

Protection barriers

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: euromaintandcivil@gmail.com
Date: Thu, 14 May 2015 12:03:57 +1000
Attachments: 30062014091246-0001.pdf (13.05 MB)

Euro Maintenance,

Can you please provide a quote for the installation of protection barriers at Kempsey Bypass ,the drawings outlines the length of barrier required, we also however also require that the median include wire rope approx 30 m in front of the TIRTL's on the approach.

Please don't hesitate in contacting me for further information if required

we need to get this work done sooner rather than later.

thank you

Alex D

3 434



Transport
Roads & Maritime
Services

KEMPSEY SHIRE COUNCIL

SH 10 - PACIFIC HIGHWAY

PAVEMENT WIDENING FOR P2P CAMERA
Between Crescent Head Road and Inches Road
on Kempsey Bypass

DETAIL DESIGN



LOCALITY MAP

PREPARED BY:
ROAD DESIGN ENGINEERING
ENGINEERING TECHNOLOGY
NETWORK SERVICES

SETOUT REVIEW NAME TONY BAMFORTH SIGNED <i>[Signature]</i> DATE 13/4/14		DESIGNED NAME TREVOR SMITH SIGNED <i>[Signature]</i> DATE 30/5/14		THESE DRAWINGS HAVE BEEN PREPARED IN ACCORDANCE WITH THE DESIGN BRIEF AND PROJECT SCOPE. HAVE BEEN TAKEN TO SITE AND ARE APPROPRIATE FOR THE SITE CONDITIONS. THE DRAWINGS ARE RECOMMENDED FOR ACCEPTANCE. RTA PROJECT MANAGER SIGNED _____ DATE _____	ACCEPTED FOR APPROVAL RST&M MANAGER SIGNED _____ DATE _____		FILE No. M3300 VOL. 1 OF 1	DRAWING 01 COVER .dgn	ISSUE A	No. of SHEETS 7
PAVEMENT REVIEW NAME DAVID GROTH SIGNED <i>[Signature]</i> DATE 11/6/14		DESIGN REVIEW NAME DAVID JOHNSON SIGNED <i>[Signature]</i> DATE 10/6/14			ACCEPTED FOR CONSTRUCTION ASSETS MANAGER SIGNED _____ DATE _____		REGISTRATION NUMBER 2004/000890		VERSION 1	SHEET No. 01
						LINEAR REFERENCING START: FINISH:		PRINTED DATE 30/05/2014		

FOR CONSTRUCTION

FOR CONSTRUCTION

DRAWINGS INDEX

AMENDMENT RECORD

SHEET No.	ISSUE	VERSION	AMENDMENT DESCRIPTION	AUTH.	DATE OF ISSUE

GENERAL NOTES

GENERAL

1. THESE NOTES SHOULD BE READ IN CONJUNCTION WITH OTHER ENGINEERING DRAWINGS, SPECIFICATIONS AND WRITTEN INSTRUCTIONS. ALWAYS REFER TO TECHNICAL SPECIFICATIONS FOR CLARIFICATION AND DETAILS.
2. ALL CONSTRUCTION MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE RELEVANT SPECIFICATION FOR THE WORKS TOGETHER WITH THE REQUIREMENTS OF ALL RELEVANT CODES OF PRACTICE REFERRED TO THEREIN AND THE REQUIREMENTS OF ALL STATUTORY AUTHORITIES.
3. LEVELS AND CONTOURS ARE IN MET RES (m) AND DIMENSIONS ARE IN MILLIMETERS (mm) UNLESS NOTED OTHERWISE. SCALES AND SCALE BARS ARE FOR A3 SIZE DRAWINGS.
4. ALL LEVELS ARE TO AHD DATUM.
5. ALL COORDINATES ARE TO MGA ZONE 56 GRID.
6. ALL STATIONS AND RADII ARE IN METRES.
7. ALL LOCATIONS, ORIENTATION AND LEVELS SHALL BE VERIFIED ON SITE BEFORE COMMENCING ANY WORK. REFER DISCREPANCIES TO THE PRINCIPAL. DO NOT OBTAIN DIMENSIONS FROM SCALING.
8. THE CONTRACTOR SHALL ENSURE ACCESS IS AVAILABLE TO PROPERTIES AT ALL TIMES DURING CONSTRUCTION.

STORMWATER DRAINAGE

1. THE DOCUMENTED DRAINAGE SYSTEM IS DETAILED ONLY FOR NORMAL AUSTRROADS TRAFFIC LOADING CONSTRUCTION VEHICLE REQUIREMENTS SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
2. EQUIVALENT PRECAST HEADWALLS/PITS MAY BE USED WITH PRINCIPAL'S APPROVAL.
3. PROVIDE JUTE MESH TO ALL GRASS LINED OR VEGETATED DRAINAGE CHANNELS, AND ADJACENT DISTURBED AREAS IN ACCORDANCE WITH RTA STANDARD DRAWINGS.
4. ALL DRAINAGE PIPES SHALL BE CLASS 2 SRCP PIPE OR APPROVED EQUIVALENT U.N.O. REFER TO CULVERT CROSS SECTIONS.
5. REFER TO R.T.A. STANDARD DRAWINGS FOR PITS, KERBS HEADWALLS AND SET OUT DETAILS.
6. CONNECTION BETWEEN PIPES AND STRUCTURES TO BE UNDERTAKEN IN ACCORDANCE WITH R.T.A. STANDARD DRAWINGS AND SPECIFICATIONS.
7. UNSUITABLE FOUNDING MATERIAL FOR PIPES AND STRUCTURES SHALL BE REMOVED OR IMPROVED IN ACCORDANCE WITH THE RELEVANT SPECIFICATIONS AND TO THE PRINCIPAL'S SATISFACTION.
8. REINFORCEMENT EXPOSED IN MODIFICATION OF PRECAST COMPONENTS SHALL BE PROTECTED WITH THE APPROVED METHOD OF COVER REPLACEMENT TO THE PRINCIPAL'S SATISFACTION.

SUPPLEMENTARY DRAWINGS INDEX

DRAWING No.	DESCRIPTION OF SHEET
MD.G38.A02.A	TEMPORARY SEDIMENT CONTROL BANK
MD.G38.A03.A	JUTE MESH AND BITUMEN DRAINS
MD.G38.A07.A.sht1	TEMPORARY EROSION CONTROL SILT FENCE (Sheet1)
MD.G38.A07.A.sht2	TEMPORARY EROSION CONTROL SILT FENCE (Sheet2)
MD.G38.A09.A	TYPICAL OUTLET SEDIMENT TRAPS
MD.R60.A01.A.1	PAVEMENT LINEMARKING AND DIMENSIONS
MD.R60.A02.A.1	DETAILS OF TRANSVERSE LINES
MD.R132.A01.A.1	W BEAM AND THRIE BEAM SAFETY BARRIERS - POST ABD BLOCKOUT COMPONENTS
MD.R132.B03.A.1	W BEAM AND THRIE BEAM SAFETY BARRIERS TERMINAL CONNECTORS
MD.R132.C02.A.1	W BEAM AND THRIE BEAM RAIL - FASTENER COMPONENTS - M16 MUSHROOM BOLTS AND NUTS
MD.R132.C03.A	W BEAM AND THRIE BEAM RAIL - FASTENER COMPONENTS - HEXAGON HEAD BOLTS AND NUTS
MD.R132.E01.A.1	W BEAM AND THRIE BEAM SAFETY BARRIERS - DELINEATION UNIT
MD.R132.F06.A	W BEAM AND THRIE BEAM SAFETY, POST INSTALLATION HARD GROUND AND TERMINALS
MD.R132.G01.B	MODIFIED ECCENTRIC LOADER TERMINAL (MELT) GENERAL ARRANGEMENT
MD.R132.G02.A.2	MODIFIED ECCENTRIC LOADER TERMINAL (MELT) BUFFERED END AND ANCHORAGE DETAILS
MD.R132.G03.A.2	TRAILING TERMINAL (TT) GENERAL ARRANGEMENT - POST AND ANCHORAGE DETAILS

CONCRETE PAVEMENT REPAIRS

1. ALL JOINTS AND OPEN CRACKS IN CONCRETE PAVEMENT ARE TO BE FILLED WITH A FLEXIBLE BITUMEN-BASED SEALANT PRIOR TO APPLICATION OF SAMI SEAL AND AC OVERLAY.
2. AREAS OF CONCRETE PAVING WHICH SHOW VISIBLE DEFLECTION UNDER HEAVY VEHICLE WHEEL LOADS ARE TO BE TREATED BY INJECTION OF GROUTING PRIOR TO APPLICATION OF SAMI SEAL AND AC OVERLAY.
3. EXISTING FRETTING AC SURFACING AT JOINTS TO BE MILLED OUT TO CONCRETE, JOINT FILLED WITH SEALANT (SEE NOTE 1.) AND REFILLED WITH AC14 PRIOR TO SAMI SEAL AND AC OVERLAY.

PAVEMENT MARKING, ROAD FURNITURE & SIGN POSTING

1. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE SPECIFICATION.
2. REFER TO R.T.A. STANDARD DRAWINGS FOR SAFETY BARRIER DETAILS, UNLESS SPECIFIED OTHERWISE.
3. FOR DETAILS OF SAFETY BARRIER DELINEATORS REFER R.T.A. STANDARD DRG OR MANUFACTURERS DETAIL.
4. SIGN POSTS PLACED WITHIN THE CLEAR ZONE WITHOUT SAFETY BARRIER PROTECTION SHALL BE FRANGIBLE.
5. FOR DETAILS OF PAVEMENT MARKINGS, SIGN POSTS AND SIGN SUPPORT STRUCTURES REFER R.T.A. GUIDELINES, STANDARD DRAWINGS, RELEVANT AUSTRALIAN SPECIFICATION AND DRAWINGS BY OTHERS.
6. ALL PERMANENT PAVEMENT MARKINGS SHALL BE IN WATERBORNE PAINT UNLESS NOTED OTHERWISE.
7. GUIDE POST / DELINEATOR SPACING IS 60m.
RAISED PAVEMENT MARKERS WILL BE PLACED ON ALL LANE, EDGE, CONTINUITY AND BARRIER LINES. SPACING OF RAISED MARKERS WILL BE -
BARRIER LINES (BS & BB) - 12m
CONTINUITY LINES (C1) - 8m
EDGE LINES (E1) - 24m
SEPARATION LINES (S1) - 24m

LANDSCAPING

1. ALL DISTURBED AREAS TO BE STABILISED WITH 100mm TOPSOIL LAYER AND HAND SEEDED.
REFER TO SPECIFICATION R178 FOR DETAILS.

UTILITIES

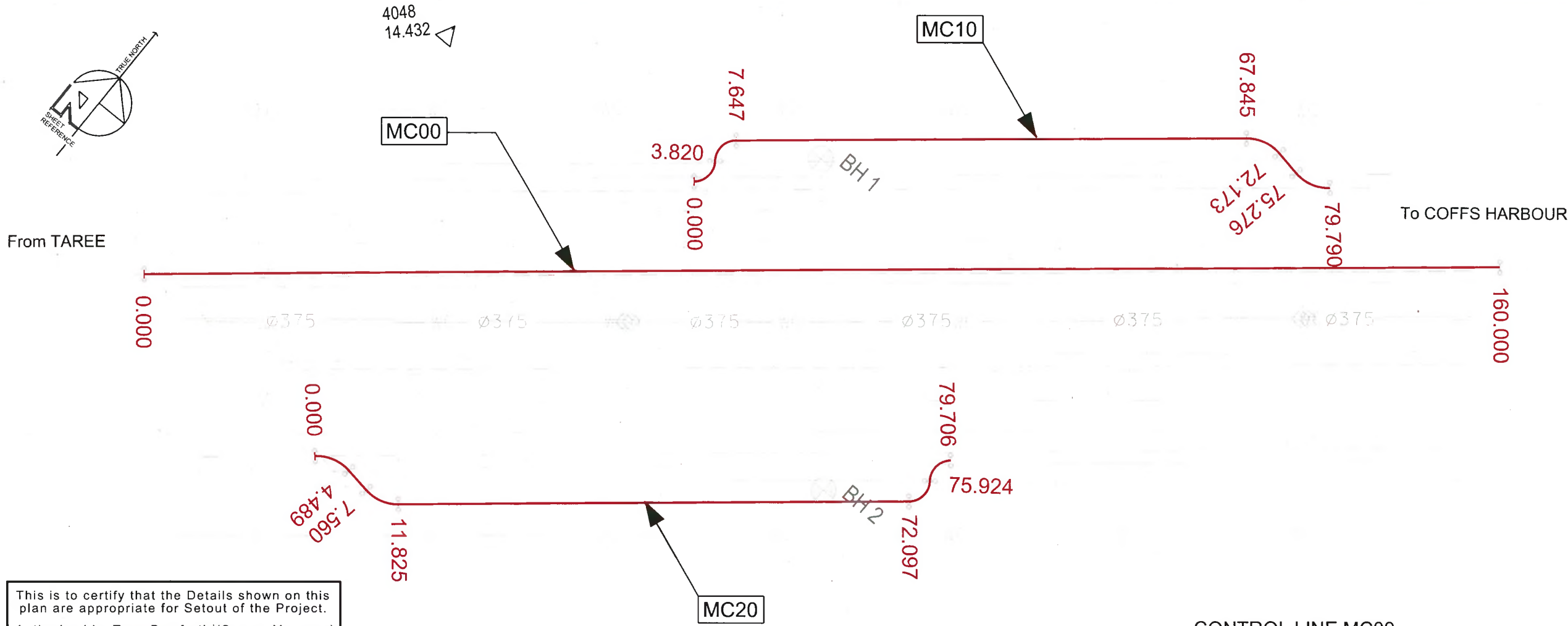
1. THE UTILITY INFORMATION SHOWN IN THE DRAWINGS IS SCHEMATIC ONLY AND IS INTENDED TO ACCENTUATE THE PRESENCE OF PUBLIC UTILITY SERVICES ALONG THE PROJECT LENGTH. ACTUAL LOCATIONS SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.
2. IN ORDER TO AVOID DAMAGE TO THE SERVICES THE CONTRACTOR SHALL BE RESPONSIBLE FOR CO-ORDINATING THE WORKS ADJACENT TO ANY SERVICE WITH THE RELEVANT UTILITY AUTHORITY IN ACCORDANCE WITH THE AUTHORITY REQUIREMENTS. REFER TO THE SPECIFICATION.
3. THE CONTRACTOR SHALL CO-ORDINATE WITH THE RELEVANT UTILITY AUTHORITIES AND THE PRINCIPAL WITH RESPECT TO ANY TEMPORARY DIVERSIONS NECESSARY FOR CONSTRUCTION STAGING WORKS.

