.

10.0 Code of Tendering

10.1 The Principal is committed to the Victorian Civil Construction Industry’s Best Practice for Tendering and Contract Management, May 2008, to ensure a fair and just tendering procedure for all tenderers.


11.0 Principals Project Requirements

11.1 The Principals project requirements are described in the following documents:

- Scope of Contract
- Specification
- Worksite location
- Existing conditions
- Concept drawings – Road/Bridge Alignment, Road Furniture.

11.2 It shall be the tenderer’s responsibility to obtain any other information required to prepare and submit his/her tender.
12.0 Tender Enquiries
Any enquiries regarding this Tender may be directed to:

Assets & Projects Unit
Wellington Shire Council
18 Desailly Street
Sale VIC 3850.

Project Manager: Mike Kareem
Telephone: 03 5142 3156
Facsimile: 03 5142 3501
Mobile: 0437 447 612
E-mail mikek@wellington.vic.gov.au

Project Coordinator: Ray Weber
Telephone: 03 5142 3174
Facsimile: 03 5142 3501
Mobile: 0409 338 294
E-mail raymond.weber@wellington.vic.gov.au
## Part B - Form of Tender, Scope of Works & Schedules

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Schedule Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Form of Tender – 2020-009 Orrs Bridge Replacement</td>
</tr>
<tr>
<td>-</td>
<td>Scope of Contract</td>
</tr>
<tr>
<td>1</td>
<td>Price Schedule – 2020-009 – Orrs Bridge Replacement</td>
</tr>
<tr>
<td>10</td>
<td>Schedule for Variable Piling Costs – 2020-009 – Orrs Bridge Replacement</td>
</tr>
<tr>
<td>11</td>
<td>Schedule of Rates: Day works</td>
</tr>
<tr>
<td>21</td>
<td>Tenderer Information</td>
</tr>
<tr>
<td>22</td>
<td>Management / Supervisory Information</td>
</tr>
<tr>
<td>23</td>
<td>Subcontractors / Sub-consultants</td>
</tr>
<tr>
<td>24</td>
<td>Statement from Design Engineer</td>
</tr>
<tr>
<td>25</td>
<td>Statement from Certifying Engineer</td>
</tr>
<tr>
<td>26</td>
<td>Statement of Proof Engineer</td>
</tr>
<tr>
<td>27</td>
<td>Gravel Pit Information</td>
</tr>
<tr>
<td>31</td>
<td>Occupational Health &amp; Safety Management System Questionnaire</td>
</tr>
</tbody>
</table>
Form of Tender - Contract - 2020-009
(To be submitted with Tender)

The party/parties [delete whichever is not applicable] specified below hereby tender to undertake the Contract referred to in the Tender Documents and Conditions of Tendering to which this Schedule is attached in consideration of the making of the payments at the rates specified below for the provision of the Services.

<table>
<thead>
<tr>
<th>Sch.</th>
<th>Description</th>
<th>Items</th>
<th>Lump Sum Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orrs Bridge Replacement</td>
<td>Total Lump Sum Price Excluding GST</td>
<td>All Items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GST 10%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Lump Sum Price Including GST</td>
<td>$___________</td>
</tr>
</tbody>
</table>

It is acknowledged that, until the execution of a formal agreement, this document shall evidence the contract between the parties.

Name and Address of Tenderer(s):

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

DATED this . . . . . . . . day of . . . . . . . . 2019

1. If the tenderer is a company, it must execute this tender under seal:

   THE COMMON SEAL of .................................................. )
   was hereunto affixed in accordance with its )
   Articles of Association in the presence of: )
   .................................................. Director )
   .................................................. Secretary )

2. If the tenderer is a body corporate other than a company, the appropriate sealing clause should be inserted:

3. Tenderer is an individual:

   SIGNED SEALED AND DELIVERED )
   by .................................................. )
   in the presence of )
   .................................................. Witness )

4. Tenderer is a partnership (add extra execution clauses as necessary):

   SIGNED SEALED AND DELIVERED )
   by .................................................. )
   in the presence of )
   .................................................. Witness )

   SIGNED SEALED AND DELIVERED )
   by .................................................. )
   in the presence of )
   .................................................. Witness )
Scope of Contract
(To be submitted with Tender)

1.0 General

1.1 The works are for the construction of a replacement bridge structure as required by project brief as detailed in Part C, Section 2, to replace the Orrs Bridge over Orrs Creek Shortcut Road, Dargo.

1.2 The works are to be carried out in accordance with the adopted design plans, including but not limited to,
   (i) demolition and removal of the old bridge,
   (ii) construction of the new bridge structure,
   (iii) construction and sealing of bridge approaches, to reinstate the existing,
   (iv) reinstatement of operational areas,

1.3 The Contractor shall supply all labour, equipment and consumables to complete the Contract.

1.4 All work shall be carried out in accordance with:
   (i) The Contract.
   (ii) VicRoads Standard Specification for Roadworks and Bridgeworks (Index & Specific Clauses - Appendix 7)
   (iv) Other Relevant Australian Standards.

1.5 All OH&S compliance and reporting as required by Part D of this contract.

2.0 Design

2.1 The contractor shall perform surveys as required.

2.2 The contractor shall design the new bridge as outlined in the specification.

2.3 The contractor shall provide proof engineering of this design as required by the specification.

2.4 All work shall be carried out in accordance with all relevant bridge design and construction Codes/Standards.

3.0 Demolition of Existing Bridge

3.1 The contractor is responsible for demolishing and removing the existing bridge as described in the specification.

3.2 The contractor is to provide and maintain signs for a detour of works site for the duration of works as described in the specification.

4.0 Construction of Bridge and Approaches

4.1 All works to be performed in accordance with adopted design plans and specification.

4.2 Construct new bridge.

4.3 Construct bridge approaches including sealing.

4.4 Provide and install signs (including removal of existing signage).

4.5 Provide and install approach barrier rail.

4.6 Provide all other items as required by specifications and adopted design plans.

4.7 Relocation / protection or modification of all services as required.

Name of Tenderer: ...........................................................................................................

Signed: .........................................................................................................................
# Schedule 1  
*(To be submitted with Tender)*

**Works:**  Orrs Bridge Replacement  
**Road:**  Shortcut Road  
**Location Aid:**  DARGO  
**Map Reference:**  VicRoads Country Directory (8th Edition) (Map No. 65; Grid D9).

## Construction Method

Demolish existing bridge and build new bridge structure as described by specification.

Road can be closed to through traffic, and detoured in accordance with the specification, during the construction period.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>General Description (All works to be performed in accordance with adopted plans and Specification)</th>
<th>Unit</th>
<th>Qty</th>
<th>Unit Price (Ex GST)</th>
<th>Total Price (Ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply all labour, equipment, consumables, supervision and management necessary for the design and construction of works as described, in accordance with the scope of works and the contract. It is the contractor’s responsibility to calculate the quantities required. No variations will be entertained for increased quantities after award of contract except where noted.</td>
<td>Item</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2        | Site Establishment  
Site establishment including location of existing services and payment of any fees as required by the relevant service authorities. Establish and maintain all necessary plant and equipment on site and de-mobilise and clean-up following completion of works, including all traffic management & control devices and services. | Item |     |                     |                     |
| 3        | Engineering Services and Certification  
Provide engineering services and certification (in accordance with Schedule 24 and 25) to document and enable completion of project as required by specification and drawings. Note that all claims for payment must be certified (refer appendix 6) by contractors certifying engineer and approved by Wellington Shire Council prior to a tax invoice being submitted. | Item |     |                     |                     |
| 4        | Design  
Design and documentation to enable completion of project as described in specification. Design the most practical and economical method to provide the outcome specified. Design must have regard to all Road Safety Audit Recommendations and approach details in accordance with concept drawings & specification, VicRoads and Austroads standards. | Item |     |                     |                     |
| 5        | Design Proof Engineering  
Design must be subjected to Proof Engineering in accordance with VicRoads requirements, Schedule 26 and the specification. Proof Engineer must be pre-qualified with VicRoads. | Item |     |                     |                     |
<table>
<thead>
<tr>
<th></th>
<th><strong>Demolition</strong></th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demolish existing bridge and dispose of all other materials as described in specification.</td>
<td></td>
<td>$___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Piling – Provide and Drive Piles</strong></th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6a</td>
<td><strong>Fixed Costs</strong> incurred in the provision of piling. (refer section 4.3)</td>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

|   | **Variable Costs** directly related to the provision of piling. (The scheduled unit rate for this item will be used for positive or negative variation purposes according to the final actual length driven to achieve the required pile capacity). (refer section 4.3). | Lin m 40 1 span | $__________ |

<table>
<thead>
<tr>
<th></th>
<th><strong>Construct Bridge &amp; Associated Works</strong></th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Construct bridge structure, in accordance with design as required in Item 3 and adopted by the Council. This item includes, but is not limited to, abutments, pile caps, piers, crossheads, beams, deck, barrier rail, signage, and traffic facilities. All works are to comply with the contract and adopted specification.</td>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Bridge Approaches &amp; Road Furniture</strong></th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Construct bridge approaches as required in accordance with the attached Council alignment design drawings. This item includes, but is not limited to earthworks, pavement construction and asphalt sealing, guardrail, linemarking, signage, and guideposts. All works are to comply with the contract, adopted specification and drawings.</td>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Service Relocation</strong></th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Services Relocation as required, refer section 1.15</td>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Provision of Insurance</strong></th>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost of insurance premiums as required under the standard conditions.</td>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

**TOTAL CONTRACT SUM (EX GST)** | $__________ |

**GST APPLICABLE - 10%** | $__________ |

**TOTAL CONTRACT SUM (INC. GST)** | $__________ |

(Totals to be carried forward to the Form of Tender)

The offered bridge is a Single Span Bridge.

The offered Bridge length in the range of 8.0 m to 10.0 m is:

Name of Tenderer: .................................................................

Signed: ..............................................................................
**Schedule 10 - Schedule of Variable Piling Costs**  
 *(To be submitted with Tender)*

**Works:**  
**Boodyarn Road Bridge Replacement**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>General description</th>
<th>Member Size</th>
<th>Unit</th>
<th>Rate $ (Ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Steel</td>
<td>Lm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Concrete</td>
<td>Lm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Tenderer: .................................................................

Signed: .................................................................
## Schedule 11 - Schedule of Rates for Dayworks

*(NOTE: These rates are inclusive of machine and operator)*

*(To be submitted with Tender)*

<table>
<thead>
<tr>
<th>Item No.</th>
<th>General description</th>
<th>Specific description of Contractor’s plant and labour</th>
<th>Unit</th>
<th>Rate $ (Ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excavator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Backhoe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vibrating Sheepsfoot Roller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bobcat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Grader - 100kw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Water Truck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Tractor/Slasher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Tractor &amp; Roller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Self-Propelled MT Roller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Self-Propelled SD Roller</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Rubber Tyred Loader - 1.5 cu.m</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Labour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Foreman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Crane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Air Compressor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Pile Driver</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Replacement of soft spots, including supply &amp; placement (crushed rock 20mm Class 2)</td>
<td></td>
<td>m³</td>
<td></td>
</tr>
</tbody>
</table>

Name of Tenderer: ........................................................................................................

Signed: .........................................................................................................................
Tenderers are required to submit such information as is necessary to enable the Council to assess their ability to carry out works specified in individual tenders. This questionnaire has been prepared to assist tenderers in supplying this information.

**General Details**

1. **Tenderer’s Name:** ........................................................................................................

2. **Address:** ....................................................................................................................

3. **Town:**

4. **Post Code:** ..................................................................................................................

5. **Telephone Number:** .................................................................................................

6. **Facsimile No:** ............................................................................................................

7. **Mobile Phone:** ...........................................................................................................  

8. **Address for service of notices**

9. **Is the Tenderer an:**
   
   (Please tick appropriate answer)

   ☐ Individual ?
   ☐ Partnership ?
   ☐ Limited Liability Company ?

10. **Trading name**

11. **If a partnership, give name and address of partners:**

12. **A.B.N. number:** ................. ............. .............
13. If a limited liability company, give A.C.N. number:

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

14. How many years has the Tenderer been in business as a contractor under its present business name?

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

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

15. How many years experience has the Tenderer had in the type of work it would be required to perform under this Contract?

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

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

16. Details of Professional Indemnity Insurance (minimum $5,000,000 with runoff period of 10 yrs). Details of Public Liability Insurance (min. $10,000,000)

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

........................................................................................................................................
Work of a similar type that the tenderer has done in the past 5 years.

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Contract Sum ($)</th>
<th>Date Commenced</th>
<th>Date Completed</th>
<th>Client and Location of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Experience of the key personnel of the tenderer in the type of work it would be required to perform under this contract.

<table>
<thead>
<tr>
<th>Name and Position</th>
<th>Client and Location of Work</th>
<th>In what capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Financial referees (list details)

<table>
<thead>
<tr>
<th>Banks or other financial institution from which references may be obtained:</th>
<th>Contact person</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Professional referees (list details)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organisation</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Tenderer: ..........................................................................................................