SHEET INDEX

SHEET No.	DESCRIPTION OF SHEET	I	V
1	COVER SHEET	A	1
2	INDEX AND GENERAL NOTES	A	1
3	SETOUT AND SURVEY CONTROL DETAILS	A	1
4	TYPICAL SECTIONS AND PAVEMENT DETAILS	A	1
5	PLAN AND LONGITUDINAL SECTION	A	1
6	CROSS SECTIONS (16960 - 17010)	A	1
7	CROSS SECTIONS (17020 - 17070)	A	1

<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><</div>			
--	--	--	--

FOR CONSTRUCTION



This is to certify that the Details shown on this plan are appropriate for Setout of the Project.
Authorised by Tony Bamforth (Survey Manager)
Signed *Anthony Bamforth* Date 13/6/14

CONTROL LINE MC10

NAME	-CHARACTERISTICS--	--LENGTH--	-CHAINAGE-	-----X-----	-----Y-----
1	XC = 487734.80880 YC = 6560944.68492 R = -2.500	3.820	0.000	487736.43410	6560942.78534
2	XC = 487738.74307 YC = 6560947.77062 R = 2.500	3.827	3.820	487736.77593	6560946.22777
3	BEARING= 49 35 48.0	60.198	7.647	487737.12266	6560949.67437
4	XC = 487786.20391 YC = 6560984.88473 R = 5.000	4.328	67.845	487782.96309	6560988.69224
5	BEARING= 99 11 27.8	3.103	72.173	487787.00255	6560989.82054
6	XC = 487790.86426 YC = 6560994.26073 R = -5.000	4.515	75.276	487790.06562	6560989.32492
		TOTAL LENGTH	79.790	487794.24509	6560990.57698

CONTROL LINE MC20

NAME	-CHARACTERISTICS--	--LENGTH--	-CHAINAGE-	-----X-----	-----Y-----
1	XC = 487726.36123 YC = 6560885.53490 R = 5.000	4.489	0.000	487722.95332	6560889.19361
2	BEARING= 98 28 2.4	3.071	4.489	487727.09746	6560890.48040
3	XC = 487730.87129 YC = 6560894.97370 R = -5.000	4.265	7.560	487730.13506	6560890.02820
4	BEARING= 49 35 42.8	60.273	11.825	487734.11220	6560891.16628
5	XC = 487778.38854 YC = 6560932.13782 R = -2.500	3.827	72.097	487780.00900	6560930.23411
6	XC = 487782.32256 YC = 6560935.22384 R = 2.500	3.782	75.924	487780.35555	6560933.68083
		TOTAL LENGTH	79.706	487780.66821	6560937.09817

CONTROL LINE MC00

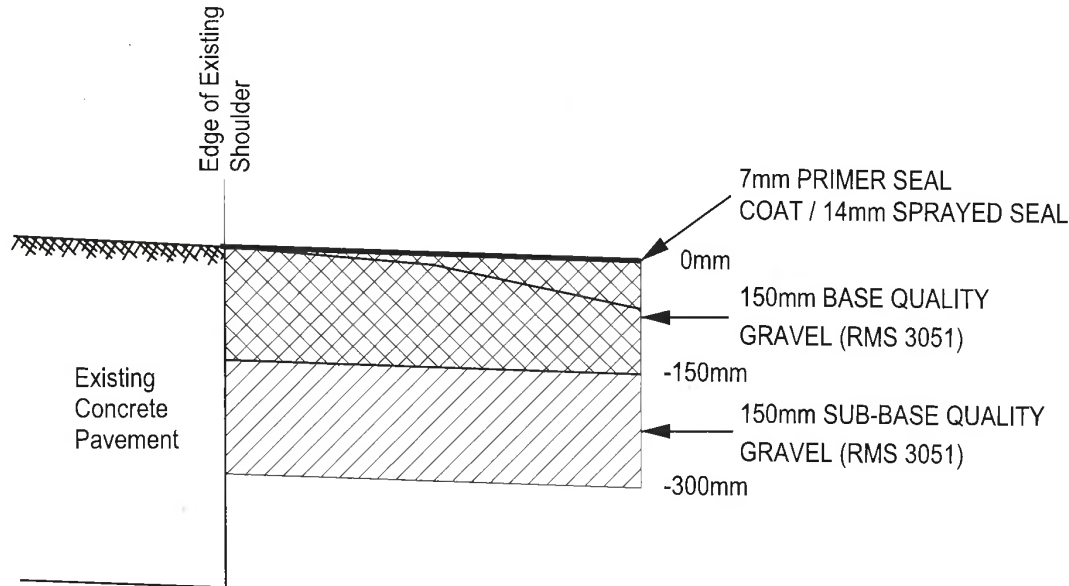
NAME	-CHARACTERISTICS--	--LENGTH--	-CHAINAGE-	-----X-----	-----Y-----
1	BEARING= 49 36 0.0	160.000	0.000	487693.73937	6560892.66139
			160.000	487815.58519	6560996.36031
		TOTAL LENGTH	160.000		

SURVEY CONTROL 2014034

STRING LABEL #	EASTING	NORTHING	HEIGHT A.H.D	SCALE FACTOR	DESCRIPTION
5901	488106.766	6561662.896	21.118	0.999594	SS 45901 SSM [P]
8884	488069.456	6561253.078	23.676	0.999594	PM178884 STR PKT [N BOX [C]
SP01	487798.494	6560921.699	17.764	0.999594	SP01 STR PKT [C]
SP02	487822.668	6561045.286	20.212	0.999594	SP02 STR PKT [C]
4048	487703.101	6560937.549	14.432	0.999594	PM174048 STR PKT [N BOX [C]
MEAN COMBINED SCALE FACTOR (CSF) = 0.999594					
[P] = PERMANENT MARK MUST BE PROTECTED IN ACCORDANCE WITH SPECIFICATION G71					
[C] = SUITABLE FOR CONSTRUCTION AND MUST NOT BE DISTURBED UNTIL ASSESSED BY SURVEYOR					
* = LAST FOUR CHARACTERS OF THE PERMANENT MARK NUMBER OR FOUR CHARACTER DESCRIPTOR USED IN DTM					
NB: ALL OTHER SURVEY STATIONS ARE CONSIDERED TEMPORARY AND UNSTABLE FOR CONSTRUCTION					

No. _____		Amendment Description _____		Initials _____	Date _____	0 10 20 30 SCALE 1:250 at A3		Transport Roads & Maritime Services ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES		ROADS AND TRAFFIC AUTHORITY OF NSW SH 10 - PACIFIC HIGHWAY KEMPSEY SHIRE COUNCIL PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass SETOUT AND SURVEY CONTROL DETAILS		FILE No. M3300	DRAWING 03 SETOUT.dgn	PRINTED DATE 10/06/2014	SHEET No. 03	
A3 original This sheet may be prepared using colour and may be incomplete if copied						Co-ordinate System: MGA56		Height Datum: AHD		DESIGNED, TREVOR SMITH REVIEWED, DAVID JOHNSON		REGISTRATION NUMBER 2004/000890		Issue A Version 1		

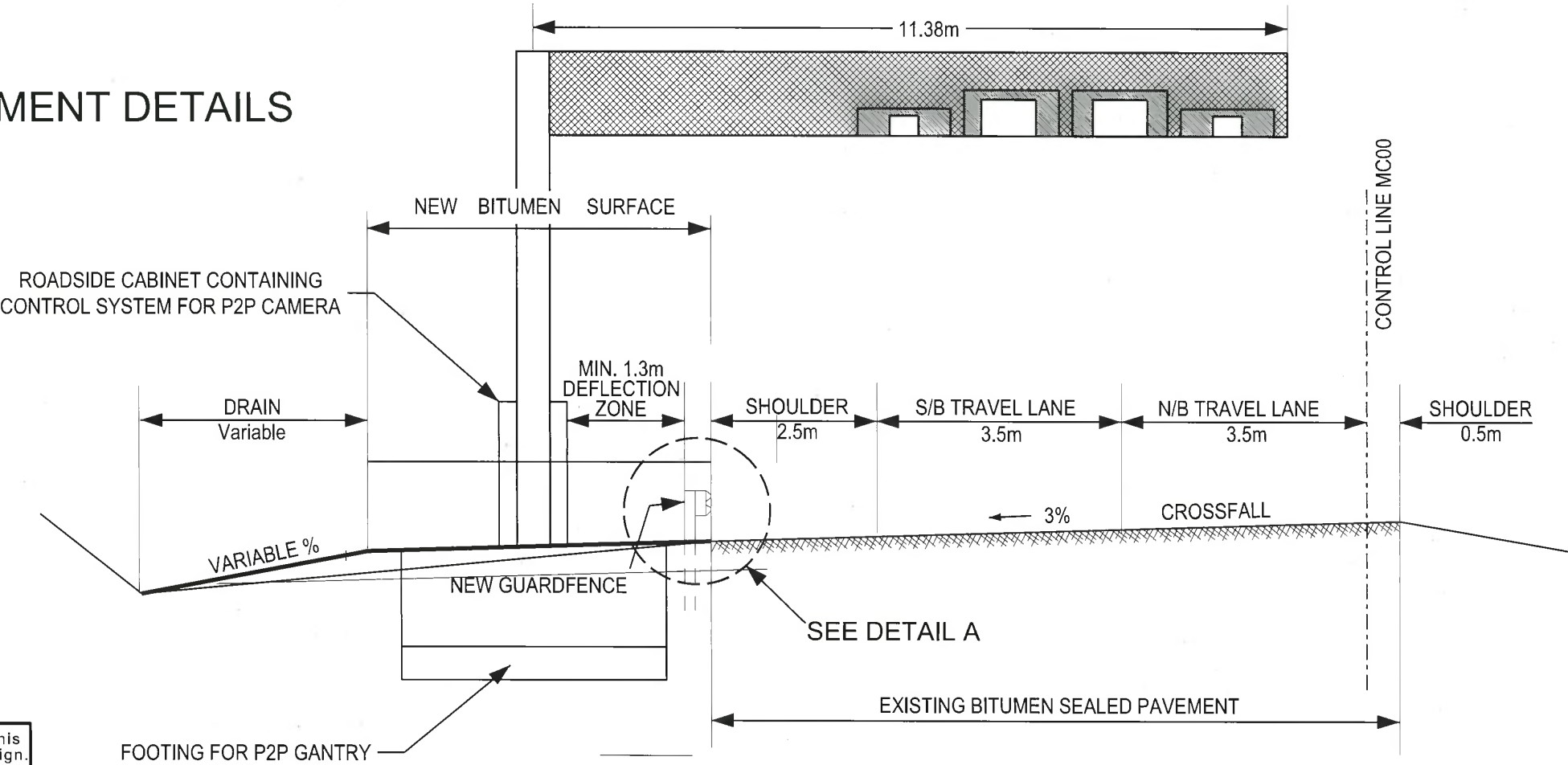
FOR CONSTRUCTION



DETAIL A

PAVEMENT QUANTITIES	
14mm SEAL	990m2
150mm BASE	140m3
150mm SUB-BASE	150m3

PAVEMENT DETAILS



This is to certify that the Pavement Details shown on this sheet are in accordance with the Project Pavement Design.
Authorised by David Groth (Geotechnical Manager)
Signed: *[Signature]* Date: 11/6/14

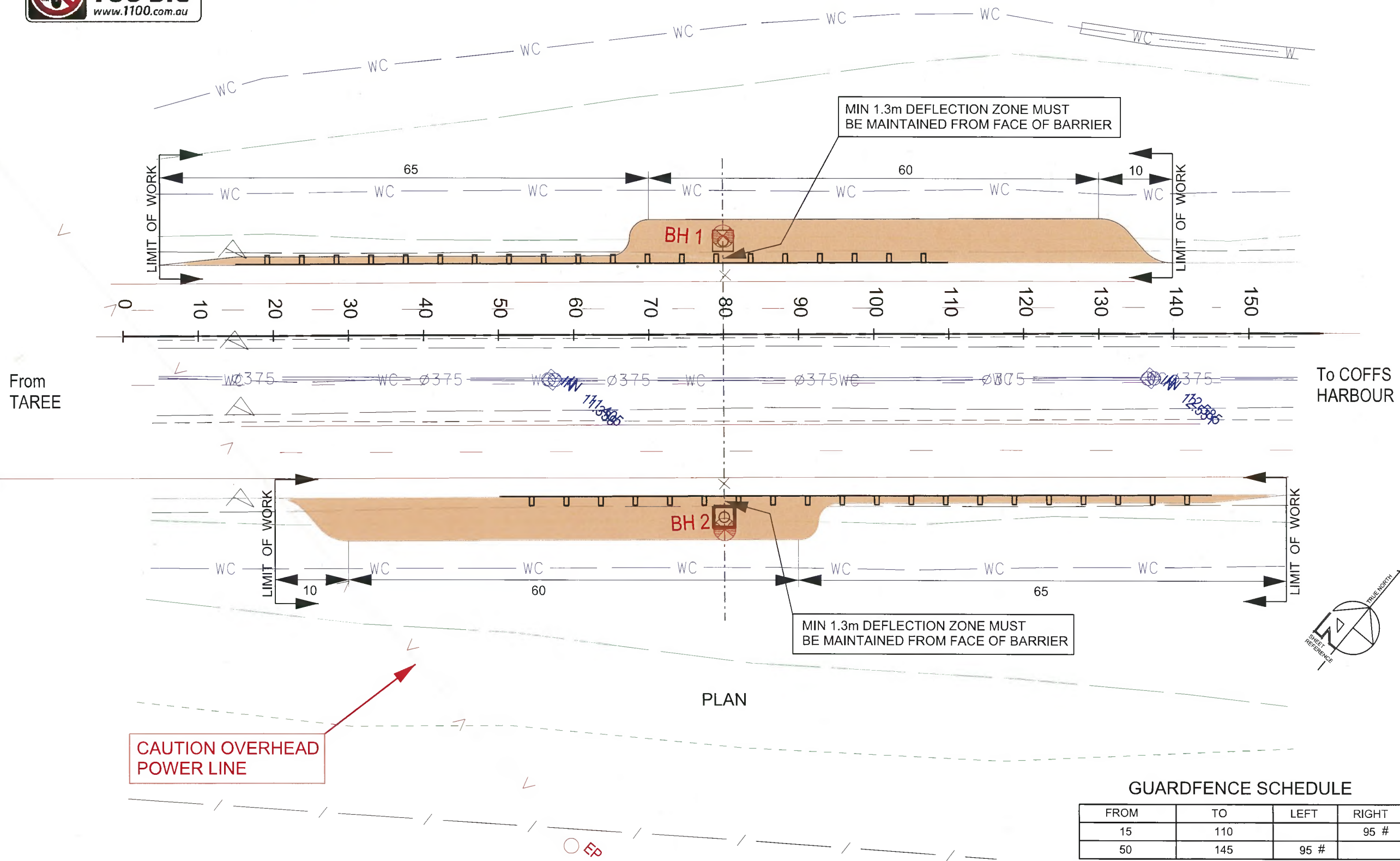
SECTION AT CHAINAGE 80
(Reverse for Southbound Carriageway)

NOT TO SCALE				PREPARED BY ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES		ROADS AND TRAFFIC AUTHORITY OF NSW		FILE No. M3300	DRAWING 04 TYP SECT.dgn	PRINTED DATE 3/06/2014	SHEET No. 04
DESIGNED: TREVOR SMITH				REVIEWED: DAVID JOHNSON		SH 10 - PACIFIC HIGHWAY KEMPSEY SHIRE COUNCIL PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass TYPICAL SECTIONS AND PAVEMENT DETAILS		REGISTRATION NUMBER 2004/000890		Issue A Version 1	
No.	Amendment Description	Initials	Date	Co-ordinate System: MGA56		Height Datum: AHD		A3 original This sheet may be prepared using colour and may be incomplete if copied			

FOR CONSTRUCTION



NEW PAVEMENT



GUARDFENCE SCHEDULE

FROM	TO	LEFT	RIGHT
15	110		95 #
50	145	95 #	

Length Includes ET Terminal on Approach and Standard Terminal on Departure

No.	Amendment Description	Initials	Date
A3 original	This sheet may be prepared using colour and may be incomplete if copied		

Co-ordinate System: MGA56

Height Datum: AHD

PREPARED BY
ROAD DESIGN ENGINEERING
ENGINEERING TECHNOLOGY
NETWORK SERVICES

DESIGNED, TREVOR SMITH

REVIEWED, DAVID JOHNSON

ROADS AND TRAFFIC AUTHORITY OF NSW

SH 10 - PACIFIC HIGHWAY
KEMPSEY SHIRE COUNCIL
PAVEMENT WIDENING FOR P2P CAMERA
Between Crescent Head Road and Inches Road on Kempsey bypass

PLAN & LONG SECTION

FILE No.
M3300

DRAWING
05 DETAIL PLAN.dgn

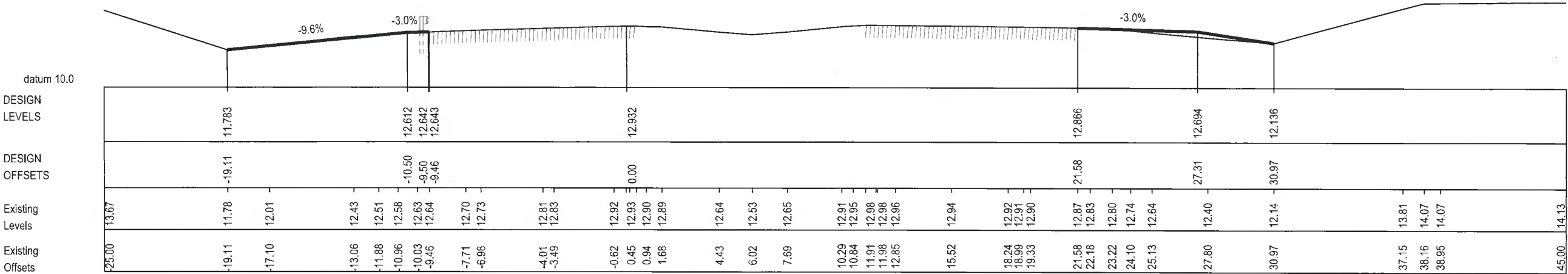
PRINTED DATE
30/05/2014

REGISTRATION NUMBER
2004/000890

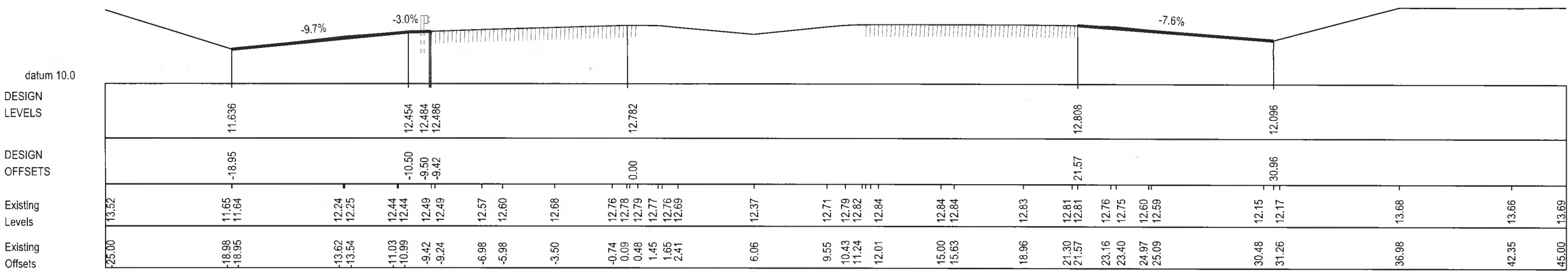
Issue A
Version 1

SHEET No.
05

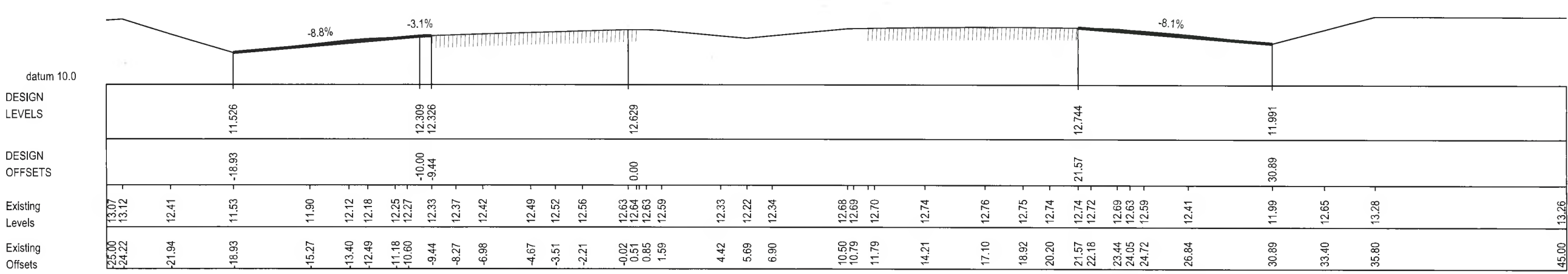
FOR CONSTRUCTION



30



20



10

No.	Amendment Description	Initials	Date
A3 original	This sheet may be prepared using colour and may be incomplete if copied		

SCALES

0 1 2 3 4 5 10

NSW Transport
Roads & Maritime
Services

PREPARED BY
ROAD DESIGN ENGINEERING
ENGINEERING TECHNOLOGY
NETWORK SERVICES

DESIGNED, TREVOR SMITH
REVIEWED, DAVID JOHNSON

ROADS AND TRAFFIC AUTHORITY OF NSW

HW 16 - BRUXNER HIGHWAY
PAVEMENT WIDENING FOR P2P CAMERA
Between Crescent Head Road and Inches Road on Kempsey bypass
CROSS SECTIONS 10 - 30

FILE No.
M3300

DRAWING
06 XS 01.dgn

PRINTED DATE
30/05/2014

Issue A
Version 1

SHEET No.
06

FOR CONSTRUCTION

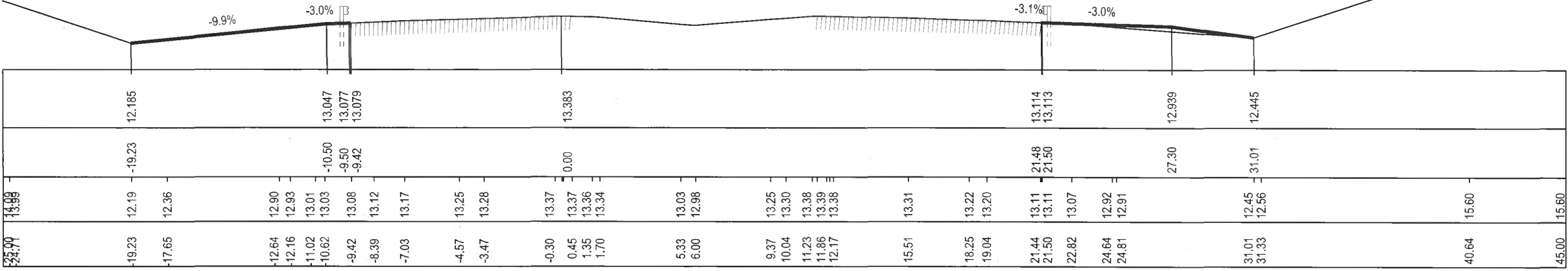
datum 11.0

DESIGN
LEVELS

DESIGN
OFFSETS

Existing
Levels

Existing
Offsets



60

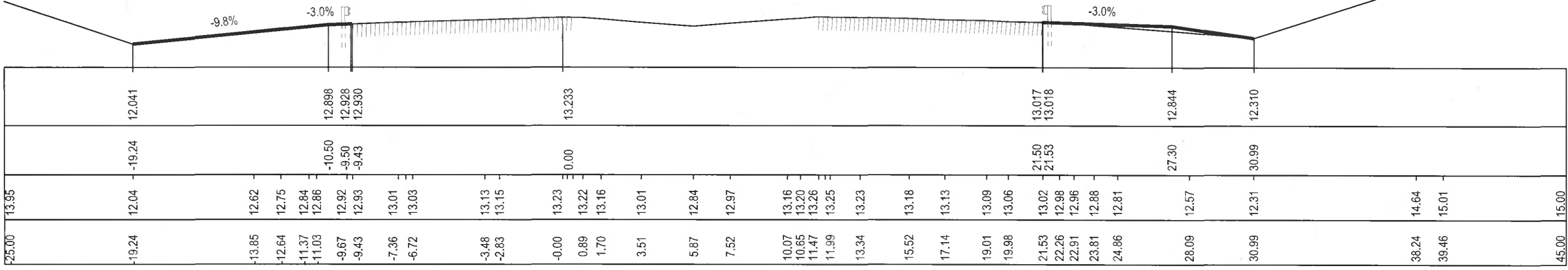
datum 11.0

DESIGN
LEVELS

DESIGN
OFFSETS

Existing
Levels

Existing
Offsets



50

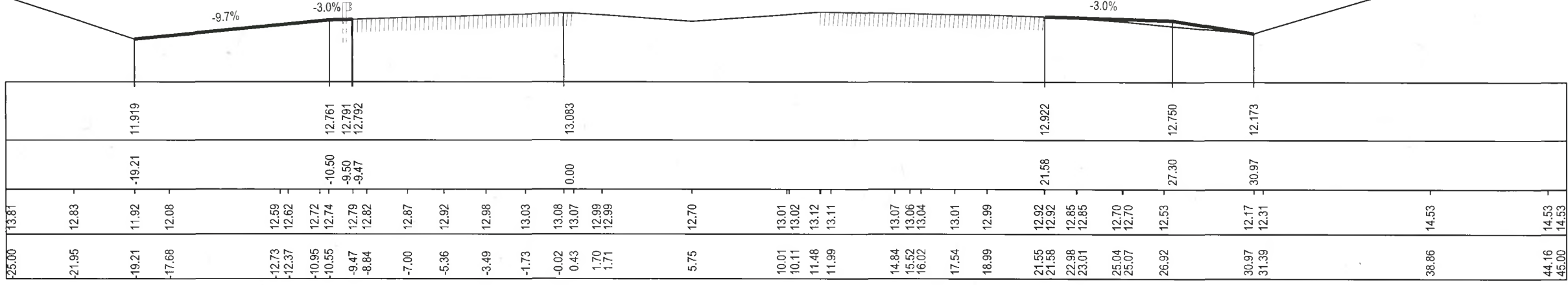
datum 10.0

DESIGN
LEVELS

DESIGN
OFFSETS

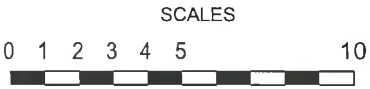
Existing
Levels

Existing
Offsets



40

No.	Amendment Description	Initials	Date
A3 original	This sheet may be prepared using colour and may be incomplete if copied		



PREPARED BY
ROAD DESIGN ENGINEERING
ENGINEERING TECHNOLOGY
NETWORK SERVICES

DESIGNED, TREVOR SMITH
DAVID JOHNSON
REVIEWED,

ROADS AND TRAFFIC AUTHORITY OF NSW

HW 16 - BRUXNER HIGHWAY
PAVEMENT WIDENING FOR P2P CAMERA
Between Crescent Head Road and Inches Road on Kempsey bypass
CROSS SECTIONS 40 - 60

FILE No.
M3300

DRAWING
07 XS 02.dgn

PRINTED DATE
30/05/2014

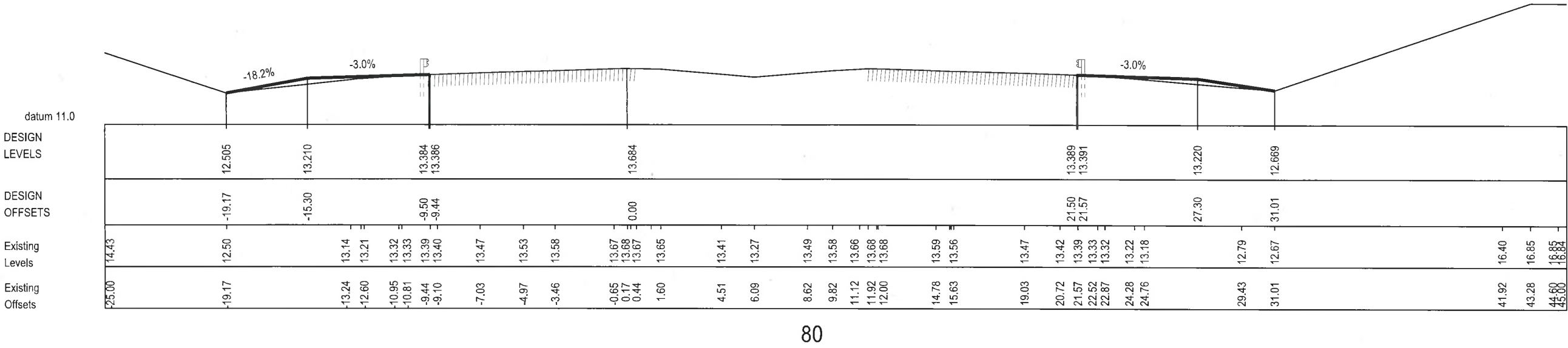
SHEET No.