Signed: ......................................................................................................................
## Schedule 22 - Management / Supervisory Personnel

*(To be submitted with Tender)*

<table>
<thead>
<tr>
<th>Designation (Name and Qualifications/Experience)</th>
<th>Numbers</th>
<th>Contract Commitment (% figure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Project Foreman / Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. OH&amp;S Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Surveyor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Project Manager - to have principal responsibility for the project and able to take general control of the project, visiting the site regularly.

2. Project Foreman / Supervisor - to be competent to direct the whole of the workforce on site, shall be allocated wholly to the project and shall normally be resident on site throughout working hours.

3. OH&S Officer - to be experienced in OH&S issues.

4. Surveyor - to be experienced and able to take control of all project surveying requirements.

Name of Tenderer: .................................................................

Signed: ..............................................................................
### Schedule 23 - Subcontractors / Sub-Consultants

*(To be submitted with Tender)*
*(Make copies of this schedule if more space is required)*

Sub-Consultant/s Nominated for Design Work or
Subcontractor/s Nominated for Construction Works

<table>
<thead>
<tr>
<th>Company 1</th>
<th>Subcontractor or Sub-consultant</th>
<th>Subcontractor ☐ Sub-consultant ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company 2</th>
<th>Subcontractor or Sub-consultant</th>
<th>Subcontractor ☐ Sub-consultant ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company 3</th>
<th>Subcontractor or Sub-consultant</th>
<th>Subcontractor ☐ Sub-consultant ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company 4</th>
<th>Subcontractor or Sub-consultant</th>
<th>Subcontractor ☐ Sub-consultant ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person to be used and position</td>
<td></td>
</tr>
</tbody>
</table>

Name of Tenderer: ..............................................................

Signed: .............................................................................
Schedule 24 - Statement from Design Engineer

(To be submitted with Tender)

Contract No. 2020-009

Professional Engineer Details:

Company / Firm Name: .................................................................

Civil Engineer Name: .................................................................

Qualifications: ..............................................................................

Address: ......................................................................................

Telephone: ...................................................................................

Facsimile: ......................................................................................

Professional Indemnity Insurance:

Insurer: ...........................................................................................

Minimum Limit: $5,000,000

Expiry Date: ..................................................................................

I/We hereby acknowledge that:

1. The tender documents have been examined
2. If the tenderer is successful, an agreement shall be signed with the Contractor to perform the work as required by the Specification.
3. I/We are to provide technical assistance, advice, instruction and/or supervision to the Contractor as necessary to perform to the Specification.

Authorised:

Signature of Engineer: .....................................................................

Full name of Engineer: .....................................................................

Title: ..............................................................................................

Dated this: ......................... day of ........................................, 2019.
Schedule 25 - Statement from Certifying Engineer

*(To be submitted with Tender)*

**Contract No. 2020-009**

**Professional Engineer Details:**

*Company / Firm Name:* .................................................................

*Civil Engineer Name:* .................................................................

Qualifications: .................................................................

NPER No. .................................................................

IEAust Membership No. .................. .................................................................

Address: .................................................................

Telephone: .................................................................

Facsimile: .................................................................

**Professional Indemnity Insurance:**

*Insurer:* .................................................................

*Minimum Limit:* $1,000,000

*Expiry Date:* .................................................................

I/We hereby acknowledge that:

1. The tender documents have been examined
2. If the tenderer is successful, an agreement shall be signed with the Contractor to perform the work as required by the Specification.
3. I/We are to inspect and certify work performed by the Contractor including certifying each progress payment (refer appendix 6) confirming that all works claimed have been completed to the Specification.
4. I/We are to provide technical assistance, advice, instruction and/or supervision to the Contractor as necessary to perform to the Specification.
5. The Certifying Engineer must be a member of the Institute of Engineers Australia and the National Professional Engineers Register.

**Authorised:**

*Signature of Engineer:* .................................................................

*Full name of Engineer:* .................................................................

*Title:* .................................................................

*Dated this:* ......................... day of ................................................., 2019.
Schedule 26 - Statement from Proof Engineer

(To be submitted with Tender)

Contract No. 2020-009

Proof Engineer Details:

Company / Firm Name: ……………………………………………………………………………………

Civil Engineer Name: ……………………………………………………………………………………

Qualifications: ……………………………………………………………………………………………

Address: …………………………………………………………………………………………………

………………………………………………………………………………………………

Telephone: ……………………………………………………………………………………………

Facsimile: ……………………………………………………………………………………………

VicRoads Prequalification:

Category: ………………………………………………………………………………………………

Maximum Limit: ………………………………………………………………………………………

Expiry Date: ……………………………………………………………………………………………

I/We hereby acknowledge that:

1. The tender documents have been examined
2. If the tenderer is successful, an agreement shall be signed with the Contractor to perform the work as required by the Specification.
3. I/We are to Proof Engineer the bridge design and computations performed by the Contractor in accordance with VicRoads requirements and the Specification.

Authorised:

Signature of Engineer: …………………………………………………………………………………...

Full name of Engineer: ……………………………………………………………………………………

Title: ………………………………………………………………………………………………………

Dated this: ……………………… day of …………………………, 2019.
### Schedule 27 - Gravel Pit Information

*(To be submitted with Tender)*

*(Make copies of this schedule if more space is required)*

<table>
<thead>
<tr>
<th>Gravel Pit Name:</th>
<th>……………………………………………………………………………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Location / Address:</strong></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Operator:</strong></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Telephone Number:</strong></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Permit Number:</strong> Attach copy of Work Authority approval to extract material</td>
<td></td>
</tr>
<tr>
<td>5. <strong>Permit Expiry Date:</strong></td>
<td></td>
</tr>
<tr>
<td>6. <strong>Approximate Gravel Reserve Quantity:</strong></td>
<td></td>
</tr>
<tr>
<td>7. <strong>Parts of contract to be supplied from this pit</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gravel Pit Name:</th>
<th>……………………………………………………………………………………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Location / Address:</strong></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Operator:</strong></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Telephone Number:</strong></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Permit Number:</strong> Attach copy of Work Authority approval to extract material</td>
<td></td>
</tr>
<tr>
<td>5. <strong>Permit Expiry Date:</strong></td>
<td></td>
</tr>
<tr>
<td>6. <strong>Approximate Gravel Reserve Quantity:</strong></td>
<td></td>
</tr>
<tr>
<td>7. <strong>Parts of contract to be supplied from this pit</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Name of Tenderer:** .................................................................

**Signed:** ............................................................................
Schedule 31 - Occupational Health & Safety Management System Questionnaire

(To be submitted with Tender)

This questionnaire forms part of Council’s tender evaluation process and is to be completed by Tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderers OHS management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

Are you pre-qualified with Wellington Shire Council?  
If YES, you are not required to complete this schedule.

Questionnaire

<table>
<thead>
<tr>
<th>1</th>
<th>OHS Policy and Management</th>
</tr>
</thead>
</table>
| 1.1 | Is there a written company health and safety policy?  
If yes provide a copy of policy. |
| 1.2 | Does the company have an OHS Management System certified by a recognised independent authority (eg: SafetyMAP)?  
If Yes provide details. |
| 1.3 | Is there a company OHS Management System manual or plan?  
If yes provide a copy of contents page(s). |
| 1.4 | Are health and safety responsibilities clearly identified for all levels of staff? |

Name of Tenderer: ........................................................................................................

Signed: ...................................................................................................................

YES / NO

If YES, you are not required to complete this schedule.
### Schedule 31 (Continued)

2 **Safe Work Practices and Procedures**

2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?  

2.2 Does the company have any permit to work systems?  

2.3 Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company?  

2.4 Are there procedures for storing and handling hazardous substances?  

2.5 Are there procedures for identifying, assessing and controlling risks associated with manual handling?  

3 **OHS Training**

3.1 Does your company provide health and safety training?  

3.2 Is a record maintained of all training and induction programs undertaken for employees in your company?  

4 **Health and Safety Workplace Inspection**

4.1 Are regular health and safety inspections at worksites undertaken?  

4.2 Are standard workplace inspection checklists used to conduct health and safety inspections?  

4.3 Is there a procedure by which employees can report hazards at workplaces?  

5 **OHS Performance Monitoring**

5.1 Is there a system for recording and analysing health and safety performance statistics?  

   *If Yes, provide details.*

5.3 Has the company ever been convicted of an occupational health and safety offence?  

   *If Yes, provide details.*

Name of Tenderer:  

Signed:
6 Company References

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

<table>
<thead>
<tr>
<th>Contract Description</th>
<th>Contract 1</th>
<th>Contract 2</th>
<th>Contract 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of lost time injuries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of person days on contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total days lost due to injuries</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Tenderer: ........................................................................................................

Signed: ..................................................................................................................
# Part C - Specification

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Section Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Provisions</td>
</tr>
<tr>
<td>2</td>
<td>Design of Replacement Structure</td>
</tr>
<tr>
<td>3</td>
<td>Demolition of the Existing Structure</td>
</tr>
<tr>
<td>4</td>
<td>Construction of Replacement Structure</td>
</tr>
<tr>
<td>5</td>
<td>Construction of Bridge Approaches</td>
</tr>
</tbody>
</table>
Section 1 – General Provisions

1.1 General Conditions of Contract

The General Conditions of Contract apart from the conditions relating to Occupational Health and Safety shall be the Australian Standard General Conditions of Contract AS4902 - 2000, including Annexures A and B and Council’s Standard Formal Instrument of Agreement. (see Part E of this Contract.)

1.2 Nature of Contract

1.2.1 The contract is a Lump Sum contract with no provisions for rise and fall of prices.
1.2.2 The Contractor must provide and pay for all services associated with the performance to fulfil the requirements of this Contract, unless specifically excluded in another section of this document.
1.2.3 Variations to quantity of scheduled works will be varied at the rate provided in the schedule at the time of tendering.
1.2.4 Piling payments shall be in accordance with Schedule 10 for actual quantities.

1.3 Commencement of Contract and Possession of Site

1.3.1 The Contractor must commence works no more than 14 days from the Date of Acceptance of the Tender.
1.3.2 The Contractor will have access to the site from the Date of Acceptance of the Tender in order to measure up and confirm dimensions for ordering materials and manufacture of components.
1.3.3 Works shall only commence on the following conditions being satisfied:
   • provision of Certificate of currency for Public Liability Insurance;
   • provision of Certificate of currency for Workers’ Compensation Insurance;
   • provision of insurance policy covering loss or damage to works;
   • Professional Indemnity.
   • provision of security;
   • provision of a construction program;
   • provision of a monthly cashflow;
   • provision of access routes details;
   • provision of gravel test results;
   • provision of a Traffic Management Plan;
   • provision of a Site Management Plan;
   • attendance at a pre-works commencement meeting on site;
   • provision of design documents & computations, with Proof Engineering Certificate; and formal council adoption of design.
   • issue of a Notice of Possession of Site

1.4 Correspondence

All correspondence shall be addressed to the Superintendent and shall quote the Contract number.

1.5 Program and Cashflow

1.5.1 Within fourteen (14) days after date of acceptance of tender and prior to commencement of works, the Contractor shall submit to the Superintendent for review a construction program (critical path shown) and cashflow which takes into account the requirements of the Contract.
1.5.2 The Contractor shall immediately notify the Superintendent of any delays or likely delays and confirm in writing within two (2) days.
1.6 Security and Retention

1.6.1 Prior to commencement of works on site, the Contractor shall provide and maintain 5% of the contract sum as security for the Contract. This 5% will be provided in the form of a bank guarantee with no sunset clause.

1.6.2 With the issue of the certificate of practical completion, the 5% security will convert to 5% retention and be retained until the expiry of the defects liability period.

1.7 Meetings

1.7.1 Within seven (7) days after date of acceptance of tender, the Contractor’s project staff and Certifying Engineer shall attend a Post Award meeting at the Council offices in Sale at a date and time to be agreed with the Superintendent. The meeting shall be chaired by the Superintendent and the minutes shall be recorded and distributed by the Superintendent. The Certifying Engineer will be required to provide additional hold points than those detailed in Section 1.13, as required to meet his/her obligations under the Contract.

1.7.2 During the design and construction phase of the Works, the Contractor’s project staff may be required to attend Contract meetings at the Council offices in Sale at a recurring date and time to be agreed with the Superintendent. The meetings shall be chaired by the Superintendent and the minutes shall be recorded and distributed by the Superintendent. The frequency of these meetings shall be determined at the Post Award Meeting.

1.7.3 Within fourteen (14) days prior to the dates of practical completion and the end of the defects liability period, the Contractor’s project staff may be required to attend meetings at the Council offices in Sale at a date and time to be agreed with the Superintendent. The meeting agenda will include outstanding items and a review of the Contractor’s quality of work on the Contract. The meeting shall be chaired by the Superintendent and the minutes shall be recorded and distributed by the Superintendent.

1.7.4 The Superintendent shall provide standard meeting agenda.

1.8 Public Contact / Notification

1.8.1 The Contractor shall give the required prior notice to the Superintendent as listed below where public disruption is likely to be significant:

<table>
<thead>
<tr>
<th>Event</th>
<th>Notice Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delays in excess of 30 minutes</td>
<td>2 working days notice to the Superintendent</td>
</tr>
<tr>
<td>Disruption to property access</td>
<td>2 working days notice to property owners &amp; the Superintendent</td>
</tr>
<tr>
<td>Closure of half of road</td>
<td>5 working days notice to the Superintendent</td>
</tr>
<tr>
<td>Closure of whole of road</td>
<td>5 working days notice to the Superintendent</td>
</tr>
</tbody>
</table>

1.8.2 The Contractor shall demonstrate an appropriate level of courtesy to both users of the road and abutting property owners during the course of the work. Where reasonable, issues raised by road users or property owners shall be resolved by the contractor, and otherwise documented and submitted to the Superintendent for information.

1.8.3 The contractor shall be responsible for liaising with all affected property owners prior to commencement of any works relating to driveway access, culverts, mail boxes and other private structures. This is necessary, as all of these structures are the property of the adjacent owner.

1.9 Quality Records

1.9.1 The Contractor shall obtain and maintain sufficient documentation and test records to ensure the Works comply with this Specification. Such documentation shall include, but not limited to, the following:

- Statutory authority’s approvals
- Concrete Mix design
- Pre concrete pour checklist
- Concrete test results
- Pavement compaction test results
- Gravel test results
- Supplier Q.A. documentation
- As constructed plans
1.9.2 The Contractor shall submit originals of all Quality Records to the Superintendent at Practical Completion or when requested by the Superintendent.

1.10 Superintendent Inspections and Audits

1.10.1 The Superintendent and his/her representatives may carry out non safety related inspections or audits as necessary to ensure that the Contractor is performing to Specification.

1.10.2 The Principal may use these inspections and audits to assess future tender submissions by the Contractor.

1.11 Contractor Inspections & Reporting

1.11.1 Contractor responsibilities include, but are not limited to, the following:
- Ensure that all work is performed to specification
- Ensure that all work is performed in accordance with OH&S requirements and with road safety / traffic management requirements
- Ensure that all work is performed in accordance with Appendix 3: Environmental Management Specification for Roadwork Projects.
- Check the extent of work completed is according to the program provided
- Report any nonconforming work
- Maintenance of Quality Records

1.12 Hold Points

1.12.1 The Contractor shall be aware of all hold points and contact the Superintendent for approval to proceed past hold points listed below or listed elsewhere in these tender documents.
- Prior to concrete pours
- Prior to sealing (if required)

Others may be nominated, by the Superintendent, at the Post Award Meeting and during the course of the contract where required.

1.12.2 The Contractor shall allow for at least two (2) working days of prior notice to the Superintendent of the Hold Point and allow for one (1) working day for the Superintendent or his representative to attend the site and inspect work.

1.12.3 If after providing the prior notice required and the Superintendent does not attend the site for inspection, the Contractor has the right to proceed without approval from the Superintendent.

1.13 Hours of Work

1.13.1 The Contractor shall carry out works within the hours set out below to complete the Contract:
- 7:00am – 6:00pm Monday to Friday
- 7:00am – 1:00pm Saturday

1.13.2 Any request for work outside these hours must be made in writing and approved by the Superintendent.

1.13.3 It shall be the Contractor’s responsibility to ensure it complies with all legislative requirements regarding hours of work.

1.14 Location and Modification/Protection of Services

1.14.1 The Contractor shall be responsible for determining the location of all services within the works site prior to commencing works on-site.

1.14.2 The contractor is to inform themselves of any issues with regard to services. They are to allow for costs of removal/modification/protection and reinstatement as part of the contract where necessary. If protection of powerlines is necessary during construction period, this is to be costed and organised by the contractor as part of the contract.
1.14.3 All works related to services are the responsibility of the contractor. All statutory authorities and/or owners are to be negotiated with directly by the contractor as required for the completion of this project.

1.15 Setting Out the Works
1.15.1 The Contractor shall be responsible for setting out the works.

1.16 Site Facilities
1.16.1 The Contractor shall provide all site facilities as required for completion of the contract. In locating these site facilities the contractor shall have regard for all requirements relating to public amenity and access as required.

1.17 Traffic Management / Detour
1.17.1 Prior to commencement of works, the Contractor shall submit a Traffic Management Plan to the Superintendent for informational purposes only.
1.17.2 The Contractor is responsible for ensuring that all works comply with the Road Management Act 2004, the Road Management Act 2004 Worksite Safety – Traffic Management Code of Practice, and the submitted Traffic Management Plan.
1.17.3 The contractor is to provide and maintain the detour / access track around the works site as detailed in appendix 4. This signage must be maintained for the duration of the road closure.
1.17.4 Each detour sign must be accompanied by an information sign advising of the site of the closure.

1.18 Site Management & Environmental Guidelines
1.18.1 The Contractor shall submit a Site Management Plan to the Superintendent for informational purposes prior to commencement of works.
1.18.2 The site management plan must comply with all obligations including the following items;
   1.13.2.1 Council’s Environmental Management Specifications for Roadwork Projects (Appendix 3);
   1.13.2.2 The Aboriginal Heritage Act;
   1.13.2.3 All other Items as required by legislation and this specification.

1.19 Reinstatement
1.19.1 It shall be a requirement of this Contract that on practical completion, all operational areas shall be reinstated or made good to their original condition prior to commencing works.
1.19.2 It shall be a requirement of this Contract that prior to commencing works, an on-site inspection shall be undertaken by the Contractor, the Superintendent and other Council representatives to record existing site conditions and to determine acceptable rehabilitation methods for operational areas after completion of works.
1.19.3 It shall be the responsibility of the Contractor to store in appropriate conditions and to reinstate all letterboxes, signage and other roadside facilities, which were removed by the Contractor to facilitate construction works.
1.20 Access Routes to Site

1.20.1 The Contractor may be responsible for any damages to roads used as access routes to the site.

1.20.2 Prior to commencement of work, the Contractor shall, for informational purposes only, provide the following:
   - Details of access routes to be used, including, but not limited to, those for transportation of gravel, beams, concrete etc; and
   - Details of measure to minimise risk, dust and inconvenience to road users and residences on the access routes.

1.21 Supply of Materials

1.21.1 All materials and workmanship shall be the respective kinds as described in the Drawings and/or Specification or, if not fully described, shall be in accordance with the relevant standard of the Standards Association of Australia.

1.22 De-watering

1.22.1 During the course of the work the Contractor shall divert all surface runoff water from the site necessary for the proper execution of the works, and provide, install and maintain all pumping plant and temporary diversion works necessary to keep the work site dry.

1.23 Work to be Done by Others

1.23.1 The Council reserves the right to perform work or award other Contracts for works on or adjacent to the site.

1.23.2 If the above occurs, the Contractor shall be required to cooperate with all other Contractors and other work forces so as to avoid delay or hindrance to their work and to ensure that all work is performed expeditiously.

1.24 Defects Liability Period

1.24.1 The Defects Liability Period shall be as shown in Part E - General Conditions of Contract.

1.24.2 During the defects liability period, the Contractor shall regularly check the works and make good any washouts, sunken areas and any other defects that become obvious, or are brought to the attention of the Contractor, all to the satisfaction of the Superintendent.

1.24.3 The Superintendent may instruct the Contractor to perform urgent maintenance works, where in the opinion of the Superintendent there is a defect.

1.24.4 If the Superintendent determines the defect requires immediate action and the Contractor is unavailable, the Council reserves the right to undertake remedial works and the cost of these works shall be a deduction from monies held in retention/security under the Contract.

1.25 Principal to be Indemnified

1.25.1 The Contractor shall keep the Principal indemnified against any legal liability, loss, claim or proceedings for personal injury to or any death of any person or for damage to property arising from the carrying out of the Works, except loss or damage caused by any negligent act, omission or default of the Principal, his servants, or agents.
1.26 Safety and Protection of Works, Roadside Assets, and Private Property

1.26.1 The Contractor shall provide, erect and maintain all barricades, guards, fences, temporary roadways, footpaths, signs and lighting. The Contractor shall provide and maintain all traffic warnings lawfully required by public or other authority or necessary for the protection of the Works or of other property or for the safety and convenience of the public and others and shall remove them when no longer required. Where reasonably practical, the Contractor will fill all trenches and excavations at the end of the working day.

1.26.2 Any damage to assets on or adjacent to the work site that results from the actions of the Contractor or agents of the Contractor beyond that necessary for the execution of the works shall be repaired by the Contractor at the Contractor’s cost to the satisfaction of the Superintendent.

1.26.3 The Contractor shall take all reasonable care to protect private property from damage during the course of the works including gates, trees, fences, culverts and access tracks. Any damage that results from the actions of the Contractor or agents of the Contractor shall be repaired or reinstated by the Contractor at the Contractor’s cost to the satisfaction of the Superintendent.

1.27 Statutory Rules

1.27.1 The Contractor shall comply with the Occupational Health & Safety Act 2004, the Occupational Health & Safety Regulations 2017 and all other relevant statutory documents in respect of the work.

1.27.2 Other statutory requirements include, but are not limited to:
- the Mines Act 1958;
- Equipment (Public Safety) Act 1994;
- Equipment (Public Safety) Regulations 2017;
- Australian Standards as in force from time to time including:
  - AS2211.2-2004: Laser Safety
  - AS2397-2015: Safe use of lasers in the building construction industry
  - AS1270-2002 Acoustics - Hearing protectors;
  - AS1336-2014 Eye and Face Protection;
  - AS1715-2009: Selection, Use and Maintenance of Respiratory Protective Equipment;
  - AS1801-1997: Occupational Protective Helmets;
  - AS2161-1-2016: Occupational Protective Gloves;
  - AS2210.1-2019: Occupational Protective Equipment -Safety Footwear;
  - AS4501.2-2006: Occupational Protective Clothing;

1.27.3 The Contractor shall take all reasonably practicable measures to minimise the risk to the Contractor’s staff, employees, sub-contractors, employees of the Principal, the Superintendent and the general public.

1.27.4 The Contractor shall provide information, instruction, training and supervision to all employees of the Contractor and any sub-contractors engaged by the Contractor in safe work practices and the requirements of relevant Regulations, Compliance Codes made under the Occupational Health & Safety Act 2004 and other Standards as far as reasonably practicable.

1.28 Role of Contractor’s Design Engineer

The Contractor shall engage a qualified Civil Engineer who shall provide professional services to the Contractor as follows:
- Structural design computations, plans and specifications;
- Technical assistance to the Contractor;
• Advice, solutions, instruction and/or supervision; as necessary to ensure works are carried out and completed in accordance with the Contract. This service shall continue until the issue of the Final Certificate by the Superintendent.

Role of Contractor’s Certifying Engineer

1.29.1 The Contractor shall engage a qualified Civil Engineer who shall provide professional services to the Contractor as follows:
• Technical assistance to the Contractor;
• Advice, solutions, instruction and/or supervision;
• Certify each progress payment confirming that all works claimed have been completed to the Specification; (refer appendix 6) as necessary to ensure works are carried out and completed in accordance with the Contract. This service shall continue until the issue of the Final Certificate by the Superintendent.

1.29.2 The Contractor shall provide a letter of certification to the Superintendent (refer appendix 6) from the Certifying Engineer at Practical Completion to state that all works performed by the Contractor have complied with this specification and design drawings and all relevant Australian and Victorian standards, Austroads and VicRoads Codes and Statutory requirements for the scope described.

1.29.3 The Certifying Engineer must be a member of the Institute of Engineers Australia or equivalent professional association and listed on the National Professional Engineering Register.

1.30 Role of Proof Engineer

1.30.1 The Contractor shall engage a qualified Proof Engineer who will provide an independent check of the bridge and its components and shall provide a proof engineering certificate to certify that the bridge and its components comply with the relevant legislations, codes and standards.

1.30.2 The Proof Engineer must be pre-qualified by VicRoads.
Section 2 - Design of Replacement Structure

2.1 General
2.1.1 The Contractor shall be responsible for all technical and engineering design aspects of the works to ensure compliance with all relevant Australian and Victorian standards and codes, Austroads and VicRoads codes, and statutory requirements for the scope of the contract.

2.1.3 The structure shall also be designed to meet the specific requirements of the following clauses in this section.

2.2 Survey
2.2.1 An existing conditions survey has been performed by Council to establish reference levels and bridge alignment. This information is available from Council upon request.