2004/000890

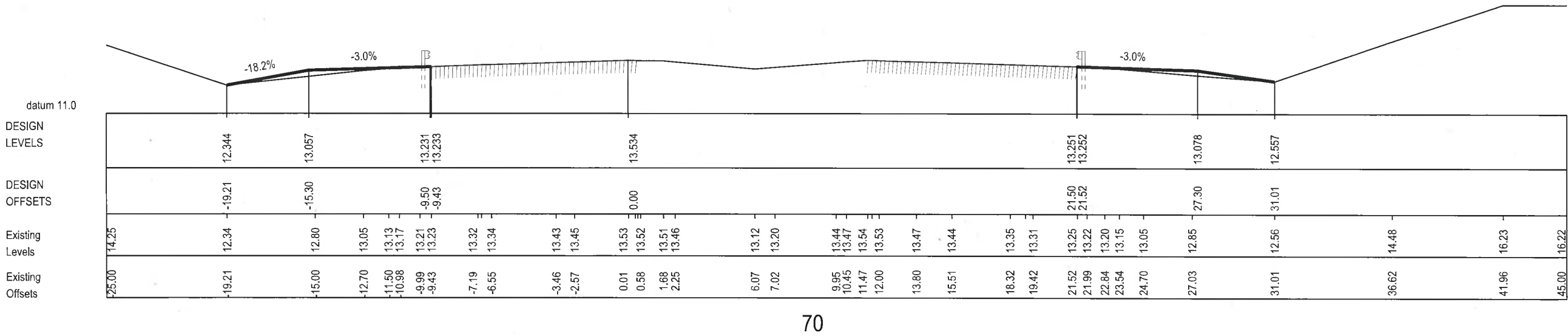
Issue A
Version 1

07

FOR CONSTRUCTION



80



70

No.		Amendment Description		Initials	Date
A3 original		This sheet may be prepared using colour and may be incomplete if copied			

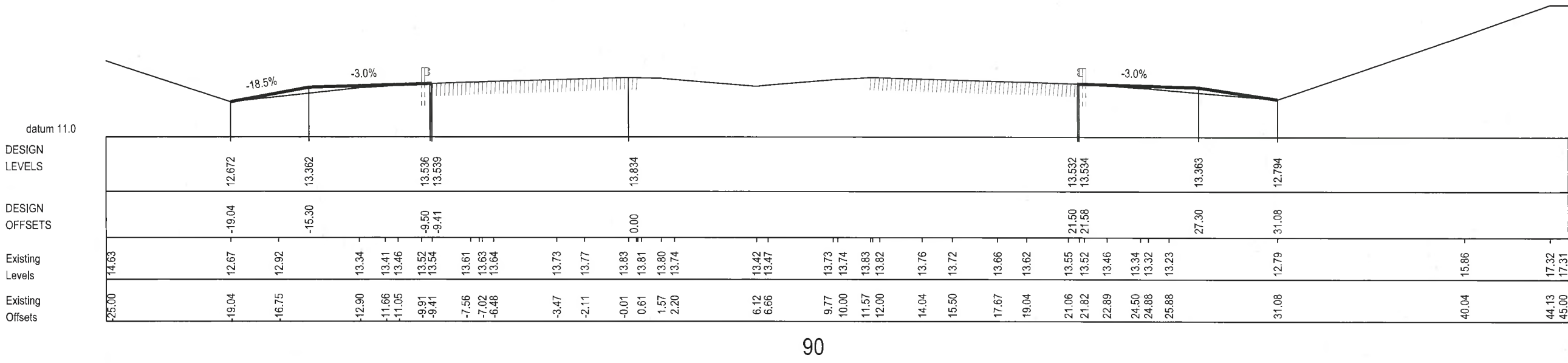
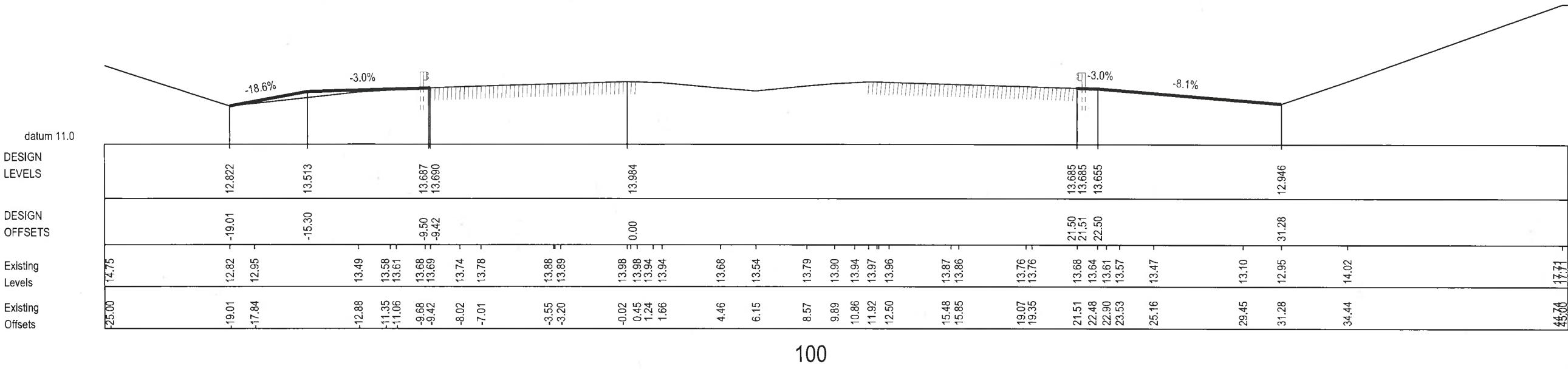
0 1 2 3 4 5 10	
SCALES	

Transport Roads & Maritime Services	PREPARED BY ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES
DESIGNED, TREVOR SMITH	REVIEWED, DAVID JOHNSON

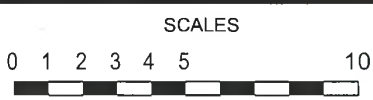
ROADS AND TRAFFIC AUTHORITY OF NSW	
HW 16 - BRUXNER HIGHWAY PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass CROSS SECTIONS 70 - 80	

FILE No. M3300	DRAWING 08 XS 03.dgn	PRINTED DATE 30/05/2014	SHEET No. 08
2004/000890			Issue A Version 1

FOR CONSTRUCTION



No.	Amendment Description	Initials	Date
A3 original	This sheet may be prepared using colour and may be incomplete if copied		



Transport Roads & Maritime Services	PREPARED BY ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES
DESIGNED, TREVOR SMITH	
REVIEWED, DAVID JOHNSON	

ROADS AND TRAFFIC AUTHORITY OF NSW
HW 16 - BRUXNER HIGHWAY PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass CROSS SECTIONS 90 - 100

FILE No. M3300	DRAWING 09 XS 04.dgn	PRINTED DATE 30/05/2014	SHEET No. 09
2004/000890		Issue A Version 1	

FOR CONSTRUCTION

datum 12.0

DESIGN LEVELS	13.138	13.809	13.982	14.285	13.982	13.981	13.951	13.167	
DESIGN OFFSETS	-19.13	-15.30	-9.53	0.00	21.46	21.50	22.50	31.14	
Existing Levels	15.06	13.14	13.18	13.82	13.84	13.94	13.94	13.98	14.00
Existing Offsets	15.06	-19.13	-18.26	-12.47	-12.21	-10.91	-10.68	-9.53	-9.24

120

datum 11.0

DESIGN LEVELS	12.942	13.663	13.837	14.135	13.834	13.833	13.803	13.072	
DESIGN OFFSETS	-19.15	-15.30	-9.50	0.00	21.46	21.50	22.50	31.31	
Existing Levels	14.82	12.94	13.42	13.66	13.70	13.77	13.81	13.84	13.86
Existing Offsets	14.82	-19.15	-14.80	-12.62	-11.95	-10.97	-10.36	-9.49	-8.86

110

No.	Amendment Description	Initials	Date
A3 original	This sheet may be prepared using colour and may be incomplete if copied		

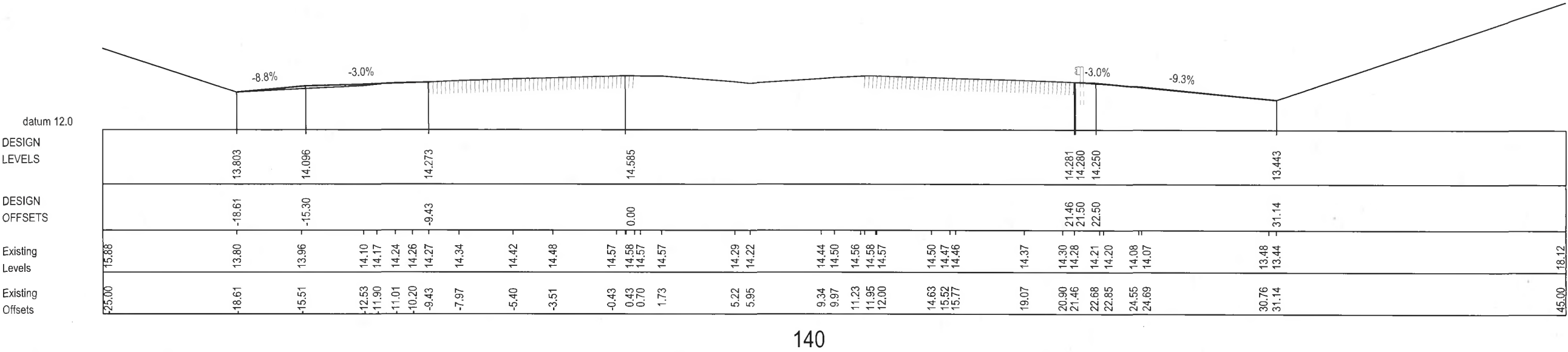


Transport Roads & Maritime Services	PREPARED BY ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES
DESIGNED, TREVOR SMITH	REVIEWED, DAVID JOHNSON

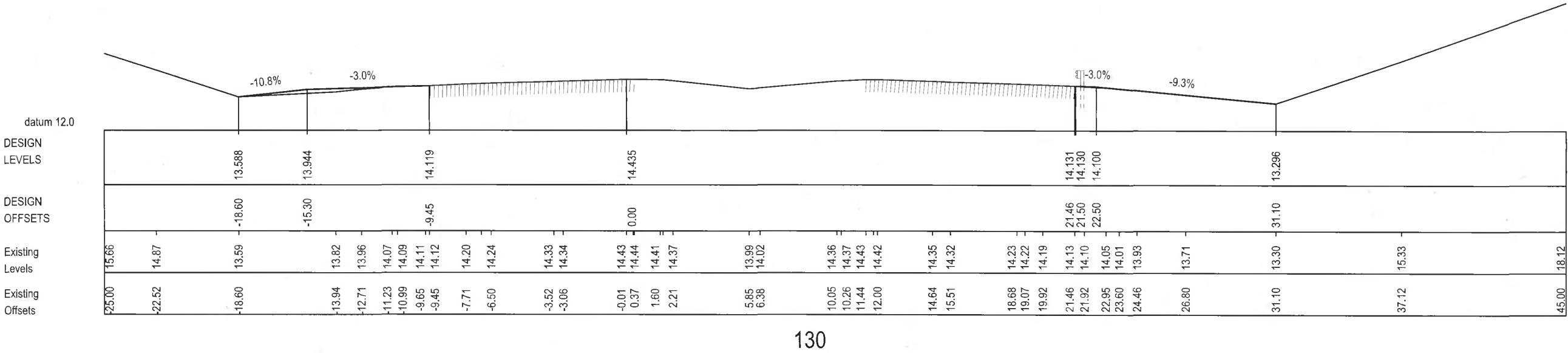
ROADS AND TRAFFIC AUTHORITY OF NSW
HW 16 - BRUXNER HIGHWAY PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass CROSS SECTIONS 110 - 120

FILE No. M3300	DRAWING 10 XS 05.dgn	PRINTED DATE 30/05/2014	SHEET No. 10
2004/000890		Issue A Version 1	

FOR CONSTRUCTION



140



130

No.		Amendment Description		Initials	Date
A3 original		This sheet may be prepared using colour and may be incomplete if copied			

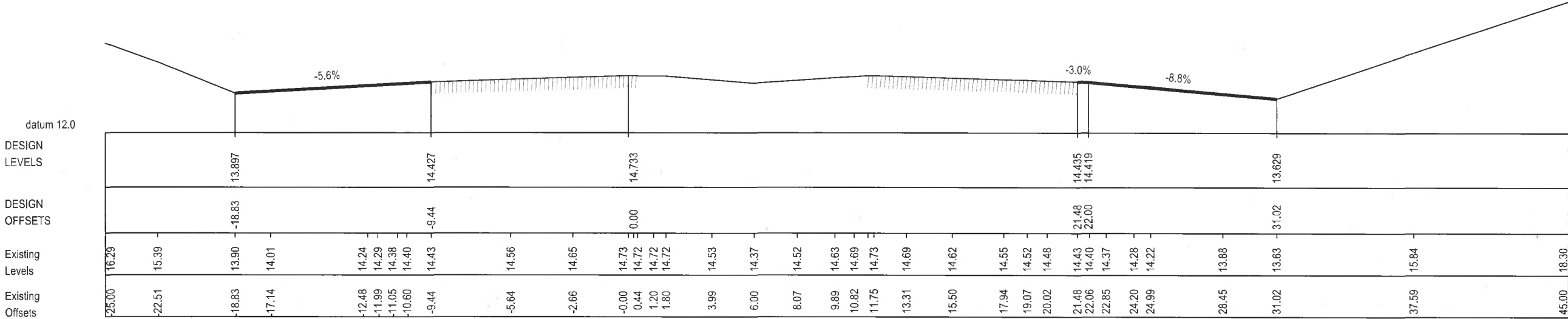
SCALES	
0 1 2 3 4 5 10	

NSW Transport Roads & Maritime Services	PREPARED BY ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES
	DESIGNED, TREVOR SMITH
	REVIEWED, DAVID JOHNSON

ROADS AND TRAFFIC AUTHORITY OF NSW
HW 16 - BRUXNER HIGHWAY PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass CROSS SECTIONS 130 - 140

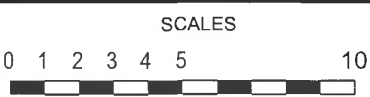
FILE No. M3300	DRAWING 11 XS 06.dgn	PRINTED DATE 30/05/2014	SHEET No. 11
2004/000890			Issue A Version 1

FOR CONSTRUCTION



150

No.	Amendment Description	Initials	Date
A3 original	This sheet may be prepared using colour and may be incomplete if copied		



NSW Transport Roads & Maritime Services	PREPARED BY ROAD DESIGN ENGINEERING ENGINEERING TECHNOLOGY NETWORK SERVICES
DESIGNED,	TREVOR SMITH
REVIEWED,	DAVID JOHNSON

ROADS AND TRAFFIC AUTHORITY OF NSW
HW 16 - BRUXNER HIGHWAY PAVEMENT WIDENING FOR P2P CAMERA Between Crescent Head Road and Inches Road on Kempsey bypass CROSS SECTION 150

FILE No. M3300	DRAWING 12 XS 07.dgn	PRINTED DATE 30/05/2014	SHEET No. 12
2004/000890			Issue A Version 1

PROTECTION BARRIERS PTY LTD

PH: 02 6642 2233
 MOB: [REDACTED] 4 056
 FAX: 02 6642 8635
 14 Swallow Rd, South Grafton NSW 2460
 EMAIL: protectionbarriers@yahoo.com.au
 ABN: 12139336851

Quote No. 15036

Eruo Maintenance & Civil

15 May 2015

Attention: Baz Hadid
 Phone: [REDACTED] 7 738
 Email: euromaintandcivil@gmail.com

Attention: Chahid Chahine
 Phone: [REDACTED] 4 333

Project: Kempsey Bypass

Site 1

Supply and Install
2 x 30m Runs of Safety Wire Rope Fencing, 2.5m post spacing / 4 wire Ingal
Flexfence
4 x Anchors

Sub Total:	\$19,300.00
Gst:	\$ 1,930.00
TOTAL:	\$21,230.00

Site 2

Supply and Install
2 x ET2000s
2 x TTs
4 x 2m Transitions
104m x Thriebeam
40m x Ezy guard
1 x Site Establishment Fee

Sub Total:	\$31,580.00
Gst:	\$ 3,158.00
TOTAL:	\$34,738.00

Provisional: Holes in Rock @ \$150 each + gst

Quote 15036 Euro Maintenance & Civil
 Kempsey Bypass

Euro Civil & Maintenance Pty Ltd

Quality is Our Goal

Quote



Date	March 3, 2020
Valid Until	June 19, 2015
Quote #	142
Customer ID	RMS

ABN: 26 604 934 698

Customer:

Roads and Maritime Services

Attention: Alexandre Dubois

Level 10, 27 Argyle St

Parramatta NSW 2150

(02) 8849 2633

Quote/Project Description

The works being quoted involved the following :

Installation of Protection Barriers Armco dual Carriage road at Kempsey Bypass P2P site app

Installation of Fence, barriers and Gate at HVIS Sites as per RMS requirements and site visit on the 5th of May 2015.