2.3 Structure
2.3.1 The bridge structure shall be designed to satisfy the following criteria:

### 2.3.1. Orrs Bridge No.3 Renewal – 2020-009

<table>
<thead>
<tr>
<th>Design Life</th>
<th>100yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road and Bridge Alignment</td>
<td>The alignment of the new structure shall be in accordance with the horizontal and vertical alignment provided by Council.</td>
</tr>
<tr>
<td>Piling</td>
<td>Steel ‘H’ section or Concrete Piles Exposure classifications: Concrete – B1 (AS5100.5 clause 4.3) Steel - 1.5mm total corrosion allowance for each face (AS5100.3 clause 9.4)</td>
</tr>
<tr>
<td>Abutments</td>
<td>Insitu concrete abutments. Backfilled with no fines concrete.</td>
</tr>
<tr>
<td>Piers</td>
<td>Single Concrete Pier Piles to pile caps, piers to crosshead</td>
</tr>
<tr>
<td>Type of structure</td>
<td>Single Span Steel Bridge is the preferred type. Concrete Deck</td>
</tr>
<tr>
<td>Invert Level</td>
<td>The existing stream invert level is to be maintained.</td>
</tr>
<tr>
<td>Loading</td>
<td>The bridge structure shall be designed for the effects of the SM1600 Highway Loading and the appropriate fatigue loading spectrum. Design is to include overtopping of the bridge by flood water.</td>
</tr>
<tr>
<td>Waterway Area</td>
<td>The current waterway area must be maintained or increased in the new structure.</td>
</tr>
<tr>
<td>Width</td>
<td>4.5 metres clear width.</td>
</tr>
<tr>
<td>Length</td>
<td>Most economical length balancing abutment height and bridge length to maintain the existing water-way profile. Minimum span between abutments to be 9.0m in length.</td>
</tr>
<tr>
<td>Deck level / Road Surface Level</td>
<td>To match the Council designed vertical and horizontal alignments.</td>
</tr>
<tr>
<td>Wearing Course</td>
<td>Refer to Deck</td>
</tr>
<tr>
<td>Approach Barrier Railing</td>
<td>Road Safety Barriers and anchorages meeting GREAT TL3 requirements, VicRoads Design Note 0604, installed to VicRoads standards, in accordance with Council Design.</td>
</tr>
<tr>
<td>Bridge Barrier Railing</td>
<td>Box Section – In accordance with AS5100 Regular traffic performance level. Minimum 840 mm high.</td>
</tr>
<tr>
<td>Erosion Control</td>
<td>Provide erosion control and protection at abutments and pile caps.</td>
</tr>
<tr>
<td>Max. design speed on alignment</td>
<td>100 kph</td>
</tr>
<tr>
<td>Tolerances</td>
<td>± 10mm from design</td>
</tr>
<tr>
<td>Temporary Detour</td>
<td>As per Detour Plan in Appendix 4 Drawing No. 2018-018DP</td>
</tr>
<tr>
<td>Approach Signage</td>
<td>Design must include Principal’s linemarking and signage plan.</td>
</tr>
</tbody>
</table>
2.4 Other design considerations

2.4.1 Provision must be made for the protection of the upstream banks adjacent to the structure to prevent erosion.

2.5 Design Documentation

2.5.1 All design drawings submitted to the Superintendent shall conform to Drawings and Design Standards as listed in Appendix 2.

2.5.2 The Contractor shall submit a set of preliminary design drawings, including piling layout design, to the Superintendent, to be endorsed, prior to commencing construction drawings.

2.5.3 The Contractor shall submit the endorsed preliminary design drawings plans to all affected statutory authorities for comment. The Contractor shall be responsible for all amendments to drawings required by affected statutory authorities.

2.5.4 The Contractor shall submit a complete set of construction drawings, certified by the Proof Engineer, to the Superintendent within sixty (60) days of the date of acceptance of tender.

2.5.5 The Proof Engineer shall certify the drawings in accordance with VicRoads requirements. Certification documentation shall be forward to the Superintendent.

2.5.6 Construction drawings will include layout and locality plans, longitudinal and cross sections, elevations, detailed drawings and all other drawings required to construct the proposed bridge structure as specified.
Section 3 – Demolition of the Existing Bridge Structures

3.1 General
3.1.1 The existing timber and/or steel bridge shall be demolished/dismantled as part of this Contract.
3.1.2 The method of demolition/dismantling shall be determined by the Contractor and will be programmed to occur in a logical sequence to allow for the commencement of works and shall allow for the careful removal of solid members to be retained for the Principal in line with clause 3.2.1.

3.2 Existing Bridge Materials
3.2.1 Major structural components, including steel stringers and solid sound timbers shall remain the property of the Principal.
3.2.2 The Contractor shall carefully dismantle, pack, transport and unload timber components at the nearest Council Depot in Maffra/Yarram/Sale to maximise the quantity of timber salvaged.
3.2.3 The Contractor shall carefully dismantle, pack, transport and unload steel components at the Maffra/Yarram Depot to maximise the quantity of steel salvaged.
3.2.4 All materials shall become the property of the Contractor and shall be disposed of appropriately by the Contractor.
3.2.5 All salvaged and surplus materials shall be removed from the site of the works.
3.2.6 No burning on site is permitted.
Section 4 – Construction of the Replacement Structure

4.1 General

4.1.1 The Contractor shall construct the new culvert on the design alignment, following demolition of the existing structure.

4.1.2 The replacement structure shall be constructed in accordance with the endorsed construction drawings and specifications.

4.1.3 The Contractor shall have access to a qualified civil engineer who shall provide technical assistance, advice, instruction and/or supervision to the Contractor as necessary, to ensure works are carried out in accordance with the construction drawings and specifications.

4.2 Construction Method

4.2.1 The method of construction shall be determined by the Contractor in consultation with the Design Engineer.

4.2.2 The Contractor shall be responsible for all effects of the proposed works on traffic conditions and shall be required to rectify any problems arising from the works.

4.3 Piling

4.3.1 The Contractor shall provide and drive piles in accordance with the proof certified design and computations.

4.3.2 The Contractor shall supply a rate to cover all fixed costs associated with installing the nominated amount of piling in the schedule. This item shall cover all costs associated with but not limited to the following:

- Mobilisation
- Demobilisation

4.3.3 The Contractor shall supply a rate to cover all variable costs associated with piling which shall be used to determine the final cost of piling relative to the nominated amount stated in the tender schedules. This rate will be used to increase or reduce the total cost of piling in accordance with the final driven length of piling. This variable rate shall include all costs associated with piling including connections, materials, labour, supervision & plant hire etc. Pile length will be measured from the toe of pile to the cut-off height of the pile, as required by design. No allowance will be made for pile wastage.

4.3.4 The existing bridge site has exposed rock outcropping. Subsequently alternative means of construction may be required to provide abutment foundations. Tenderers are required to provide details of any proposed designs.

4.4 Materials

4.6.1 All materials used in the construction of bridges are to be new and satisfy the requirements of relevant standards and codes.
Section 5 – Construction of Bridge Approaches

5.1 General

5.1.1 All works and testing shall be carried out in accordance with this specification and with VicRoads Standard Specifications.

5.2 Bridge Approaches

5.2.1 The Contractor shall construct the new approaches as required by the adopted construction drawings and specification.

5.2.2 Road construction shall be in accordance with the construction drawings and specifications.

5.2.3 For sealed roads approaching the bridge, the road shall consist of a class 2 crushed rock pavement with a 50mm asphalt overlay (Class N), to match into the existing road, in accordance with the requirements of this Contract.

5.2.4 Sealed road pavement shall consist of 300mm compacted depth class 2 crushed rock to the widths as shown on the adopted construction drawings. Pavement shoulders of 150mm compacted depth class 2 crushed rock to a width of 1.2m unless otherwise shown on the drawings.

5.2.5 For unsealed roads approaching the bridge, the road shall consist of a 300mm compacted depth of gravel or crushed rock pavement sealed with 30 mm Class N asphalt for 30 metres from each abutment, as shown on the adopted construction drawings. Pavement shoulders of 150 mm compacted depth gravel/crushed rock to a width of 1.5 m unless otherwise shown on the drawings.

5.2.6 Approach barrier/guard rail shall be constructed as shown on the adopted construction drawings and specifications.

5.2.7 Linemarking, signage and guideposts shall be located as shown on the adopted construction drawings, if required.

5.2 Clearing and Grubbing

5.2.1 Description

Clearing and grubbing shall consist of the removal and proper disposal of all trees, brush, stumps, logs, grass, weeds, roots and all decayed vegetable matter, pole stumps, and all other objectionable matter resting on, near to or protruding through the surface of the original ground over the specified area. It shall also include the removal of buildings as required, concrete paving and foundations from all areas, and the removal and proper disposal of all obstructions including kerbs, kerbs and channels, drainage pits, fences and any old or incidental structures within the specified area which will conflict or interfere with construction.

5.2.2 Area

The area to be cleared and grubbed shall comprise the minimum area required for completion of road works included in the contract as detailed on the drawings.

5.2.3 Clearing

It is desirable to retain as much of the existing vegetation on the site as is possible, however removal of some vegetation will be necessary to allow access for machinery and clearing of areas where earthworks will take place. Where shown on the plans, the surface shall be completely cleared of all perishable or objectionable vegetable matter and all obstructions, as herein before specified. No trees shall be removed or trimmed without the prior consultation with the Superintendent. Trees shall be felled within the area to be cleared in such a manner as to avoid damage to property outside this area.

All timber, scrub and debris shall become the property of the Contractor.
5.2.4 **Grubbing**
Where deemed necessary, the surface shall be grubbed free from heavy grass, vegetation, decayed stumps, roots and other perishable matter. Within the areas where excavation will be made, all stumps, roots and other objectionable material shall be removed and refilled and compacted to the same degree as the surrounding area.

5.2.5 **Sediment Pollution Control**
Sediment pollution control shall be undertaken in compliance with EPA publication No. 275, Construction Techniques for Sediment Pollution Control.

5.2.6 **Removal and Disposal of Materials**
All debris removed in clearing and grubbing shall be removed from the site of the work in advance of construction operations. Adjacent areas shall be left with a neat and finished appearance free from unsightly debris. No accumulation of inflammable material shall be permitted to remain on or adjacent to the above areas. Cleared and grubbed material shall not be stacked or burned on site.

5.3 **Earthworks**

5.3.1 **Description**
The work under this section of the Contract shall consist of the preparation of all areas to be developed. Stripping of topsoil, cutting, filling, transporting, spreading, stockpiling, conditioning, backfilling, compacting, grading and all other subsidiary operations necessary to complete the earthworks.
The earthworks will incorporate the following items, which have been listed below:
Formation of the road pavement to boxing levels including the formation of table drains and batters in accordance with the drawings.

5.3.2 **Site Tidiness**
The Contractor shall ensure at all times that earthworks operations are carried out in a systematic, orderly and tidy manner. The Contractor shall be responsible for control of dust and protection of completed work.

5.3.3 **Excavation**
Excavation shall consist of excavation, removal and disposal of all excess materials from within the limits of the works, including such excavation as is necessary for the construction of the road.
Material removed from the excavation and considered suitable for re-use as fill by the Contractors Superintendent, may be used as far as practicable in the formation of batters and embankments.

5.3.4 **Removal of Soft or Unsuitable Material**
Soft, wet or unstable areas of depths exceeding 150mm below the designed levels, which exist or develop during construction, shall be excavated and replaced with approved stable materials.

5.3.5 **Filling**
Fill construction includes the preparation of all areas upon which fill is to be placed, the preparation, selection and supply of materials, the formation and compaction of the fill.
Imported material to be used as fill shall:

- consist of materials free from logs, stumps and weeds or other perishable matter, as approved by the Superintendent;
- not exceed 40mm maximum size and have a minimum CBR of 20;
- have a moisture content of the fraction passing the 19.0mm sieve in the range of 95% to 105% of the optimum moisture content obtained in the Standard Compaction Test AS 1289.5.1:2017

5.3.6 Placing of Filling

Areas upon which fills will be constructed shall first be cleared and grubbed as detailed in Section 3.2 and shall have topsoil stripped and stockpiled for re-use. The total area on which filling is to be placed shall be compacted to produce a minimum of 95% of Standard Compaction in the top 150mm.

Earthworks shall be finished reasonably smooth and uniform to the slopes.

5.3.7 Compaction of Earthworks

Compaction of earthworks shall include the compaction of all fill material to VicRoads standards. All compaction shall be carried out using rollers and plate vibrators appropriate for the material being compacted.

5.4 Gravel Material

5.4.1 Road pavement gravel shall be imported to the site from a licensed gravel extraction pit or other approved source.

5.4.2 The gravel shall consist of natural or artificially mixed aggregate or granular material of hard durable particles and soil or other binder such that the mixture complies with the requirements for grading and physical properties as set out in Tables 6.1, 6.2 & 6.3 below.

5.4.3 The material shall be free from vegetable matter and lumps or balls of clay or other deleterious matter.

5.4.4 Oversized material encountered in deposits from which gravel is produced shall be removed by screening or shall be crushed to the required size.

Oversized material encountered in deposits on site shall be removed.

Table 6.1: Physical Properties

<table>
<thead>
<tr>
<th>All Passing Sieve Size AS (mm)</th>
<th>Liquid Limit (%) Max</th>
<th>Plasticity Index (min)</th>
<th>Plasticity Index x 0.425 mm (max) % passing</th>
<th>Texas Ball Mill (max)</th>
<th>California Bearing Ratio * (%/min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.5</td>
<td>25</td>
<td>0</td>
<td>10</td>
<td>40</td>
<td>200</td>
</tr>
</tbody>
</table>

* Value applicable to material passing 19.0 mm sieve: initially at optimum moisture content and 95% of maximum dry density as determined by test using Modified Compactive effort, but then soaked for 4 days prior to the CBR test.
Table 6.2: Grading Requirements (percentage passing by mass)

<table>
<thead>
<tr>
<th>Sieve Size - AS Sieve (mm)</th>
<th>150</th>
<th>75</th>
<th>37.5</th>
<th>26.5</th>
<th>19.0</th>
<th>13.2</th>
<th>9.50</th>
<th>4.75</th>
<th>2.36</th>
<th>0.425</th>
<th>0.075</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>100</td>
<td>95</td>
<td>95</td>
<td>75</td>
<td>75</td>
<td>60</td>
<td>60</td>
<td>42</td>
<td>42</td>
<td>14</td>
<td>6</td>
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<tr>
<td>75</td>
<td>95</td>
<td>95</td>
<td>95</td>
<td>75</td>
<td>75</td>
<td>60</td>
<td>60</td>
<td>42</td>
<td>42</td>
<td>14</td>
<td>6</td>
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<tr>
<td>37.5</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>60</td>
<td>60</td>
<td>42</td>
<td>42</td>
<td>14</td>
<td>14</td>
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</tr>
<tr>
<td>26.5</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>19.0</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>42</td>
<td>42</td>
<td>42</td>
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<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>13.2</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>42</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>9.50</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>4.75</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
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<tr>
<td>2.36</td>
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<tr>
<td>0.075</td>
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<td>28</td>
<td>28</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
</tbody>
</table>

Contractor shall supply to the Superintendent for approval, grading figures to indicate the average grading of material proposed for supply.

Table 3.3: Permitted Range of Grading

<table>
<thead>
<tr>
<th>Sieve Size AS (mm)</th>
<th>Permitted Range of Grading ± (% by mass)</th>
</tr>
</thead>
<tbody>
<tr>
<td>150, 75, 37.5</td>
<td>20</td>
</tr>
<tr>
<td>26.5, 19.0, 13.2, 9.50, 4.75, 2.36</td>
<td>15</td>
</tr>
<tr>
<td>0.425</td>
<td>10</td>
</tr>
<tr>
<td>0.075</td>
<td>5</td>
</tr>
</tbody>
</table>

5.4.5 Where it is specified that water shall be added to the material prior to delivery, such water shall be clear and substantially free from detrimental impurities such as oils, salts, acids, alkalis and vegetable substances.

5.4.6 Where it is proposed to source materials from more than one pit and mix them and/or insert additives so as to ensure compliance with the above requirements, it shall be the responsibility of the Contractor to:

(a) Provide a fully detailed design of the pavement including the composition and characteristics produced.

(b) Provide a description of the means by which the materials shall be combined and mixed so as to ensure consistency of product.

5.4.7 The Contractor shall test the material at a frequency which is sufficient to ensure that all material supplied under the contract complies with the specified requirements.

5.4.8 Prior to commencement of work, the Contractor shall provide evidence or test results to the Superintendent’s satisfaction that the materials conform, or can be made to conform by processing, mixing or use of admixtures, to the specified standards for pavement materials.

5.4.9 The Principal has no preferred gravel suppliers. Gravel to be used shall comply with this Specification.

5.4.10 The Contractor shall carry out compaction and testing of the gravel pavement to VicRoads Standard Specification and shall provide test results and certification by the Contractors Certifying Engineer.
5.5 Bituminous Sealing

5.6

5.6.1 General
This section covers the requirements for priming and sealing of the road pavement. The requirements relate to supply of bituminous materials, preliminary work, cleaning of the surface to be treated, and supply, delivery and application of bituminous materials and aggregates.

5.6.2 Bituminous Materials
Bituminous materials shall be supplied by the Contractor and shall conform to the VicRoads standard specification.

5.6.3 Aggregate
Aggregate shall be supplied by the Contractor comply with VicRoads standard specification. Aggregate shall be Size 10, Class A.

5.6.4 Preparation of Bituminous Materials
Bituminous materials shall be prepared for spraying in accordance with VicRoads Standard Specifications and industry best practice.

5.6.5 Precoating of Aggregate
Sealing aggregate shall be precoated with cutback bitumen. Such precoating shall be carried out during the loading operation so that each aggregate particle is uniformly coated.

5.6.6 Rates of Application
The Contractor is responsible for determination of rates of application for bituminous material and aggregate to suit the intended purpose and to achieve a high quality bituminous sealed surface in accordance with VicRoads Standard Specification and industry best practice.

Sweeping & Cleaning
The surface to be sprayed shall be swept clean and be free of dust, dirt, clay and deleterious materials.

5.6.7 Removal of Excess Aggregate
The Contractor shall remove the excess aggregate from the pavement. Excess aggregate shall not be removed until the aggregate has properly bedded down into the binder by either trafficking or additional rolling and shall be removed from 48 hours to 96 hours following application. The suction cleaner shall remove aggregate by suction only.

The Contractor at no cost to the Principal shall repair any damage done to the seal due to the removal of excess aggregate.
5.6.8 **Traffic Volumes**

The following data is to be used as a basis for determining rates of application.

<table>
<thead>
<tr>
<th>Location</th>
<th>Section</th>
<th>Traffic volume AADT (one way)</th>
<th>% Heavy vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoulders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lane 1</td>
<td>ALL ROADS</td>
<td>150VPD</td>
<td>2%</td>
</tr>
<tr>
<td>Lane 2</td>
<td>ALL ROADS</td>
<td>150VPD</td>
<td>15%</td>
</tr>
<tr>
<td>Lane 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn Lanes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5.7 Asphalt**

In accordance with VicRoads Specification 407

**5.8 Linemaking**

**5.8.1 General**

Linemaking shall conform to AS 1742.2 - 2009 and shall be located as shown on the signage and linemarking drawing. (Appendix 4)
5.9 Guard Rail

5.9.1 General
The installation of all guard rail and bridge barrier railing shall be installed at the positions as shown on the approved plans to VicRoads Standard Specifications.

5.9.2 Standards
The materials used for fabrication of guard fence components shall comply with the relevant current Australian Standard Specifications.

5.10 Signage

5.10.1 General
The signs shall be installed at the positions as shown on the plans to VicRoads Standard Specification.

5.10.2 Relocation of Existing Signs
All due care shall be taken by the Contractor to protect all signs to be relocated. These signs shall be erected in the positions shown on the plans and to VicRoads Standard Specification.

5.11 Guideposts

5.11.1 General
Guideposts shall be installed in locations as specified by VicRoads Standard Specifications.

5.11.2 Delineators
The guideposts shall have delineators fixed to them. Delineators shall have a total minimum reflective output equivalent to 100 cm$^2$ of Class 1A retroreflective material as defined in AS/NZS 1906.1-2007.

5.12 Topsoiling & Seeding
All disturbed areas shall be topsoiled and seeded in accordance with the Catchment Management Authority Works on Waterways permit.
Part D – Occupational Health & Safety

1. Definitions
In this Part:
1.1 “Construction Induction” has the same meaning as defined in Regulation 339 of Part 5.1, Division 3 of the Occupational Health and Safety Regulations 2017 (Vic).

1.2 “Construction Work” has the same meaning as defined in Regulation 321 of Part 5.1, Division 1 of the Occupational Health and Safety Regulations 2017 (Vic) and includes any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovating, refurbishment, decommissioning, or demolition of any building or structure, or any similar activity.

1.3 “High Risk Construction Work” has the same meaning as defined in Regulation 322 of Part 5.1, Division 1 of the Occupational Health and Safety Regulations 2017 (Vic).

1.4 “Risk” is described as meaning the likelihood and consequence of that injury or harm occurring (in relation to any potential injury or harm).

1.5 “Safe Work Method Statement” (SWMS) has the same meaning as defined in Regulation 324 of Part 5.1, Division 1 of the Occupational Health and Safety Regulations 2017 (Vic).

1.6 “OHS Principal Contractor” has the same meaning as defined in Regulation 333 of part 5.1, Division 2 of Occupational Health and Safety Regulations 2017 (Vic).

2. Appointment of OHS Principal Contractor

2.1 For the purposes of Subdivision 2, Division 2 of Part 5.1 Occupational Health and Safety Regulations 2007 (Vic), Wellington Shire Council, as owner:

2.1.1 appoints the Contractor as its OHS Principal Contractor for the construction work performed on behalf of the owner; and

2.1.2 authorises the OHS Principal Contractor to manage or control the workplace to the extent necessary to discharge the duties imposed on an OHS Principal Contractor under Subdivision 2, Division 2 of Part 5.1, Occupational Health and Safety Regulations 2007 (Vic).

2.2 The Contractor accepts its appointment as OHS Principal Contractor.

2.3 The Contractor shall, as OHS Principal Contractor, ensure that it complies with its obligations under Subdivision 2, Division 2, Part 5.1, Occupational Health and Safety Regulations 2007 (Vic) in addition to all other applicable requirements relating to occupational health and safety.

2.4 The Contractor agrees that, as OHS Principal Contractor, it is responsible for all costs associated with performing the role of OHS Principal Contractor.

3. General Occupational Health & Safety Requirements

3.1 The Contractor must carry out the work under the Contract in a proper, timely and workmanlike manner with due diligence and expedition in accordance with:

3.1.1 the provisions of this Contract; and

3.1.2 any directions that may from time to time be given by the Superintendent other than in relation to matters agreed in Part F; and

3.1.3 its obligations under all applicable legislation including the Occupational Health and Safety Act 2004 (Vic) and any Regulations and Compliance Codes made pursuant to that legislation and other guidance material including, but not limited to, Australian Standards, which are in any way applicable to the performance of the work under the Contract.
3.2 The Contractor confirms that it has read and reviewed any tender documents of this contract and any tender documents form part of this contract inclusive of information detailed in drawings, designs, specifications and scope of works, Occupational Health and Safety, Quality and Environmental requirements and Request for Sub-Contractor Information.

4. Specific obligations under Occupational Health and Safety Regulations 2007 (Vic)

4.1 Where required, the Contractor is responsible for, but not limited to, the following:
   4.1.1 elimination of risk to health or safety associated with construction work as far as is reasonably practicable;
   4.1.2 risk control measures are reviewed if necessary and revised in accordance with Regulation 5.1.8 Occupational Health and Safety Regulations 2007 (Vic);
   4.1.3 preparation of and compliance with, a Safe Work Method Statement for high risk construction work, and revision of that SWMS in accordance with Regulation 5.1.10 Occupational Health and Safety Regulations 2007 (Vic);
   4.1.4 ensuring each of its own and its Sub-Contractor’s employees produces or forwards a copy of their OH&S Construction Induction Card (within the meaning of clause 5.1.24 Occupational Health and Safety Regulations 2007 (Vic)) to the Superintendent prior to Commencement of Works and records are kept in compliance with clause 5.1.24 Occupational Health and Safety Regulations 2007 (Vic); and
   4.1.5 providing site specific occupational health and safety training pursuant to Regulation 5.1.12 Occupational Health and Safety Regulations 2007 (Vic).

5. Legislative Compliance

5.1 The Contractor will inform itself of all relevant occupational health and safety legislation, standards, and codes.

5.2 The Contractor must comply with and, where applicable, ensure that its employees, subcontractors, and agents comply with any Acts, regulations, local laws and by-laws, Compliance Codes, Australian Standards and its own OHS policy and procedures which are applicable to this contract or the performance of the services under this contract.

6. Contractor OHS Management Systems

The Contractor’s OHS management system must, as a minimum requirement, comply with all duties of an employer specified in the Occupational Health and Safety Act 2004 (Vic).

7. Tenderer OHS Management System Questionnaire

7.1 Tenderers shall complete the Tenderer OHS Management System Questionnaire.

7.2 Tenderers who do not complete the questionnaire shall be ineligible for selection unless pre-approved by the Principal.

7.3 Tenderers may be required to produce documentation to verify their responses noted in the questionnaire. The Principal may sight documentation and responses to the OHS Management System Questionnaire to verify the existence of those documents and the Tenderer’s responses. The Principal will not review the documentation with a view to approving that documentation. The request for production of the Questionnaire and any associated documentation does not constitute control of OHS matters by the Principal. By submission of the tender and questionnaire the Tenderer acknowledges and confirms as accurate all details contained in the questionnaire and any verifying documents.

8. Incident Notification

8.1 If the Contractor is required by sections 37 & 38 of the Occupational Health and Safety Act 2004 (Vic) to give any notice of an incident occurring during the performance by the Contractor of works under the contract, the Contractor shall at the same time, or as soon thereafter as possible in the circumstances, give a copy of the notice to the Principal.
8.2 The Contractor must promptly notify the Principal of any accident, injury, property or environmental damage which occurs during the carrying out of the contract works. The Contractor shall, if requested, provide to the Principal a report giving complete details of the incident, including results of investigations into its cause, and any recommendations or strategies for prevention in the future.