Description	Line Total
Installation of Protection Barriers Armco dual Carriage road at Kempsey Bypass P2P site app	102,000.00
Maintaining 1.3 m Deflection zone	
Installation of W Beam and THRIE Beam in front of Structure on both ends, includes barrier terminals, connectors, Modified Eccentric Terminal (MELT) buffered end and Anchorage to the detail of drawing 2004/000890	
Supplied by RMS	
RMS has also requested that Wire be installed in the median on both ends of the road approx 70 m in length to protect the TIRTL devices.	
Installation of Fence, barriers and Gate at HVIS Sites as per RMS requirements and site visit on the 5th of May 2015.	130,000.00
Orchard Hills HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	
Richmond Rd HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	
Monavale Rd HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	

Special Notes and Instructions

Once signed, please Fax, mail or e-mail it to the provided address.

Subtotal	\$	232,000.00
Discount		-
Sales Tax Rate	%	10.00
Sales Tax	\$	23,200.00
Total	\$	255,200.00

Above information is not an invoice and only an estimate of services/goods described above.
Payment will be collected in prior to provision of services/goods described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature

Print Name

Date

Thank you for your business!

Should you have any enquiries concerning this quote, please contact Barry Haden on [REDACTED] 7 738

[REDACTED] Donaldson St, Campbeltown, Sydney, NSW, 2560
Tel: [REDACTED] 7 738 Fax: E-mail: info@Euromandc.com
BSB: 112879 Account Number : [REDACTED] 6 088

Scanned from CTRN1024APIV2275PCL on IP 10.50.10.224

From: APIVC2275_944723 <apivc2275_944723@rms.nsw.gov.au>
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Date: Thu, 21 May 2015 16:13:48 +1000
Attachments: 21052015161348-0001.pdf (328.56 kB)

Number of Images: 3
Attachment File Type: PDF

Device Name: APIVC2275_944723
Device Location: CTRN1024APIV2275PCL at Argyle St

IMS Purchase Order Request



Transport
Roads & Maritime
Services

For Services (ESM & CM21)

Purchase Order Number:	
Date Request Received:	
Request type (Please tick):	<input type="checkbox"/> Create New <input type="checkbox"/> Amend Existing
Is this a CM21 Contract:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section / Unit Name	Contract End date:	IMS Tracking No:

1. Vendor

Vendor Number:	Do you require this PO to be sent to the Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Name: Euro Civil & Maintenance Pty Ltd	Does this Vendor require RCTI's? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Contact Name: Barry Haden	Vendor Phone No.: 7 738
Address: donaldson Street Bradbury NSW 2560	
Vendor Sales email: info@eurocandm.com.au	Vendor ABN: 26604934698

2. Item Details

Category Description	Cat.	Cost Object (please tick one only)	Category Description	Cat.	Cost Object (please tick one only)
WBS	P	<input checked="" type="checkbox"/>	Internal Billing / WBS	I	<input type="checkbox"/>
Cost Centre	K	<input type="checkbox"/>	Internal Billing Cost Centre	B	<input type="checkbox"/>
Order	F	<input type="checkbox"/>	Real Estate Object	R	<input type="checkbox"/>

3. A general description of work to be performed (max 40 characters including spaces)

W Beam, wire rope, fence, gate & civil works

4. Service Items (Service number must be included)

RMS Service No.	Description of Work	Cost Object	G / L (note)	* Total Cost (Excludes GST)
	-P2P Kempsey Bypass W beam and Thrie	U/01331/M/13/9		\$102,000
	beam installation			
	-P2P Kempsey Bypass Wire Rope Installa			
	HVIS Fence, gates and civil 3 HVIS	S/08535/3		
	Western sydney Sites			\$130,000

Note: Form 693 must be submitted for Skill Hire/Contractors.

* Was price checked against the Contingent Workforce Pre-qualification Scheme? ☐ Yes ☐ No

Increase Value
Original Purchase Order Value
Total Value \$232,000

Requested by : (Mandatory)

Requester cannot be a Business Partner

Name: Alex Dubois
Staff ID: 965213
Position: Heavy Vehicle program& maintenance office
Phone No: 8849 2633
Signature:
Date: 21/5/15

Delegated Approval by: (Mandatory)

Delegation must cover the total value of the PO

Name:
Staff ID: 963135
Delegation Level: 5
Position: Heavy Vehicle programs
Phone No: 8849 5434
Signature*:
Date: 21/5/2015

If you do not wish to receive workflows nominate an **Alternate requester** (not a Business Partner) for workflows only

Name:

Staff ID:

See Attachment for notes for completion of this form.

* RMD Commercial Procurement Guidelines (document-CF01)

Disclosure of Information

Class 1 Contract

Contract No/ID :	15.2930.1041
Contract Description :	P2P Kempsey Bypass Barrier and Wire rope installation, fence and gate instalaltion at multiple HVIS
Contract Commencement Date :	20/05/2015
Period of Contract:	16 weeks
Contractor:	EURO CIVIL & MAINTENANCE PTY LTD
Contractor Address:	EURO CIVIL & MAINTENANCE PTY LTD, [REDACTED] Donaldson Street, Bradbury, NSW, 2560
Trading Name:	
Trading Name Address:	
Estimated Payable (\$ Incl GST) :	\$ 255,200.00
Method of Tendering:	Limited (Single Invitation / Selective/WADs)

- **Particulars of any related body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth) in respect of the contractor, or any other private sector entity in which the contractor has an interest, that will be involved in carrying out any of the contractor's obligations under the contract or will receive a benefit under the contract**

NA

- **A description of any provisions under which the amount payable to the contractor may be varied**

No provisions under which the amount payable to the contractor may be varied

- **A description of any provisions with respect to the renegotiation of the contract**

No provisions with respect to the renegotiation of the contract

- **In the case of a contract arising from a tendering process, a summary of the criteria against which the various tenders were assessed**

Price, experience

- **A description of any provisions under which it is agreed that the contractor is to receive payment for providing operational or maintenance services**

NA

Euro Civil & Maintenance Pty Ltd

Quality is Our Goal



Quote

Date	May 21, 2015
Valid Until	June 19, 2015
Quote #	142
Customer ID	RMS

ABN: 26 604 934 698

Customer:	Quote/Project Description
Roads and Maritime Services	The works being quoted involved the following :
Attention: Alexandre Dubois	Installation of Protection Barriers Armco dual Carriage road at Kempsey Bypass P2P site app
Level 10, 27 Argyle St	
Parramatta NSW 2150	Installation of Fence, barriers and Gate at HVIS Sites as per RMS requirements and site visit on the 5th of May 2015.
(02) 8849 2633	

Description	Line Total
Installation of Protection Barriers Armco dual Carriage road at Kempsey Bypass P2P site app	102,000.00
Maintaining 1.3 m Deflection zone	
Installation of W Beam and THRIE Beam in front of Structure on both ends, includes barrier terminals, connectors, Modified Eccentric Terminal (MELT) buffered end and Anchorage to the detail of drawing 2004/000890	
Supplied by RMS	
RMS has also requested that Wire be installed in the median on both ends of the road approx 70 m in length to protect the TIRTL devices.	
Installation of Fence, barriers and Gate at HVIS Sites as per RMS requirements and site visit on the 5th of May 2015.	130,000.00
Orchard Hills HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	
Richmond Rd HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	
Monavale Rd HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	

Special Notes and Instructions	
Once signed, please Fax, mail or e-mail it to the provided address.	
	Subtotal \$ 232,000.00
	Discount -
	Sales Tax Rate % 10.00
	Sales Tax \$ 23,200.00
	Total \$ 255,200.00

Above information is not an invoice and only an estimate of services/goods described above.
Payment will be collected in prior to provision of services/goods described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature	Print Name	Date
-----------	------------	------

Thank you for your business!

Should you have any enquiries concerning this quote, please contact Barry Haden on 7 738

Donaldson St, Campbelltown, Sydney, NSW, 2560
Tel: 7 738 Fax: E-mail: info@Euromandc.com
BSB: 112879 Account Number : 6 088

FM: Euro Civil & Maint - PO 4510377405-10 PDF.pdf

From: cob_finance@rms.nsw.gov.au
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>, SOLIMAN Samer <samer.soliman@rms.nsw.gov.au>
Cc: cob_finance@rms.nsw.gov.au
Date: Tue, 26 May 2015 09:48:04 +1000
Attachments: PO 4510377405-10 PDF.pdf (19.08 kB)

<<...>>

Hi Alex/Samer

As per request, the purchase order has been created.

Please forward the attached purchase order to the vendor

To the vendor, please put the following on the invoice(s):

RMS contact name Alex Dubois/Samer Solima

Purchase order number 4510377405-10

Amount (excludes GST) \$232,000.00

Please email the Invoice(s) to: COB_finance@rms.nsw.gov.au

If you require further assistance, email us or phone us on (02) 8849 2501 .

Regards

Feli Mella
Finance Officer
Compliance Operations | Safety & Compliance
T 02 8849 2713
www.rms.nsw.gov.au
Every journey matters
Roads and Maritime Services
Level 9 27 Argyle Street Parramatta NSW 2150



ROADS AND MARITIME SERVICES
ABN: 76 236 371 088
Purchase Order

Order No.	Date	Vendor Details	Terms
4510377405	25.05.2015	1060147 EURO CIVIL & MAINTENANCE PTY LTD	Net 30 days

Consignee

EURO CIVIL & MAINTENANCE PTY LTD
DONALDSON STREET
CAMPBELTOWN NSW 2560
Phone: 7738 Fax:

Delivery Address

ROADS and MARITIME SERVICES
,

Our Contacts	Name	Phone	Fax
--------------	------	-------	-----

Purchasing Officer	Mrs FELICISIMA MELLA	02 8849 2713	02 8849 2856
The Purchase Order number 4510377405 must be quoted on all documents, packages, etc. and the goods/materials accompanied by delivery docket or invoice.			

Delivery Instructions

Please email invoice to: COB_Finance@rms.nsw.gov.au

Purchase Order Items

ITEM	MATERIAL	DESCRIPTION	QTY	PRICE EXCL GST	DEL.DATE
00010		15.2930.1041-P2P Kempsey ByPass Contact person is Alex Dubois - Tel 8849 2633	1.00 AU	232,000.00	30.06.2015

INVOICE/ACCOUNT ENQUIRIES TO 'ACCOUNTS PAYABLE SECTION', ROADS AND MARITIME SERVICES, ,,
Phone: 02 88492501 Fax: Email: COB_finance@rms.nsw.gov.au

IF PAYMENT IS NOT MADE WITHIN THE TIME DETERMINED BY THE PUBLIC FINANCE AND AUDIT REGULATION 2010, THE SUPPLIER SHOULD TAKE UP THIS MATTER WITH THE ACCOUNTS COMPLAINTS OFFICER ON 131782.

INTEREST AT A RATE DETERMINED BY THE TREASURERS DIRECTIONS IS PAYABLE TO NOMINATED SMALL BUSINESS SUPPLIERS FOR ANY LATE PAYMENT.

INTEREST MAY BE PAYABLE AT A RATE DETERMINED BY THE TREASURERS DIRECTIONS FOR LATE PAYMENTS MADE TO SUPPLIERS OTHER THAN NOMINATED SMALL BUSINESS SUPPLIERS.

GST	23,200.00
ORDER VALUE	255,200.00

Service Line Attachment to Purchase Order (4510377405)

Item 00010 covers the following services

Line	Service No	Description	Unit	Currency	Price/Unit	Net Value
10	IM000	P2P Kempsey Bypass-W Beam & Thrie B	102,000.00	ITM	1.00	102,000.00
20	IM000	P2P Kempsey Bypass-Wire Rope Inst H	130,000.00	ITM	1.00	130,000.00
					Total	232,000.00

Euro Civil & Maintenance Pty Ltd

Quality is Our Goal

Invoice



Date	June 2, 2015
PO #	4510377405
Invoice #	INV012015
Customer ID	RMS

ABN: 26 604 934 698

Customer:

Roads and Maritime Services

Attention: Alexandre Dubois

Level 10, 27 Argyle St

Parramatta NSW 2150

(02) 8849 2633

Quote/Project Description

The works being quoted involved the following :

Installation of Protection Barriers Armco dual Carriage road at Kempsey Bypass P2P site app

Installation of Fence, barriers and Gate at HVIS Sites as per RMS requirements and site visit on the 5th of May 2015.