9. Risk Assessment and Agreement regarding control of safety risks

The process

9.1 The process of assessing potential safety risks will start during the planning stages prior to the project commencing. The main advantage of commencing the risk assessment process during the planning stage is that proper control measures in relation to specific risks can be considered and planned for from the earliest possible point in time rather than waiting until the risks actually materialise. In addition, uncertainty, confusion and misunderstanding about respective responsibilities can also be eliminated or minimised to enable more effective risk management of safety matters.

9.2 The process is comprised of the following steps:
9.2.1 The Principal will maintain a Contractor Pre-Qualification Register; and
9.2.2 The Principal will identify a detailed Scope of Works; and
9.2.3 The Principal will convene a meeting between its own relevant staff to identify safety risks involved in the detailed Scope of Works; and
9.2.4 A meeting will be convened between the Principal and the contractor at which time the Safety Matter/Risk Matrix is completed; and
9.2.4 The Safety Matter /Risk Matrix will be included into Part F of the contract.

The Safety Matter/Risk Matrix

9.3 The Safety Matter/Risk Matrix is designed to ensure a high level risk assessment of the project has been completed prior to the project’s commencement.

9.4 At the meeting between the Principal and the prospective contractor the Safety Matter/Risk Matrix will be completed. The Safety Risks arising from the scope of works the contractor will be engaged to perform should be identified by the parties and placed into the first column of the Matrix on the vertical axis. The parties should then consider each of the listed Safety Risks (vertical axis), as assessed, in conjunction with the Safety Matters (horizontal axis) in order to determine the appropriate risk control for each Safety Risk.

The Agreement

9.5 Agreement must then be reached between the parties as to who will have control and management in relation to the identified Safety Risk (vertical axis) under each of the Safety Matters (horizontal axis) in the Matrix.

9.6 Once agreement has been reached the completed safety risk matrix is to be included in Part F of this Contract.

General

9.7 To avoid doubt and for the purposes of enhancing health and safety outcomes and compliance with the statutory provisions under both State and Commonwealth legislation over the life of the works undertaken pursuant to this Agreement, the Principal and Contractor acknowledge and agree that:
9.7.1 the Contractor has control and management of the matters that give rise or may give rise to risks to health and safety as listed in Part F and indicated as under the Contractor’s control and management to the exclusion of the Principal;
9.7.2 the Principal has control and management of the matters that give rise or may give rise to risks to health and safety as listed in Part F and indicated as under the Principal’s control and management to the exclusion of the Contractor;
9.7.3 the Contractor and Principal have co-existing control and management of the matters that give rise or may give rise to risks to health and safety as listed in Part F and indicated as under the co-existing control and management of the Principal and Contractor.
9.8 Where the respective control and management of a matter that gives rise or may give rise to risks to health and safety is not included or indicated in Part F or otherwise provided for in the Agreement, the Principal and Contractor acknowledge and agree that for the purpose of enhancing safety outcomes, the Contractor has control and management of that matter.

9.9 To avoid doubt, the Principal and the Contractor agree that the Principal does not control or manage any matters that give rise or may give rise to risks to the health and safety of the Contractor or its employees in relation to the work undertaken by the Contractor under this Contract.

9.10 To avoid doubt, the Principal and the Contractor agree that the matters and tasks set out at Part F for which the Contractor has management and control do not constitute part of the business or undertaking of the Principal.
## Safety Matter/Risk Matrix

*(To be considered prior to commencement of works)*  
*(Make copies if required)*

<table>
<thead>
<tr>
<th>Work involving:</th>
<th>Provide and maintain systems of work</th>
<th>Provide and maintain plant and equipment</th>
<th>Safe use, handling, storage or transport of plant</th>
<th>Safe use, handling, storage or transport of substances</th>
<th>Workplace to be kept safe</th>
<th>Provision of adequate facilities</th>
<th>Provide information, instruction, training or supervision</th>
<th>Means of entering and leaving the workplace</th>
<th>Provide a safe workplace</th>
<th>Provide PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>You should insert here the Safety Risks arising from the scope of works the contractor will be engaged to perform.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The parties should then consider each of the listed Safety Risks in this column, as assessed, in conjunction with the Safety Matters (horizontal axis) in order to determine the appropriate risk control for each Safety Risk.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Part G  Health and Safety Agreement
Part E General Conditions of Contract

AS 4902 – 2000: General conditions of contract for design and construct

ANNEXURE to the Australian Standard General Conditions of Contract for Design and Construct
PART A

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the Contract, is to be attached to the General Conditions of Contract and shall be read as part of the Contract.

Item
1. Principal: Wellington Shire Council
   (Clause 1)
   ABN 18 420 243 468
2. Principal’s address: 18 Desailly Street
   Sale, Victoria, 3850
   Phone 5142 3000
   Fax 5142 3501
3. Contractor: ACN -
   (Clause 1)
   ABN -
4. Contractor’s address:
5. Superintendent: Project Engineer
   (Clause 1)
6. Superintendent’s address: Assets & Projects Unit
   Wellington Shire Council
   70 Foster Street
   Sale, Victoria, 3850
   Phone 5142 3000
   Fax 5142 3501
† 7. (a) Date for practical completion
   (Clause 1)
   OR
   (b) Period of time for practical completion
   19th December 2019
   (Clause 1)
8. Governing law
   Victoria – Law of Contract
   (Clause 1(h))
   If nothing stated, that of the jurisdiction
   where the site is located.

† If applicable, delete and instead complete equivalent Item in the separable portions section of the Annexure Part A
9. (a) Currency
   (Clause 1(g))
   $ AU
   If nothing stated, that of the jurisdiction
   where the site is located.
   (b) Place for payments
       (Clause 1(g))
   If nothing stated, the Principal’s address
   SALE
   .................................................................................................
   (c) Place of business of bank
       Clause 1(d))
   If nothing stated, the place nearest to where
   the site is located.

10. The Principal's project requirements are
    described in the following documents
    (Clause 1)

    1. Tender
    2. Scope of Contract
    3. Specification
    4. Drawings provided in appendix 4

11. Preliminary design
    (Clause 1)

    (a) A preliminary design
        is included
        is not included
        In the principal’s project requirements.

    (b) The preliminary design documents are:
        N.A.

12. Quantities in schedule of rates, limits of
    accuracy
    (subclause 2.5)

    Upper Limit 25%
    Lower Limit 25%

13. Provisional sum,
    Percentage for profit and attendance
    (Clause 3)

    N.A.

† 14. Contractor’s security

    (a) Form
        (Clause 5)
        Specification - Part C, Clause 1.6 of the of
        Contract Documents.

    (b) Amount or maximum percentage of
        contract sum
        (Clause 5)
        5%

    (c) Retention moneys, percentage of each
        progress certificate
        (Clause 5 and subclause 37.2)
        ..................., until the limit in Item 14(b)
        If nothing stated, 10%, until the limit in Item
        14(b)

    (d) Time for provision (except for retention
        moneys)
        (Clause 5)
        Prior to possession of site.

    (e) Additional security for unfixed plant and
        materials
        (Subclauses 5.4 and 37.3)
        N.A.

    (f) Contractor’s security upon certificate of
        practical completion is reduced by
        (Subclause 5.4)
        N.A. ie No reduction in security

† Delete One

† If applicable, delete and instead complete equivalent Item in the separable portions section of the Annexure Part A
15. Principal’s security

(a) Form
   (Clause 5) N.A.

(b) Amount or maximum percentage of contract sum
   (Clause 5) N.A.

(c) Time for provision
   (Clause 5) Within ..........days after date of acceptance of tender.
   If nothing stated, 28 days

(d) Principal’s security upon certificate of practical completion is reduced by
   (Subclause 5.4) N.A. ie No reduction in security

16. Principal-supplied documents
   (Subclause 8.2)

17. Documents, numbers of copies, and the times or stages at which they are to be supplied by the Contractor
   (Subclause 8.3)

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>No. of Copies</th>
<th>TIME/STAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>All design computations &amp; drawings</td>
<td>2</td>
<td>Prelim, 80% &amp; Complete</td>
</tr>
<tr>
<td>Design drawings</td>
<td>2</td>
<td>After endorsement of design</td>
</tr>
<tr>
<td>Quality Records/Plans</td>
<td>2</td>
<td>At Practical Completion</td>
</tr>
<tr>
<td>As-built Drawings</td>
<td>2</td>
<td>At Practical Completion</td>
</tr>
</tbody>
</table>

18. Time for Superintendent’s direction about documents
   (Subclause 8.3) 14 days

19. Subcontracting
   (Subclause 9.2)

   Work by Consultants
   All work
   Work by Others
   All work > $100,000

20. Novation
    (Subclause 9.4)

    Subcontractor or selected subcontractor, as the case may be
    Particular part of the preliminary design or selected subcontract work, as the case may be
    N.A. N.A.

21. Intellectual property rights granted to the Principal, the Alternative applying
    (Subclause 10.2)

    Alternative 1

22. Legislative requirements
(a) Those excepted
(Subclause 11.1) Planning Permit
WGCMA – Works on Waterway Permit

(b) Identified WUC
(Subclause 11.2(a)(iii)) N.A.

23. Insurance of the Works
(Clause 16A)

(a) Alternative applying
If Alternative 1 applies

(b) Provision for demolition and removal of debris
10% of the contract sum

(c) Provision for consultants’ fees and Principal’s consultants’ fees
10% of the contract sum

(d) Value of materials or things to be supplied by the Principal
$ Nil

(e) Additional amount or percentage
10% of the total of (a) to (d) in Clause 16A

24. Professional indemnity insurance
(Clause 16B and subclause 9.2(d))

(a) Levels of cover of Contractor’s professional indemnity insurance shall be not less than
$5,000,000

(b) Period for which Contractor’s professional indemnity insurance shall be maintained after issue of the final certificate
10 years

(c) Categories of consultants and levels of cover of consultants’ insurance

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>LEVELS OF COVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>(all disciplines)</td>
<td></td>
</tr>
</tbody>
</table>

(d) period for which each consultant’s professional indemnity insurance shall be maintained after issue of the final certificate
10 years

25. Public liability insurance
(Clause 17)

(a) Alternative applying
If Alternative 1 applies

(b) Amount per occurrence shall be not less than
$10,000,000

26. (a) Time for giving access
(Subclause 24.1)
Within 14 days from the date of Acceptance of the tender.

(b) Time for giving possession
(Subclause 24.1)
Not less than 14 days from the date of Acceptance of the tender.

27. The information, materials, documents or instructions and the times by, or periods

Documents or Instructions
As required
Times/Periods
7 Days or as

27.
28. Qualifying causes of delay, causes of delay for which EOTs will not be granted
Paragraph (b)(iii) of clause 1 and subclause 34.3)

- NON QUALIFYING CAUSES;
  - Industrial Conditions
  - Less than or equal to 5 days inclement weather in total following possession of site.
  - 30 business days from date of commencement of work

- QUALIFYING CAUSES
  - Greater than 5 days inclement Weather following possession of site.

† 29. Liquidated damages, rate
(Subclause 34.7)

$500 per calendar day

† 30. Bonus for early practical completion
(Subclause 34.8)

- (a) Rate
  - N.A.

- (b) Limit

† 31. Other compensable causes
(Paragraph (b) of Clause 1 and Subclause 34.9)

- N.A.

32. Defects Liability period
(Clause 35)

- 12 Months

33. Progress Claims
(Subclause 37.1)

- (a) Times for progress claims

- OR

- (b) Stages of WUC for progress claims

34. Unfixed plant and materials for which payment claims may be made
(Subclause 37.3)

- N.A.

35. Interest rate on overdue payments
(Subclause 37.5)

- NIL

36. (a) Time for Principal to rectify inadequate access
(subclause 39.7(a)(iii))

- 28 days

(b) Time for Principal to rectify inadequate possession
(Subclause 39.7(a)(iv))

- 28 days

37. Arbitration
(subclause 42.3)

- (a) Person to nominate an arbitrator
  - Local Branch President of the Institute of Arbitrations & Mediators Australia

† If applicable, delete and instead complete equivalent Item in the separable portions section of the Annexure Part A.
(b) Rules for arbitration

If nothing stated:

(a) rules 5-18 of the Rules of The Institute of Arbitrators & Mediators Australia for the Conduct of Commercial Arbitrations;

OR

(b) if one or more of the parties are nationals of and habitually resident in, incorporated in, or where the central management and control is exercised in, different countries as between the parties, then the UNCITRAL Arbitration Rules shall apply and the appointing authority shall be the person provided in item 37(c)

(c) Appointing authority under UNCITRAL Arbitration Rules

If no-one stated, the President of the Institute of Arbitrators & Mediators Australia
ANNEXURE to the Australian Standard General
PART B
Conditions of Contract for Design and Construct

APPROVED FORM OF UNCONDITIONAL UNDERTAKING

(Clause 1 - security)

At the request of ................................................. ACN ......................ABN…………………. (“the Contractor”) and in consideration ......................................ACN ... ...................ABN…………....... (“the Principal”) accepting this undertaking in respect of the contract for ............................................................ ("the Project") unconditionally undertakes to pay on demand any sum or sums which may from time to time be demanded by the Principal to a maximum aggregate sum of ............................................................ ($.................................................)