Description	Line Total
Installation of Protection Barriers Armco dual Carriage road at Kempsey Bypass P2P site app	102,000.00
Maintaining 1.3 m Deflection zone	
Installation of W Beam and THRIE Beam in front of Structure on both ends, includes barrier terminals, connectors, Modified Eccentric Terminal (MELT) buffered end and Anchorage to the detail of drawing 2004/000890	
Supplied by RMS	
RMS has also requested that Wire be installed in the median on both ends of the road approx 70 m in length to protect the TIRTL devices.	
Installation of Fence, barriers and Gate at HVIS Sites as per RMS requirements and site visit on the 5th of May 2015.	130,000.00
Orchard Hills HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	
Richmond Rd HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	
Monavale Rd HVIS	
Fence Installation	
Removal of existing damaged fence	
Installation of Gates and barriers	
Clean up site	

Special Notes and Instructions

Once signed, please Fax, mail or e-mail it to the provided address.

Subtotal	\$	232,000.00
Discount		-
Sales Tax Rate	%	10.00
Sales Tax	\$	23,200.00
Total	\$	255,200.00

Above information is not an invoice and only an estimate of services/goods described above.
Payment will be collected in prior to provision of services/goods described in this quote.

Please confirm your acceptance of this quote by signing this document

Signature

Print Name

Date

Thank you for your business!

Should you have any enquiries concerning this quote, please contact Barry Haden on [REDACTED] 7 738

[REDACTED] Donaldson St, Campbeltown, Sydney, NSW, 2560
Tel: [REDACTED] 7 738 Fax: E-mail: info@Euromandc.com
BSB: 112879 Account Number : [REDACTED] 6 088

Request for Quote

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: Chahid Chahine <cbfprojects@bigpond.com>
Date: Tue, 08 Sep 2015 17:01:44 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version5 07092015.pdf (250.27 kB); general requirements .pdf (168.06 kB); Instrument of agreement.pdf (22.89 kB); environmental management plan.doc (976.9 kB); Work health and safety plan.doc (1.92 MB)

CBF,

Please find attached a Request for Quote (RFQ) document.

RMS is requesting a quotation for the maintenance delivery works within the Northern, Southern, Western and Sydney regions, in addition to other signage installations and upgrades.

The works required within region are split in the order of high, medium and low.

The quote required would itemise the works within the different regions.

All queries would be placed in a Request for Information (RFI) and provided to all tenders.

Alternatively, RMS may also arrange a presentation to go through questions raised if required.

Thank you

Regards

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street , Parramatta NSW 2150

PO Box 973 , Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre_Dubois@rms.nsw.gov.au



Transport
 Roads & Maritime
 Services

Note: Pages 2 to 226 have been removed. These pages appear as the attachments to the email from Alexandre Dubois to info@eurocandm.com.au sent on 8 September 2015 at 17:21:35 (refer to the copy of that document as it appears in this volume).

Request for Quote

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdl)/cn=recipients/cn=alexandu">
To: northstarcivil@gmail.com
Date: Tue, 08 Sep 2015 17:09:08 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version5 07092015.pdf (250.27 kB); general requirements .pdf (168.06 kB); Instrument of agreement.pdf (22.89 kB); environmental management plan.doc (976.9 kB); Work health and safety plan.doc (1.92 MB)

NorthStar ,

Please find attached a Request for Quote (RFQ) document.

RMS is requesting a quotation for the maintenance delivery works within the Northern, Southern, Western and Sydney regions, in addition to other signage installations and upgrades.

The works required within region are split in the order of high, medium and low.

The quote required would itemise the works within the different regions.

All queries would be placed in a Request for Information (RFI) and provided to all tenders.

Alternatively, RMS may also arrange a presentation to go through questions raised if required.

Thank you

Regards

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973 , Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre_Dubois@rms.nsw.gov.au



Transport
 Roads & Maritime
 Services

Note: Pages 2 to 226 have been removed. These pages appear as the attachments to the email from Alexandre Dubois to info@eurocandm.com.au sent on 8 September 2015 at 17:21:35 (refer to the copy of that document as it appears in this volume).

Request for Quote

E18-0736-AS-7-1-PR-0004 D10597917

From: DUBOIS Alexandre <"o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: h.alameddine@seinagroup.com.au
Date: Tue, 08 Sep 2015 17:18:35 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version5 07092015.pdf (250.27 kB); general requirements .pdf (168.06 kB); Instrument of agreement.pdf (22.89 kB); environmental management plan.doc (976.9 kB); Work health and safety plan.doc (1.92 MB)

Seina ,

Please find attached a Request for Quote (RFQ) document.

RMS is requesting a quotation for the maintenance delivery works within the Northern, Southern, Western and Sydney regions, in addition to other signage installations and upgrades.

The works required within region are split in the order of high, medium and low.

The quote required would itemise the works within the different regions.

All queries would be placed in a Request for Information (RFI) and provided to all tenders.

Alternatively, RMS may also arrange a presentation to go through questions raised if required.

Thank you

Regards

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973 , Parramatta CBD NSW 2124

Phone: 02 8849 2633 |Fax: 8849 2522| Mob: [REDACTED] 34 34

Email: Alexandre_Dubois@rms.nsw.gov.au



Transport
Roads & Maritime
Services

Note: Pages 2 to 226 have been removed. These pages appear as the attachments to the email from Alexandre Dubois to info@eurocandm.com.au sent on 8 September 2015 at 17:21:35 (refer to the copy of that document as it appears in this volume).

Request for Quote

From: DUBOIS Alexandre <"o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: info@eurocandm.com.au
Date: Tue, 08 Sep 2015 17:21:35 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version5 07092015.pdf (250.27 kB); general requirements .pdf (168.06 kB); Instrument of agreement.pdf (22.89 kB); environmental management plan.doc (976.9 kB); Work health and safety plan.doc (1.92 MB)

Euro Civil & Maintenance,

Please find attached a Request for Quote (RFQ) document.

RMS is requesting a quotation for the maintenance delivery works within the Northern, Southern, Western and Sydney regions, in addition to other signage installations and upgrades.

The works required within region are split in the order of high, medium and low.

The quote required would itemise the works within the different regions.

All queries would be placed in a Request for Information (RFI) and provided to all tenders.

Alternatively, RMS may also arrange a presentation to go through questions raised if required.

Thank you

Regards

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973, Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre.Dubois@rms.nsw.gov.au



Transport
 Roads & Maritime
 Services



Roads and Maritime Services

BRIEF COMPRISING OF THE
SCOPE AND REQUIREMENTS OF THE WORK
FOR
Maintenance Works
Heavy Vehicle Enforcement Sites
Compliance Operations Branch

Document No:
Version: 2.0
Issue Date: 28 August 2015

RECORD OF AMENDMENTS

Version	Summary	Date	Approved
1.0	Initial draft	25 August 2015	

CONTENTS

DEFINITION AND GLOSSARY OF TERMS	4
1 INTRODUCTION	5
2 STANDARDS AND SPECIFICATIONS.....	6
2.1 AUSTRALIAN STANDARDS.....	6
2.2 RMS SPECIFICATIONS AND DOCUMENTS	6
2.3 ISSUES OF STANDARDS, SPECIFICATIONS AND DRAWINGS.....	6
2.4 COMPLIANCE WITH SPECIFICATIONS.....	7
2.5 PRECEDENCE OF SPECIFICATIONS.....	7
3 LOCATIONS	7
4 SCOPE OF WORK.....	7
5 PROJECT SCHEDULE	26
6 GENERAL WORK MANAGEMENT REQUIREMENTS.....	27
6.1 MANAGEMENT OF THE WORK.....	27
6.2 ACCESS TO SITES.....	27
6.3 INDUSTRIAL RELATIONS MANAGEMENT	27
7 STATEMENT OF WORK	28
7.1 PROJECT DELIVERABLES.....	28
7.2 PROJECT MANAGEMENT PLAN	29
7.3 PROJECT PROGRAM	29
7.4 RISK MANAGEMENT PLAN	29
7.5 INSTALLATION MANAGEMENT PLAN.....	30
7.6 PROGRESS REPORT REQUIREMENT	30
7.7 QUALITY ASSURANCE.....	30
8 WARRANTY.....	30
9 DOCUMENTATION.....	31
10 APPENDIX A.....	32

DEFINITION AND GLOSSARY OF TERMS

The following definitions and abbreviations shall apply to this Specification.

AS	Australian Standard
Authority, or the Authority	The Roads and Maritime Services of New South Wales
DMP	Design Management Plan
IEC	International Electro technical Commission
ISO	International Organization for Standardization
NZS	New Zealand Standard
OEM	Operational Engineering Maintenance
OH&S	Occupational Health and Safety
PMP	Project Management Plan
RFQ	Request for Quotation
RFT	Request for Tender
RMP	Risk Management Plan
RMS	Roads and Maritime Services, NSW
ROL	Road Occupancy Licences
TMC	Traffic Management Centre
WAE	Work As Executed
RMS representative	RMS Project Manager

1 INTRODUCTION

The intent of this document is to provide the Service Provider with a summary of what this project requires to tender for the job.

A strategy was developed within the Compliance and Enforcement branch to Maintain RMS existing Heavy Vehicle Enforcement Sites within the State. RMS inspectors carry out enforcement activities at these sites and it is essential that they are maintain and in working order so as not affect and disturb enforcement operations. The enforcement sites vary from the automated sites that include dedicated screening lanes to non-automated enforcement bay side sites at various locations around the state. Refer to appendix A for map and location of enforcement sites.

This Scope of Work (SOW) involves carrying out various maintenance activities at existing Heavy Vehicle enforcement sites, these activities include the supply, installation, commissioning and maintenance of pavement, gates, concrete, line marking, signage and various other activities as provided by RMS within the works tables provided in section 4: "Scope of Works" of this document.

The tender price should include

- Price for maintenance activities for each of the sectors :
 - Northern Sector
 - Southern Sector
 - Western Sector
 - Sydney Sector
- Also price breakdown according to the labelled priority of each tabulated item: High , Medium or low so as to allow RMS to bundle and allocate the works accordingly.

The tender price should also include

- Removal / Installation of lead up signs to 11 HVIS sites, tabulated in section 4.
- Removal and re-installation of the no stopping and no parking signs at 21 sites to meet RMS new technical direction, technical direction attached in Appendix B.
- Installation of new No stopping and No parking signs at the proposed signage upgrade of the 11 sites , sites tabulated in section 4.

2 STANDARDS AND SPECIFICATIONS

2.1 Australian Standards

All work shall comply with the following standards.

AS/NZS 3000	Electrical installations (known as the Australian/New Zealand Wiring Rules)
AS/NZS 1768:2007	Lightning Protection Including Risk assessment
AS/NZS ISO 9001	Quality management system - Requirements
AS/NZS 4360	Risk Management
AS/NZS ISO 14000	Environmental Management Standards
AS/NZS 4801	Occupational Health & Safety Management System

2.2 RMS Specifications and Documents

All work shall comply with the following RMS Specifications and Documents.

This document shall be used in conjunction with the referencing documents. The following documents are referenced in this specification and shall be considered to form part of this specification:

Document Title

AS-1074: Steel Tubes And Tubular For Ordinary Service
 AS-1289: Methods of Testing Soils for Engineering Purposes
 AS-1165: Acoustics - Rating of sound absorption - Materials and systems
 AS-2053: Conduits and Fittings for Electrical Installations
 AS-3000: Electrical installations-buildings, structures and premises (known as the SAA Wiring Rules)
 Specification

AS-3080: Telecommunications Installations – Integrated telecommunications cabling systems for commercial premises
 AS-3084: Telecommunications Installations – Telecommunications pathways and spaces for commercial buildings
 AS-3085: Telecommunications Installations – Administration of communications cabling systems – Basic requirements
 AS-3600: Concrete Structures
 AS-3996: Metal Access Covers, Road Grates and Frames

RMS3051: Specification for the Supply and Delivery of Base and Sub-Base Materials for Surfaced Roads Pavements
 RMS R41: Clearing
 RMS R57: Design of Reinforced Soil Walls
 RMS G10: Control of Traffic
 RMS G21/G22 RMS's Occupational Health & Safety (OH&S)
 RMS G35/G36 Guide to QA Specifications – Environmental Protection
 RMS PCF2 Equipment Specification – Pit covers and frames

2.3 Issues of Standards, Specifications and Drawings

All Standards, Specifications and Drawings shall be the versions that are current seven (7) days prior to the close of quotations, including errata, amendments and addenda that may be issued from time to time.

It shall be the responsibility of the Service Provider to obtain the relevant versions of such documents, specifications and drawings referred to in this Specification from the relevant issuing bodies.

2.4 Compliance with Specifications

All equipments and materials, where not specified otherwise, shall be in accordance with Australian/New Zealand Standard Specifications, where such exist, and in their absence, with appropriate IEC or ISO Specifications.

Electrical installation works shall comply with the safety requirements of the National Electrical Codes AS/NZS 3000 and AS/NZS 3100.

All installation and commissioning works shall comply with the requirements of the NSW Occupational Health and Safety Act.

2.5 Precedence of Specifications

In the event of any conflict between the referenced specifications, the order of precedence shall be as follows:

- this Scope and Statement of Work document;
- Australian Standards; and
- IEC and ISO Specifications

3 LOCATIONS

Refer to Appendix A for Map

4 SCOPE OF WORK

Roads and Maritime is requesting the submission of a lump sum fee estimate for Maintenance works at multiple Heavy Vehicle enforcement sites.

The works involved are within multiple areas and involve various types of Civil / maintenance works, as a result these sites have been bundled into separate regions/sectors and each individual site has various scope requirements depending on works required.

In addition, signage is required to be installed at 11 existing HVIS sites, tabled below, these signs are intended to inform HV drivers the presence of a HV enforcement site ahead and that they may be requested to enter the site.

These sites also require new No stopping and No parking signs, in addition to that, older signs at existing sites will need to be replaced as a result of a new technical direction. The number of sites and locations are tabulated below.

Site information and scope will be further provided below.

The scope includes the below items but is not limited as below

- Management of the work including project management, coordination with RMS PM and other stakeholders according to the requirements of this document;
- Management of OH&S strategies and plans for the entire project including submitting Traffic Management Plans used at the Sites where safety to workers and the public is at risk and where potential disruptions to traffic are likely to occur, as required by RMS;
- Works carried out shall be based on the site-specific inspection as well as General Site Layout Drawings if required, consultation with and approval from RMS's representative is required prior to any works commencing.
- The contractor shall prepare and submit plans for RMS to review and approve prior to implementation if RMS's representative deems necessary for that particular body of works.
- The contractor shall prepare and submit construction plans for review and approve prior to implementation;
- The contractor shall co-ordinate and manage the use of lifting machinery, any other equipment, and any site related activities with accordance to Australian OH&S Requirements & Australian Standards;
- The contractor will organise searches for underground utility services report, and obtain Geotechnical report if required;
- RMS representative will liaise with Environmental Services Branch to prepare the Minor Works REF (Review of Environmental Services) if required;
- RMS representative will liaise with Infrastructure Communications to consult and develop / issue notifications to local residences.
- The contractor will organise and obtain agreement with relevant utility companies for underground / aboveground work relocation works;
- The contractor will provision all site coordination works, all required equipment and materials and compliance with relevant requirements from the local council and other authorities when and as required for all sites;
- Submission of application for Service Mark;
- Trenching, Conducting and Cabling for Power (Orange) and Comms (White), as per Construction of Underground Cableways Specification
- Provision of Site Acceptance Tests with the witness of RMS staff;
- Provision of Commissioning Test with the witness of RMS staff;
- Provision of As-Built drawings and O&M Documents;

- Submit regular weekly progress reports according to the requirements of the Statement of the Work document;
- The contractor shall attend, along with other stakeholders (as required) , Monthly Project Review meetings; and discuss/resolve site issues (as part of table provided) , any drawings, equipment, installation and test issues, defects or any other issue relating to the project and list of works;
- The contractor will endeavour to minimise the number of NCR(s) identified during Final Inspection. If NCR(s) are identified, NCR(s) are to be resolved within 30 business days.
- Once all NCR have been resolved for a site, The contractor is to provide RMS all handover documentation including as built, photos, SWMS documentation , risk reports, as per within 30 business days.