The undertaking is to continue until notification has been received from the Principal that the sum is no longer required by the Principal or until this undertaking is returned to the Financial Institution or until payment to the Principal by the Financial Institution of the whole of the sum or such part as the Principal may require.

Should the Financial Institution be notified in writing, purporting to be signed by.............................. for and on behalf of the Principal that the Principal desires payment to be made of the whole or any part or parts of the sum, it is unconditionally agreed that the Financial Institution shall make the payment or payments to the Principal forthwith without reference to the Contractor and notwithstanding any notice given by the Contractor not to pay same.

Provided always that the Financial Institution may at any time without being required so to do pay to the Principal the sum of ............................................................ ($.................................................)

less any amount or amounts it may previously have paid under this undertaking or such lesser sum as may be required and specified by the Principal and thereupon the liability of the Financial Institution hereunder shall immediately cease.

DATED at........................................the.....................day of ......................................... 20.............
ANNEXURE to the Australian Standard General

Conditions of Contract for Design and Construct

PART E

DELETIONS, AMENDMENTS AND ADDITIONS

1. The following clauses have been deleted from AS 4902 - 2000:

2. The following Clauses have been amended and differ from the corresponding clauses in AS 4902 – 2000

   **Clause 5.1:**
   The wording of this clause is deleted and replaced by the following:
   “Security shall be lodged as required in Part C - Specification - Clause 1.6 of the Contract Documents.”

3. The following clauses have been added to AS 4902-2000:
## Part F - Appendices

<table>
<thead>
<tr>
<th>Appendix No.</th>
<th>Appendix Title</th>
<th>No. of Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Drawing and Design Standards</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Environmental Management Specifications for Roadwork Projects</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Schedule of Drawings</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>West Gippsland Catchment Management Authority standard conditions for works on waterways.</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Certification Form</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>VicRoads Standard Specification for Roadworks and Bridgeworks – Standard Sections - INDEX</td>
<td>3</td>
</tr>
</tbody>
</table>
Appendix 2 – Drawings and Design Standards

2.1 Drawing Requirements
2.1.1 Drawings shall be produced on A3 size to the standards in AS1100 Technical Drawing.
2.1.2 Council title block and symbols (including Consultant name and logo) shall be used. Drawings shall include Council drawing number but the Consultant may also include their own.
2.1.3 Preliminary drawings shall be supplied on A3 sized paper (not reduced).
2.1.4 Final drawings shall be supplied on A3 sized paper (not reduced) suitable for scanning or microfilming. Number of copies shall be as per Contract.
2.1.5 One set of final drawings shall be supplied via Email or CD as AutoCAD 2003 DWG files.

2.2 Documentation Requirements
2.2.1 The “Specification for Works” shall be prepared in conformity with VicRoads “Standard Specification for Roadworks and Bridgeworks”
2.2.2 One copy of the required schedules and specifications suitable for photocopying shall be supplied
2.2.3 One copy of the required specifications and schedules shall be supplied as Microsoft Office on CD.

2.3 Design Requirements
2.3.1 The design consultant shall be responsible for the technical and design requirement of all projects in accordance with this appendix. Council approval will only be to ensure the extent and concept is according to Council requirements.
2.3.2 Property Access
   2.3.2.1 Designs will ensure property access including existing driveways, farm gates and others are maintained, reinstated or improved as required.
2.3.3 Safety
   2.3.3.1 Designs must incorporate all safety standards including where necessary procedures during construction to ensure maximum safety to all persons and property is maintained
2.3.4 Standards
   2.3.4.1 All construction works must be designed and specified to comply with relevant Australian and Victorian Standards, Austroads and VicRoads standards
   2.3.4.2 All designs must comply with relevant Local and State authorities and with Australian and Victorian Standards.

2.4 Site Survey
2.4.1 The site survey shall be undertaken by the Consultant with recorded details to include:
   • Existing Centre Line with levels
   • Existing Property Line (occupation) with levels
   • Existing Table Drains/kerbs with levels
   • Existing Edge of Seal with levels
   • Existing Property Access Points with levels
   • Existing Culverts and Bridges with levels
   • Existing Property Drainage Outlets with levels
   • Existing Power Poles
   • Existing Roadside Vegetation (shrubs and trees)
   • Existing Telecommunication Pits and Manholes with levels
   • Existing Drainage Pits with levels
   • Existing Sewer Manholes with levels
   • Existing Water Valves, Hydrants and Plugs
   • Location of all underground services should be established from relevant water (water supply, sewerage and irrigation water), Power, Gas and
Telecommunications Authorities on the Plan together with AHD to top of pipe where these are within 1 metre of natural surface.

### 2.5 Plan Details

2.5.1 Plans to show:
- Extent of works to be constructed including connections to existing work
- All streets including footpaths and drains, to be constructed
- All allotments facing onto streets to be constructed or through which drains will pass
- All easements
- Allotments dimensions (frontage)
- Natural surface levels at allotment front corners
- Chainages at all tangent points, pits and cross sections, at intervals of not more than 15 metres along straight sections and less than 15 metres for curves
- Offset from property line to centre of underground drains
- Pit schedule
- Pram crossings and vehicle entrances
- Subsoil drains and house drains
- Service conduit positions including telephone conduits where required
- Permanent survey marks to be installed at all street corners and at spacings of 100 metres or less
- Minimum of two bench marks for set out works
- Kerb radii
- Locations of all existing mains, services and poles
- All existing fences, buildings etc erected on the street alignment or on land through which drains will pass
- Concrete edge strips, hazard markers and “No Road” signs where applicable at end of road construction works and street name signs
- Areas filled and depth of fill
- Set out details for all horizontal curves including centre point
- Locations and levels to all mains and services including SEC, gas, water, Telecom, sewerage, drainage, etc
- At least one conduit to all traffic islands, roundabouts and medians for possible future use
- Necessary linemarking

### 2.6 Sections

2.6.1 Longitudinal Sections shall show:
- Centreline chainage
- Natural surface levels - both property lines
- Top of kerb levels - required at least every 15 metres on straight grades, approximately every five metres on vertical curves, at all tangent points, low points, high points, pits when not adjacent to tangent points and to each end of vertical curves
- Grading of kerbs
- Plot of each kerb and natural surfaces at property lines
- Length of vertical curves - including boning points for vertical curves
- Road gradings extending 100 metres past end of works where street is to be continued in the future
- Kerb return gradings showing the gradings into the adjoining street at a horizontal scale of 1:50 and a vertical scale of 1:10
- Kerb levels on returns shown at quarter points as well as tangent points
- In courts gradings of the kerb around the court bowl
- Level and location of existing mains and services
2.6.2 Street Cross Sections shall be shown for chainages no more than 30 metres apart. Cross sections shall show:
- Levels of existing natural surface
- Levels of kerbs, footpaths and centreline
- Plot of existing natural surface and proposed finished surface
- Location of crown of road
- Batters
- Fences or buildings existing on allotments abutting streets
- Location and level of existing services

2.6.3 Type Cross Sections shall show:
- True profile of finished section
- Location of subsoil drains and conduits for services
- Details of footpaths and road pavement construction

2.6.4 There shall be a drainage longitudinal section for each leg of drain. Drainage Longitudinal Sections shall show:
- Centreline chainage
- Existing and finished surface levels and plan
- Invert level of pipe
- Depth of pits
- Pipe size and grade
- Actual velocity, actual discharge and pipe capacity. (Alternatively, this information may be shown in computation sheets)
- Plot of design pipe
- Plot of natural surface and finished surface
- Pit numbers
- All existing services shall be shown on the section where the designed pipe crosses
- A pit schedule detailing type and internal dimensions of pits
- The location of special backfill in trenches
- Hydraulic grade line on main drains

2.7 Pavement Design
2.7.1 The road pavement is to be designed in accordance Austroads’ Pavement Design - A Guide to the Structural Design of Road Pavements.

2.8 Set Out Information
2.8.1 The consultant must provide sufficient details on the plans to enable the construction contractor to set out the works either by chainage and offset or by bearing and distance.
2.8.2 Set out detail shall enable all tangent points, intersection points and intermediate points on straights to be established.
APPENDIX 3: ENVIRONMENTAL MANAGEMENT SPECIFICATIONS FOR ROADWORK PROJECTS - WELLINGTON SHIRE COUNCIL

These ‘Specifications’ outline the minimum acceptable standards for construction and maintenance works on WSC roadsides. They form part of the contract documents between WSC and works contractors as well as provide a set of guidelines to be adhere to for Council employees.

The aim of these Specifications is to ensure the safe function of roads for transport purposes while minimising the impact of works on native roadside vegetation and its associated range of values.

Construction Works and Maintenance Planning

S1 Road construction and maintenance works require a Planning Permit for the removal, destruction or lopping of native vegetation, unless the vegetation removal is exempted in accordance with the Wellington Planning Scheme and policies of this Management Plan.

S2 All Planning Permit applications for removal of vegetation on roadsides must be referred by WSC to the DSE.

S3 All road construction and widening works will require the production of plans that will detail the extent of vegetation clearance, an impact minimisation plan and details of any rehabilitation works required.

S4 Roadside Vegetation Assessment Maps will be consulted to determine the conservation status of the roadside vegetation.

S5 The Department of Council responsible for preparing road construction and maintenance plans where native roadside vegetation requires removal will consult other appropriate agencies (e.g. DSE, Aboriginal Affairs Victoria, Heritage Victoria, etc) for advice during the plan preparation stage.

S6 Site Plans must include the following as a minimum:

(i) A clearly defined construction zone, this should include the actual construction area as well as turnout areas, equipment storage areas, parking areas for all vehicles, office and toilet sites, material storage areas and other potential areas of disturbance.

(ii) Details of the extent, location and type of vegetation to be removed. Note, only the minimum extent of vegetation necessary to achieve the objectives of the works should be planned to be removed. Plan attached in Appendix 6 – If required.

(iii) Areas of vegetation to be retained should be clearly indicated as exclusion zones, this includes any areas within the construction zone. The drip lines of trees will also be included within protected vegetation zones (that is outside the construction zone) whenever possible to minimise root damage and soil compaction. Plan attached in Appendix 6 – If required.

(iv) An indication of any merchantable timer to be removed (Note, DSE licence requirements apply).

(v) Define the most appropriate machinery to be used on the project (ie. the appropriate size and type of plant that will get the job done yet minimise disturbance.

(vi) A weed management program that identifies any necessary weed control, prior to commencement of works and /or vehicle hygiene requirements.
(vii) A site rehabilitation plan that indicates,

a) soil and water management programs in accordance with current EPA regulations,
b) an appropriate planting regime including plant locations, species types, densities etc.,
c) a weed control program for up to two years following construction.

This site rehabilitation plan must contain an on-going vegetation maintenance program for the two years following construction that can be carried out by either WSC staff or an appropriate WSC maintenance contractor.

(viii) A list of actions to be undertaken during construction to prevent erosion and the disturbance of native vegetation or other environmental damage, outside the construction zone. (e.g. temporary fencing may be necessary to ensure boundaries of construction and exclusion zones are identified on the ground).

(ix) An indication of any large trees or rare plants of high conservation significance located close to the road shoulder that may be considered a road safety hazard, and need to be protected by guardrails.

Training

S7 Council will only engage road contractors who have a project supervisor that has attended a Shire approved Environmental Care training course and can demonstrate effective environmental management skills. It is expected that contractors will run an Environmental Care training element as part of their induction for staff, before commencement of work on site.

S8 Council staff and crew will also be required to attend an approved Environmental Care training course and update their qualifications every five years.

On Site Management – Construction & Maintenance

S9 The construction zone and any exclusion zones will be clearly marked on the ground before the commencement of works, this will be carried out in consultation with WSC’s Environmental Planner on roadsides of High and Medium conservation significance. The drip lines of trees will also be included within exclusion zones (that is outside the construction zone) whenever possible, to minimise root damage and soil compaction.

S10 All on-ground staff must be informed by the project supervisor of the existence of any exclusion zones and the method of marking prior to the commencement of works.

S11 If temporary fencing is required (as in S6(viii)) ensure that it is erected prior to the commencement of works.

S12 The type and size of machinery used on the job will be selected to minimise disturbance to vegetation. (as per S6(vi)).

S13 Only the minimum extent of vegetation necessary to achieve the objectives of the construction or maintenance works should be removed

S14 Machinery will be confined to the existing road formation (including table drains), proposed alignment, established access tracks or the designated construction zone.