Tabulated List of works required per Regional Sector:

Southern Sector : Road Enforcement sites requiring work maintenance

Priority (1 being first priority for each area)	VR (EAST/CENTRAL/WEST)	Site name	Address(location)	Brief detail of work required	Comments
1 High	South Coast	Unanderra HVIS	242 Nolan st Unanderra	Removal of trees and extension of concrete for swept path of larger vehicles	Unanderra HVIS site has been upgraded to a 25/26 metre b-double route due to PBS vehicles that require HVIS inspections, some simple work at the site will allow us to easily inspect larger combinations. Quote for Removal of 4 trees and extension of approx 200m2 concrete 200mm thick with rio bars.
1 High	Southern	South fixed site	Princes Highway South Nowra	line marking and site layout markings for respective inspection areas including VIT position	existing lines not suit VIT position Quote for approx 150m Line marking
1 High	Southern	Dunmore Nungarry area	Princes Highway Dunmore Nungarry Rest area	line marking and site layout markings for respective inspection areas including VIT position	existing lines faded and not workable Quote for approx 150 m of Line Marking
2 Medium	South Coast	Yass One Tree Hill	Hume Highway Yass North bound	Fitting of gate to site.	This site is strategic for fatigue operations on the Hume Highway

					Quote for Pipe boom gate, similar to gate at Waterfall Nrth HVIS, two posts and two gates open both directions. Stop sign also required.
3 Low	South Coast	Bargo STC	Avon Dam Rd Bargo	Sealing of dirt sites used for both east bound and west bound traffic using Avon Dam rd to avoid the Bargo STC site on the Hume.	<p>This site may be in a council area (Road) however it is strategic for our work.</p> <p>Quote for approx 2000 m2 of flexible pavement, roadbase to be rolled, 14mm asphalt AC20 and 7mm AC10. Include survey of site post works completed and line marking approx 250m</p>
3 Low	South Coast	Razorback	Old highway Razorback (Truck blockade memorial site)	Sealing of site, permanent signage, surveying of site for weight category.	<p>This site may also be on a council rd, however it is used by both RMS and NSW police.</p> <p>Quote for approx 2000 m2 of flexible pavement, roadbase to be rolled, 14mm asphalt AC20 and 7mm AC10. Include survey of site post works completed and line marking approx 250m</p>

Western Sector : Road Enforcement sites requiring work maintenance

Priority being priority each area)	VR (1 first for each area)	Area (EAST/CENTRAL/WEST)	Site name	Address(location)	Brief detail of work required	Comments
1 High	West		Bell HVSS	Bells line of Rd, Bell	Bitumen pavement on the eastern end of the weigh bridge requires replacement / resurface	Potholes / damaged etc Quote for approx 1000 m2 of flexible pavement, roadbase to be rolled, 14mm asphalt AC20 and 7mm AC10. Include survey of site post works completed and line marking approx 150m
2 Medium	West		Bell HVSS	Bells line of Rd, Bell	Fence / Gate repairs at Bell compound	Gates dropped and drag on ground when opening / closing Quote for new Fence Gate, posts and swing open gate.
1 High	West		Mt Boyce HVSS	Great Western HWY, Mt Boyce	Western end of Inspection Pit open drain damaged and concrete breaking up	Repairs required to avoid trip hazards Quote for 10m2 of new concrete 100mm thick
2 Medium	West		Mt Boyce HVSS	Great Western HWY, Mt Boyce	Cleaning and painting of weighbridge shed, internal and external	Existing paint flaking, exposed metal rusting Quote for approx 150m Line marking
3 Medium	West		Mt Boyce HVSS	Great Western HWY, Mt Boyce	Guttering downpipe repairs / replacement	Downpipes missing at rear of weighbridge shed Quote for 10 m of new gutter and

3 Medium	West		Glencoe HVIF	New England HWY, Glencoe	Renew Line marking on site	one downpipe with drainage outlet. Quote for approx 250m Line marking
3 Medium	West		Armidade Roundabout	New England HWY, Glencoe	Review signage after roundabout extension is completed	New Development Quote for the installation of 4 1.5mH x 2mW signs with new posts.
4 Medium	West		Armidade Roundabout	New England HWY, Armidade	Renew Line marking on site	Quote for approx 250m Line marking
3 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Renew Line marking on site	Quote for approx 250m Line marking
4 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Trim Trees around Power lines	Quote for Removal of 4 trees
4 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Explore surface in Cat 1 area \ possible concrete	Concrete for weighing surface Quote for 1500 m2 of flexible pavement, excavation of 200mm, DGB20 200mm compacted and tested, AC14 100mm and AC10 50mm
4 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Clean grass and rubbish from site	Quote for one day plant excavator hire and rubbish dumping to clean site.
4 Medium	West		Tamworth Wallamore Rd site	Wallamore Rd , Tamworth	Lay some tar on site so it will be all weather	Temporary Site Quote for 1000m2 of AC20 50mm
2 Medium	West		Walgett	Castlereagh Hwy	Improvements to current site	Installation of guide posts on fig line for physiological barrier. Speed reduction signage Quote for the installation of 4

2 Medium	West	Boggabilla	Newell Hwy	Improvements to current site	1.5mH x 2mW signs with new posts. Remove 2 barrier pieces to allow easier entry. Quote for the removal of 2 concrete barriers, asphaltting 5m long x 1.5 m wide. Also allow for site clean up.
3 Medium	West	Moree	Newell Hwy Enforcement Site	Improvements to current site	Widening of southbound lane to allow for 2 lane operation. Erect a site office / toilet. Wi-Fi. Quote for the installation of new toilet facility, delivery of toilet facility, (3mx3m, toilet facility is existing at RMS depot to be picked up by contractor and delivered to site), pump out system , rain water tank and allow for 500m2 of AC14 70mm of asphalt.
3 Medium	West	Coonabarabran	Newell Hwy Enforcement Site	Improvements to current site	Erect a site office / toilet. Wi-Fi. Quote for the installation of new toilet facility, that would include , purchasing a new facility similar to that at Moree, delivery of toilet facility, pump out system , rain water tank.
3 Medium	West	Brocklehurst	Newell Hwy Enforcement Site	Improvements to current site	Upgrade the southbound lane to match the northbound lane. Light both sides of the site.

					Quote for 1500 m2 of flexible pavement, excavation of 200mm, DGB20 200mm compacted and tested, AC14 100mm and AC10 50mm
3 Medium	West	Kankool	New England Highway Kankool	Concrete entrance and exits	Quote for Stage 1 works , concrete at entry, that would include: 600mm of excavation, 250 mm lean mix concrete, 200 mm reinforced concrete. Design to be supplied for this work by RMS.
3 Medium	West	Singleton Hill top	New England Highway Singleton	Survey site and improve for category 1 weighing	Cat 1 weighing look to make site wider, Rail overpass being upgraded for OSOM vehicles
2 High/Medium	West	Kankool	New England Highway Kankool	Undercover elephant shed over site	Quote for laying a layer of AC10 50mm to make the site Cat1, include also surveying the site post completion.
3 Medium	West	Singleton Hill top	New England Highway Kankool	Gates at Hilltop site to stop hv parking	Quote for 10-12 m high 400 m2 shed
					Quote for the installation of boom gate for the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also include site clean up.

Sydney Sector: Road Enforcement sites requiring work maintenance

Priority being priority each area)	VR (EAST/CENTRAL/WEST)	Area	Site name	Address(location)	Brief detail of work required
2 Medium	Central		Ferrers Rd	Eastern Creek	<p>Site upgrade, concrete pad large enough for VIT and resurfacing of flexible pavement surface, site is existing and currently in operation</p> <p>Quote for the removal of the existing layer of asphalt, raise the level the edge of the site by approx 1.2m with fill, approx 100 tonne of soil, DGB20 200mm for approx 1000m2, asphalt AC20 100mm and AC14 50mm for approx 1500 m2, also include approx 500m of line marking , installation of gates and 60m of wire rope.</p>
2 Medium	Central		Reconciliation Rd	Prospect	<p>Site design to be provided by RMS.</p> <p>New site required to replaced lost Prospect Highway site. The site requires resurfacing of flexible pavement surface, site is existing and currently in operation</p> <p>Quote for the removal of the existing layer of asphalt, raise the level the edge of the site by approx 1.2m with fill, approx 100 tonne of soil, DGB20 200mm for approx 1000m2, asphalt AC20 100mm and AC14 50mm, for approx 1500 m2 also include approx 500m of line marking , installation of gates and 60m of wire rope.</p>

				Site design to be provided by RMS.
2 Medium	Central	The Cross Roads	Campbelltown Glenfield	<p>Site requires resurfacing and levelling, Hard surface(bitumen) preferred. Re-surveying.</p> <p>Quote for DGB20 200mm for approx 1000m², 1000m² asphalt AC20 100mm and AC10 50mm, also include approx 500m of line marking , installation of gates and 60m of wire rope.</p>
1 High	East	Airport Tunnel	Mascott	<p>Pad needed on the turn off from Foreshore road to General homes drive, site marked up</p> <p>Quote for the installation of a 200mm reinforced concrete pad, allow for utility survey and traffic control.</p>
1 High	East	Crozier rd	Crozier rd, Belrose	<p>Site requires repair since last work as it has pot holes and other damage, also No Parking signs</p> <p>Quote for DGB20 200mm for approx 1000m², 1000m² asphalt AC20 100mm and AC10 50mm; also include approx 500m of line marking, installation of gates and 60m of wire rope.</p>
2 Medium	East	Kernell, Alfords point, Waterfall,	Various	<p>Sites are continuously blocked by other vehicles/debris and are dirty(urine/ fecies),needs gates and protective barriers</p> <p>Quote for the installation of boom gate for</p>

				the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also allow for approx 50m of wire rope at the three sites. Also include site clean up.
2 Medium	West	Richmond Rd	Richmond Rd Windsor Downs	Site has pot holes and Rubbish to be removed. Quote for the installation of boom gate for the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also include site clean up.
2 Medium	West	Minto	Pembroke Rd Minto	Site requires resurfacing and levelling. Hard surface (bitumen) required. Quote for DGB20 200mm for approx 1000m ² , 1000m ² asphalt AC20 100mm and AC10 50mm, also include approx 500m of line marking, installation of gates and 60m of wire rope.
3 Low	West	Orchard Hills	Northern Rd Orchard Hills	Cleaned up. Rubbish and vehicles parked on site. Quote for the installation of boom gate for the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also include site clean up
1 High	West	Cranebrook West Bnd	Andrews Road (100-150m from Northern Road)	New proposed site, pavement, line marking, barriers and gates
1 High	West	Cranebrook East Bnd	Andrews Road (100-150m)	New proposed site, pavement, line marking,

			from Northern Road)	barriers and gates Quote for the removal of the existing layer of dirt, raise the level the edge of the site by approx 0.4m with fill, approx 100 tonne of soil, DGB20 200mm for approx 1000m ² , asphalt AC20 100mm and AC14 50mm, for approx 1500 m ² also include approx 500m of line marking , installation of gates and 60m of wire rope.
2 Medium	West	Regatta Centre	Old Castlereagh rd, gate C entry is approximately 2 km west of the big round about at the end of Andrews Rd	New site being used with permission of regatta centre. Pot holes and surface repairs needed Quote for 500m ² of AC10 7mm

Northern Sector: Road Enforcement sites requiring work maintenance

RFQ Scope of Work (Ref No.)

Copyright RMS COB HV Projects 2015

Page 19 of 32

Priority (1 being first priority for each area)	VR Area (EAST/CENTRAL/WE ST)	Site name	Address(location)	Brief detail of work required	Comments
1	North	Carrington	Cnr Young & Elizabeth Streets, Carrington	replacement of pit entry roller doors	contact Neil Hanlon. Doors fail to close on occasions.
2	North	Carrington	Cnr Young & Elizabeth Streets, Carrington	car space marking	Quote to replace roller door contact Neil Hanlon. Sunny Lal has been advised.
3	North	Carrington	Cnr Young & Elizabeth Streets, Carrington	concrete driveway sagging at North pit entrance	Quote to line mark 6 car spaces contact Neil Hanlon. Sunny Lal has been advised.
3	North	Jones Island	Pacific Hwy, Jones Island	wall mounted cupboards to be fitted	Quote to concrete 100m2 150mm reinforced 32MPA contact Shane Carter. Sunny Lal is arranging a quote
3 Low	North	Jones Island	Pacific Hwy, Jones Island	awning to be placed on building to eliminate afternoon sun glare	Quote to install wall mounted cupboard Contact Shane Carter.
1	North	Coolongolook	Pacific Hwy, Collongolook	Site signage needs to be fixed. One sign at a bad angle.	Quote to install Awning approx 6m long Contact Shane Carter. Alex Dubois did mention arranging a footing to be put in around the sign

						Quote for the installation of 4 1.5mH x 2mW signs with new posts.
1	FNC	Chinderah	Pacific CHINDERAH	Hwy	Installation of speed bump/traffic calming device	Same as Jones Island
3	North	Mt White North	M1 Motorway White	Mt	outside of building needs to be cleaned and concrete blocks at entry cleaned and painted	Installation of 15m HV screw in ground Speed humps with both end terminals. Scott Morris – contact
1	North	Mt White North	M1 Motorway White	Mt	STOP line road marking damaged	Quote for cleaning building and building blocks cleaned and painted. Scott Morris – contact
2	North	Mt White North	M1 Motorway White	Mt	remove cement blocks and clean parking area	Quote for 100 line marking and a 3mx3m Stop sign. Scott Morris – contact
3	North	Mt White North	M1 Motorway White	Mt	clean mould/green build up off exterior facia and window sills	Quote for the relocation of 10 2-3 Tonne cement blocks and cleaning of site, plant hire and bin required. Scott Morris – contact
3	North	Mt White South	M1 Motorway White	Mt	jersey barriers in screening lane to stop vehicles stopping in entryway Southbound outside camera screen faulty overexposed images	Quote to clean buildings outside entire facade Scott Morris – contact
						Quote for the supply and install of 20m of Type F barriers.