S15 Vehicles and machinery will be turned on sites that have minimal native vegetation (such as a designated wayside stop).
S16 Vehicles or construction machinery will not be parked in exclusion zones.

S17 Vehicles are not allowed to enter the roadside beyond the table drain, unless authorised by the WSC Project Officer.

S18 Construction works will be undertaken in stages to expose the smallest practical work area for the shortest time.

S19 The WSC Projects Officer responsible for supervising the project must be informed immediately should there be any disturbance within an exclusion zone.

S20 Fall vegetation in the direction that minimises damage to surrounding vegetation.

S21 For limb removal, use the 3 cut method (target pruning) to avoid damage to the bark below the cut.

S22 For disposal of debris and slash, chip native vegetation of diameter less than 10cm on site and stockpile in a cleared area. Spread chips over the site in the rehabilitation phase at the completion of works, if appropriate.

S23 If disposal of logs and larger material is necessary due to safety, amenity, fire protection or vermin control, firewood collection by the community may be allowed, provided it is in accordance with this Roadside Vegetation Management Plan (see section 3.1.2 Firewood Collection).

S24 The number of borrow pits used in construction works will be minimised. Where appropriate, borrow material will be obtained from within the construction zone. Borrow pits will be rehabilitated at the completion of works.

S25 Topsoil will be removed (where necessary) and stored separately. Stored material will only be used if weed free.

S26 Material resulting from construction works or drainage maintenance should not be windrowed or pushed up around existing vegetation.

S27 Road maintenance on High and Medium conservation value roadsides will be confined to the road formation including the table drain, unless safety is at risk of being compromised.

S28 Road maintenance work will ensure sight distances and clearance distances are maintained according to the classification of the road.

S29 Grading of shoulders and gravel roads will be minimised consistent with safe road use.

S30 Trunks of trees must not be damaged during grading and drain maintenance operations.

S31 Where possible drainage should be directed into sections of roadside of lowest conservation value or into existing drains.

S32 Drains should be constructed and maintained:
- to discharge towards natural drainage lines and through established vegetation wherever possible;
- to reduce water velocity and run-off;
• to prevent waterlogging the road pavement and
• to disperse excess water from the road onto adjoining land with minimum disturbance to surrounding vegetation.

S33 Any works associated with drain maintenance should be confined to the road formation and associated drains, to minimise damage to surrounding vegetation.

S34 Near wetlands, carry out maintenance to minimise alterations in wetland hydrology.

S35 Do not direct spoil onto native vegetation or into drainage lines.

S36 For maintenance involving shoulder spraying (edge of seal spraying) herbicides should be used strictly in accordance with the manufacturers directions and the minimum amount of herbicide necessary to achieve the desired outcome should be used.

S37 Any herbicide to be applied must be used in accordance with the Code of Good Practice for Farm Chemical Spray Application.

Weed Spread Minimisation

S38 Preference will be given to using construction materials eg sand or gravel, that are obtained from the site. If they are imported, these materials will be obtained from disease free and weed free areas.

S39 Topsoil from weedy sites should not be mixed with weed free topsoil.

S40 Any topsoil from an external location needs to be approved by the WSC Projects Officer supervising the project.

S41 Stockpile sites should be located to minimise impacts on drainage and vegetation.

S42 Stockpile sites should be located in areas already cleared or disturbed.

S43 Construction works and road maintenance programs including grading and drain maintenance should not be carried out when noxious weeds are in seed. If noxious weeds are present on the site and are in seed they must not be disturbed.

S44 Noxious weeds located on stockpile sites must be killed or hand pulled and bagged to be destroyed off site, prior to any material being used.

S45 Vehicles and machinery that have been working in weedy or disease affected areas will be cleaned at an appropriate site of all soil and plant debris prior to the commencement of works at a new site.

S46 Shoulder grading must not be undertaken on roads designated as severely infested with noxious weeds such as African Lovegrass, unless the roads are graded during late winter or early spring or have been treated by DPI at least one month prior to grading. (Contact DPI to arrange scheduling of works)

S47 Any spoil collected from the shoulders of roads which is severely infested by noxious weeds must be carted to a designated noxious weed dumpsite within a municipal tip for burial or incineration.
Soil and Nutrient Movement Minimisation

S48 Drainage systems and batters will be constructed and maintained to control soil erosion and minimise nutrient transport in accordance with current EPA regulations. Sediment will be contained within the works area.

S49 All litter, waste, lubricants, containers etc including any effluent from on-site ablution facilities must be contained and removed from the site in an appropriate manner.

Rehabilitation

S50 On completion of works, the ground level will be restored (as close as practical) to follow the original contour. Windrowing and vegetation stacking is inappropriate.

S51 Loosen compacted subsoil before spreading topsoil over it. Rip subsoil to a minimum depth of 300mm. Do not rip within the dripline of trees.

S52 Re-spread topsoil as soon as possible to minimise sub-soil loss.

S53 To minimise the spread of weeds, use topsoil at the site of origin wherever possible.

S54 Water topsoil once spread, to minimise erosion by wind.

S55 Undertake revegetation works as soon as practical after completion of construction and maintenance works to minimise soil erosion and weed invasion.

S56 Local indigenous species will be the basis for all roadside rehabilitation works across the Wellington Shire.

S57 Areas of regenerating native vegetation will be identified and minimally disturbed during mowing, burning, spraying or slashing operations.

S58 Plants for revegetation must be planted in accordance with the Roadside Revegetation Guidelines Appendix 5 in this document.

S59 A mixture of trees, understorey and groundcover species must be planted as appropriate, as part of the revegetation works, to reflect the vegetation community originally located at the site. The Wellington Shire Environmental Planner will be consulted to advise on species ratios.
## Appendix 4 – Drawing Schedule

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<td>Orrs Bridge No.3 Renewal – Site Plan.</td>
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<td>Orrs Bridge No.3 Renewal – Cross Section - 2</td>
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<td>Orrs Bridge No.3 Renewal – Signage Plan</td>
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Appendix 4 - Contract No. 2020 - 009
Orrs Bridge Replacement - Locality Plan.

ORRS BRIDGE No.3 - AREA ENLARGEMENT
Wellington Shire Council
Assets & Projects Unit

Contract No. 2020-009
Tender Documents
Page 75 of 88

LONGITUDINAL SECTION - ORRS BRIDGE No. 3
SHORTCUT ROAD DARGO

NOTE
THE ALIGNMENT SHOWN IS CONCEPTUAL ONLY AND IS SUBJECT TO FINAL DESIGN BY OTHERS.
IT IS THE CONTRACTOR'S RESPONSIBILITY TO SUBMIT ALL FINAL DESIGN AND LAYOUT DOCUMENTS TO THE SUPERINTENDENT FOR APPROVAL.

TYPICAL SCALED ATTACHMENTS
PROVIDE EXACT COMPACTED DEPTH OF CLASS (B) ASPHALT EXTENDING 0.3m FROM THE ENDS OF THE BRIDGE STRUCTURE.
PROVIDE 0.3000m COMPACTED DEPTH OF CLASS (B) CRUSHED ROCK SUB-BASE.

DATUM RL = 265.900

FINISHED SURFACE LEVEL

EXISTING SURFACE LEVEL

CUT / FILL DEPTH

CONTROL LINE CHAINAGE

DO NOT RISK IT - IF IN DOUBT ASK

The Essential First Step.
NOTE:

1. THE ALIGNMENT OF THE ROAD SHOWN IS CONCEPTUAL ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO SUBMIT ALL FINAL DESIGN AND LAYOUT DOCUMENTS TO THE SUPERINTENDENT FOR APPROVAL.

2. EXISTING SIGNAGE MAY BE RE-USED PROVIDED IT CONFORMS WITH RELEVANT STANDARDS AND TO THE APPROVAL OF THE SUPERINTENDENT.

3. ALL SIGNAGE SHALL BE IN ACCORDANCE WITH AS 1742.2:2009, TRAFFIC CONTROL DEVICES FOR GENERAL USE.

SIGN SCHEDULE

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DO NOT RISK IT - IF IN DOUBT ASK
Appendix 5

West Gippsland Catchment Management Authority
Standard Conditions for Works on Waterways

East Gippsland Catchment Management Authority

Please direct all correspondence to:
PO Box 1374, Traralgon, 3844
Ph.1300 094 262
Fax: 5175 7899
Email: planning@gipcmagov.au

WATER ACT - 1989
(Sections 160, 219 and 267ZC and By-Law No. 2014-1 Waterways Protection)

PERMIT No: EGCMA-W-2019-00093

Subject to the conditions listed overleaf, the East Gippsland Catchment Management Authority authorises:

Wellington Shire Council
to construct and operate the following works:

WORKS DESCRIPTION: Removal of existing bridge and construction of replacement bridge

on the following waterway: Orr Creek

at a site in, or adjacent to, the land described below.

Wonnangatta Road Dargo Vic 3862

NOTE

1. The works identified above must be completed within 2 years of the date of issue of this permit. If these works are not completed within that period, this permit shall expire 2 years from the date of issue of this permit. Any renewed permit, if granted, may be subject to renewed conditions.

2. The Authority accepts no responsibility for any claims, suits or actions, arising from injury, loss, damage or death, to any person or property which may arise from the construction, maintenance, existence or use of the works.

3. The extent of the review by the Authority of the works identified above, has been confined to a limited evaluation of the impact of the works on erosion in the waterway and flooding of adjacent lands and in particular has not included an evaluation of the structural soundness of the works.

Adam Dunn
Gippsland Floodplain Officer

Authorising Officer

Date of Issue: 28 May 2019
Permit Conditions

1. The works must be undertaken in accordance with the details of the application and these conditions.
2. The person or contractors undertaking these works must be provided with a copy of these conditions.
3. The waterway must not be deviated in any manner for construction purposes, except with the specific approval of the Authority. If necessary, the flow shall be pumped around the construction site or construction undertaken in stages, with flow confined to one portion of the waterway.
4. Disturbance of the bed and banks of the waterway and the use of construction plant and equipment must be kept to a minimum during construction. Removal, destruction or lopping of native vegetation must also be kept to a minimum. Suitable conservation measures must be implemented at all times to prevent vegetation, silt, chemicals and spillage from construction activities either entering the waterway or moving downstream. No discharge/dumping of wastewater or other materials to the waterway is permitted, unless specifically authorised by the Authority.
5. The works must be undertaken with machinery that is suitable for excavating material with minimal environmental damage. All machinery works are to be undertaken from the bank of the waterway.
6. Earthworks are to be scheduled to avoid periods of high flows. Works are to be undertaken during dry weather conditions.
7. Vegetation that has been cleared for construction purposes and any heaps of excavated soil remaining after the completion of works must be removed from site. No material of any sort shall be pushed into the waterway or left in a manner where it can slip or be moved by floodwaters, into the waterway.
8. Any works in the bed of the waterway must be designed and constructed so as not to impede low flows or fish passage.
9. All disturbed bank areas must be graded to remove humps and hollows and topsoiled and planted with locally occurring native species of grasses and shrubs.
10. The works must be maintained in good order by the landowner at all times.
11. The bridge must be designed to withstand the combined forces of:
   a. hydraulic loading, including additional loading due to build up of debris, and
   b. impact loading of a floating log (based on the maximum weight of a log likely to be generated from the catchment).
12. The side slopes of any cut excavated into the bank of the waterway to obtain access to the crossing must be no steeper than 3 horizontal to 1 vertical. All side slopes must be topsoiled and planted with locally occurring native grasses and shrubs.
13. Runoff from access tracks leading to the crossing, other than from access ramps excavated into the banks of the waterway, must not be allowed to flow directly to the waterway. All such runoff must be diverted away from the waterway or, if this is not possible, into the vegetated verges adjacent to the waterway.
14. It is the responsibility of the person issued with this permit to obtain the necessary approval of the works prior to their commencement:
   a. From the relevant planning authority.

End of Conditions
Appendix 6 – Certification Form.

CONSTRUCTION CERTIFICATION

Where a statement of certification is required for construction works or hold points and/or progress payments, it shall be submitted to the Council on the relevant company letterhead in the following form:

“As the nominated representative responsible for the certification of the works associated with the (provide details of project, stage, drawing no., revision, drawing date, etc. as required to identify project), I certify that I have inspected the works on (provide date or dates of inspections) and:

(Include or delete the following as appropriate)

1. The works have been constructed in accordance with:
   • The specification,
   • The approved engineering plans,
   • The approved design,
   • Relevant Australian Standards,

2. Corrective action taken for non-conforming work has been documented and accepted by the Superintendent”.

Name: ………………………………………………………………………

Signature: …………………………………………………………………

Company: …………………………………………………………………

Date: ………………………………………………………………………
Appendix 7 – VicRoads Standard Specification for Roadworks and Bridgeworks – Standard Sections – INDEX & Specific Clauses
### INDEX OF STANDARD SPECIFICATION SECTIONS FOR ROADWORKS AND BRIDGEWORKS

[as at 25 June 2019]

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