3	North	Mt South	M1 White	Mt	Motorway White	WIM uneven/stepped with road surface	<p>Scott Morris – contact</p> <p>Quote for the removing concrete step within concrete, traffic control required, specialised plant and machinery to shave concrete to flat level. Approx 30m prior to the weigh in motion device within the screening lane</p>
3	North	Mt South	M1 White	Mt	Motorway White	Screening lane road surface at WIM cement sunken	<p>Scott Morris – contact</p> <p>Quote for the rectification concrete step within concrete, traffic control required, specialised plant and machinery to shave concrete to flat level. Approx 30m prior to the weigh in motion device within the screening lane</p>
2	North	Mt South	M1 White	Mt	Motorway White	remove cement blocks and clean parking area	<p>Scott Morris – contact</p> <p>Quote for the relocation of 10 2-3 Tonne cement blocks and cleaning of site, plant hire and bin required.</p>
2	North	Mt all sites	M1 White	Mt	Motorway White	outside hand wash basins require hot water. IVRs currently use kitchen sink to clean soiled hands	<p>Scott Morris – contact</p> <p>Quote for the installation of a hand basin outside facility linked to the hot water unit.</p>
1	North	Mt all sites	M1 White	Mt	Motorway White	traffic slowing devices both sides - speed humps	<p>Scott Morris – contact</p>

					Installation of 15m HV screw in ground Speed humps with both end terminals.
2	North	Mt White all sites	M1 Motorway White	Mt	Old Pacific Highway TIRTL inoperative Quote to remove and replace existing TIRTL device, TIRTL's to be supplied by RMS, TIRTL installation involves concreting and decommissioning/recommissioning of power and comms.
1	North	Mt White all sites	M1 Motorway White	Mt	screening lanes at both sites HVSS entry and exit lanes need to be cleaned for trees, shrubs and overhanging branches blocking signage on a regular programme Quote for the removal of all shrubs and overhanging branches in screening lane, allow for 1 day with traffic control and boom lift and bin hire.
2	MNC	Pine Ck	Pacific Hwy Pine Ck		Sealed Parking area behind office Quote for the sealing of approx 200m2 of area, AC10 14mm asphalt.
2	MNC	Pine Ck	Pacific Hwy Pine Ck		Re-paint driveway lines / clean gutters and outside of office Quote for 50 m of line marking and cleaning of gutters.

Site location	Approach signs	No parking signs	Gates required	Comments
Penrith HVIS		✓	TBA	
Crozier Rd HVIS		✓	TBA	
Daroolgabie Nth HVIS		✓	TBA	
Daroolgabie Sth HVIS	✓	✓	TBA	
Orchard Hills HVIS		✓	✓	
Mulgoa Rd HVIS		✓	TBA	
Windsor Downs Richmond Rd HVIS		✓	✓	
Marulan Sth HVSS		✓	TBA	
Denham Court		✓	TBA	
Jerawangala		✓	TBA	
Singleton HVIS		✓	✓	
Waterfall Sth		✓	✓	
Waterfall Nth		✓	TBA	
Batemans Bay		✓	TBA	
Nyngan		✓	TBA	
Yass		✓	TBA	
Illawong		✓	TBA	
Picton Rd		✓	✓	
Hornsby Shared site		✓	TBA	
Freemans Waterhole	✓		TBA	
Hay Nth HVIS	✓		TBA	
Hay Sth HVIS	✓		TBA	
Coonabarabran HVIS	✓		TBA	
Appin rd HVIS	✓		TBA	

Linden HVIS	✓		TBA	
Butterfly Farm HVIS	✓		TBA	
Glencoe HVIS	✓		TBA	
Gunnedah	✓		TBA	
Ferrers Rd Eastern Creek	✓		✓	
Forbes	✓			

Below is a list of sites to be confirmed, additional sites may also be added pending RMS confirmation of location and status of site.

MONA VALE
WINDSOR RD
M5 MOTORWAY
WILBERFORCE
HENRY LAWSON DRIVE
RYDE RD
CAPTAIN COOK DRIVE
BARDEN RIDGE
NARRELLAN RD
GREAT WESTERN HWY
MILPERRA RD
BOMBALA SOUTHBOUND
BUNYAN
BODALLA
COBARGO
DOUGHBOY
BOWRAL
BRAIDWOOD
GOOROMONS PONDS
EDEN NTH&STH BOUND
JEIR CREEK
JERRABOMBERRA
KIBBY
KINGS HIGHWAY
MICHELAGO
LAKE GEORGE
MIDDLETON
NIMMITABEL
NORTH KIAMA
ROBERTSON
ULLADULLA
YARRA
COOLONGOLOOK
JONES ISLAND
BROCKLEHURST
MOREE
BEGA
BULLI PASS

SOUTH NOWRA
BURRILL LAKES
COBAR
WALGATT
GOLDEN HIGH WAY

5 PROJECT SCHEDULE

The program milestone is as shown below:

	Deliverables	Due Date
1	Award Tender	11Sept 2015
2	Risk Management Workshop	15 Sept 2015
3	Geotechnical report if required	20 Sept 2015
4	Utility checks and relocation if required	16 Sept 2015
5	As-built drawings and O&M documents	25 Feb 2016
6	Handover to RMS	18 Feb 2016
7	Project completion	02 Feb 2016
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Table 2: Project deliverables

6 GENERAL WORK MANAGEMENT REQUIREMENTS

6.1 Management of the Work

The Service Provider shall have a management system in place for the purpose of removal of site work supervision and management, coordination, and monitoring of all work under this RFQ.

The project manager shall be a suitably qualified person with the following minimum qualifications:

- a) Good working knowledge of OH&S Regulations;
- b) Extensive experience in facilitating and ensuring safe working on public roadways;
- c) Demonstrable ability to lead a team of multi-discipline staff; and
- d) Extensive experience in managing the maintenance works and installation of roadside devices projects.
- e) The Service Provider's personnel who are going to undertake works such as traffic control, or operating elevated work platforms, lifting cranes, back-hoes, boring machines or other machinery, shall have the relevant accreditation training and be in possession of an appropriate current and valid licence for the work.

6.2 Access to Sites

- a) Where necessary, possession of the Site must be coordinated with RMS. Road Occupancy Licences (ROL) must be obtained from the TMC prior to commencement of work if work undertaken will impact on traffic conditions and road safety. The TMC will require a minimum of 15 days notification on any ROL.
- b) The Service Provider must notify RMS representative if they cause damage to the Site or are being prevented from accessing the Site.
- c) The Service Provider must follow safe working practices to ensure the safety of the public and workers as per NSW Government & the RMS OH&S guidelines and requirements. The Service Provider must submit a Safe Work Method Statement prior to commencing work.
- d) The Service Provider must follow environmental working practices as per RMS and EPA guidelines and requirements.
- e) The Service Provider must conduct risk assessments of the Site and report any unsafe matters associated with the installation, testing, commissioning and/or removal of equipment and mounting structures.

6.3 Industrial Relations Management

The Service Provider shall comply with the NSW Government Industrial Relations Management Guidelines and requirements.

The industrial relations management requirements in this Quotation may be in addition to, but are not in substitution for, any other requirement of legislation or regulations and do not limit the powers of the RMS's Representative or the liabilities and responsibilities.

- a) Before starting work on the site, in accordance with the NSW Government Industrial Relations Management Guidelines, the Service Provider shall prepare and submit:
- b) Evidence of compliance with all employment and legal obligations in the previous twelve months;
- c) The location of time and wage records and other documents that are required to be kept to verify ongoing compliance with all employment and legal obligations;
- d) The names of Federal or NSW awards that are likely to cover subcontractors and other contractors on the project;
- e) The names of those responsible for coordinating industrial relations on the project; and outline of:
 - Consultation and communications mechanisms;
 - Measures to coordinate the interface with subcontractors, other contractors and unions;
 - Measures for assessing subcontractors; and
 - Measures to monitor and verify ongoing compliance.

7 STATEMENT OF WORK

7.1 Project Deliverables

The project management methodologies that shall be utilised by the Service Provider for this project shall be in line with the nominated standards and shall be clearly explained in the Project Management Plan.

As a minimum the following are the required deliverables and/or outcomes for this project.

- a) Project Management Plan (PMP) (see below) if and when required (pending of works being carried out, RMS to advise)
- b) Project Program (see below)
- c) Risk Management Plan, risk register and risk assessment report for the project (see below). This can form an independent section of the PMP
- d) Installation Management Plan (see below) if required
- e) Quality Management Plan
- f) OH&S Plan

- g) Environmental Management Plan if required
- h) Site Management Plan if required
- i) Work-As-Executed drawings
- j) Regular Fortnightly Progress Report (see below)

7.2 Project Management Plan

The Project Management Plan shall address and include the following project related issues:

- a) Project schedule, project change management, project risks management, and procurement management.
- b) Include project organisation and responsibilities and communication process and protocol between different stakeholders including RMS and any external stakeholders,
- c) Include details of the removal activities, deliverables, documentation and reviews ,
- d) Include details of the installation activities, deliverables, documentation and reviews ,
- e) Identify the interdependencies between the deliverables and milestones,
- f) Include all activities to be undertaken,

7.3 Project Program

The Project Program shall:

- a) Include resource requirements and resource allocations, including the identification of people and responsibilities;
- b) Identify the interdependencies between the stages, deliverables and milestones, and activities;
- c) Include all activities to be undertaken.

7.4 Risk Management Plan

The strategy and approach for delivering project as a whole and the different stages of the project shall be integrated with risk assessment and management processes.

The risk assessment and management processes and procedures shall be based on AS/NZS 4360:1999.

The RMP shall be supported by a risk register that is updated throughout the Project term. The following issues must be dealt with in this process.

- a) Assess the risks of the timing of the deliverables and processes; and
- b) Provide specific treatment and mitigation action plans to address high or significant development and integration risks.

7.5 Installation Management Plan

The Service Provider shall deliver the documentation listed in this document or decided in the early stage of the project to the satisfaction of RMS representative in a timely manner.

7.6 Progress Report Requirement

Reports provided by the Service Provider to RMS shall consist of:

- a) The updated Project Program to reflect the latest status of the project, milestones, deliverables and resources.
- b) All changes to the scope since the last period, which may impact the Project Program;
- c) The current version of the risk register, which shall be up-to-date;
- d) Details of actual progress compared with the planned time and resource estimates in quantifiable amounts (not perceived percentages);

7.7 Quality Assurance

The Service Provider and its subcontractors (if any) shall follow the ISO9001 Quality Assurance standards in performing the work activities.

The Service Provider shall conduct periodic audits to ensure quality assurance and safety standards are being followed by its personnel and subcontractors personnel.

RMS will conduct quality audit of the Service Provider's and subcontractors' quality system for the works. This requires the cooperation of the Service Provider and support of the audit by providing the necessary records and documentation when requested by RMS.

The Service Provider shall rectify all the non conformance cases within the agreed timeframe and submit a report on the remedial actions that have been taken.

8 WARRANTY

The Service Provider shall provide a warranty against poor workmanship, work defects, equipment defects and any other causes of malfunctions for a period of 1 year commencing from the date of

acceptance by and handover to RMS The Service Provider shall bear all costs to rectify the above during the warranty period.

9 DOCUMENTATION

The Service Provider shall provide all necessary documentation for the project, including:

- Project Management and other related plans;
- Work-As-Executed Drawings; and

RMS QA SPECIFICATION G2-C41

GENERAL REQUIREMENTS (MINOR PHYSICAL WORKS AND SERVICES)

NOTICE

“This document is a copy of one of RMS's QA Specifications.

The QA Specifications are policy documents within the meaning of the Government Information (Public Access) Act 2009 (NSW) (“GIPA Act”) and this document is accordingly made available to you pursuant to section 6 of the GIPA Act.

The QA Specifications were developed by RMS for use with roadworks and bridgeworks contracts let by the RMS or local councils. RMS only uses the QA Specifications in conjunction with its other standard form documents and under the supervision of professional civil engineers who are trained and experienced in roadworks and bridgeworks. Authority does not use the QA Specifications for any other purpose and does not consider them suitable for use for any other purpose.

Consistent with the GIPA Act, the purposes for which this document has been made available for inspection or purchase by you are:

- to satisfy RMS's obligation under section 6 of the GIPA Act to make its policy documents available to members of the public
- to ensure that you, as a member of the public, have access to the document

The price which you have paid for this document only covers RMS's costs of printing and handling the document. The Authority does not give you any rights in this document other than ownership of the media on which it is printed.

If you use this document for any purpose which is not consistent with the above (including, without limitation, for carrying out any construction, engineering, maintenance or other work), you do so at your own risk.

This document is current as at the date of this notice. However, you should be aware that RMS regularly reviews and updates its QA Specifications. You will not be notified of any update.

Your comments and suggestions to improve any of the RMS QA specifications may be sent to: Infrastructure Contracts Branch, Roads and Maritime Services, Locked Bag 928, North Sydney, NSW 2059 (Fax 02-8588 4171).

No advisory or support services will be provided by RMS.

Copyright in this document belongs to the Roads and Maritime Services.”

Electronic copies of only Annexure A of specifications in MS Word format may be provided to organisations carrying out privately funded work that will be handed over to RMS. Electronic copies of specifications are not to be supplied in MS Word format outside the RMS unless loaned, by the appropriate RMS Project Manager, to professional services contractors or Councils for preparing tender documents for RMS funded projects. In such cases, the contractors and Councils are required to return them to the RMS Project Manager.

Electronic copies of specifications may be provided to other State Road or NSW Government Authorities by Infrastructure Contracts Branch for use on Government funded projects only.

RMS does not permit the possession or use of electronic copies of specifications or guides to specifications by non-RMS organisations or persons other than as stated above.

RMS QA SPECIFICATION G2-C41

GENERAL REQUIREMENTS
(MINOR PHYSICAL WORKS AND SERVICES)

REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 0		First issue, based on RMS G2	GM, RNIC	25.02.05
Ed 1/Rev 1	43	Clause on “Proportionate Liability” added	GM, IC	24.10.07
Ed 1/Rev 2	“Notice” 1.2.3 3 12 16 26.1 26.2 26.3 26.4 26.5 27 37 38.1 Annex M	RMS PO Box and Fax numbers updated. Definitions of Parties in Major Contracts and Single Invitation Contracts deleted. Clause re-worded. Clause on “Make-up of Contractor’s Prices” deleted. “Record Keeping and Identified Records” clause (duplicating similar clauses in specification Q) deleted. Clause title changed. “Control the Work” clause (duplicating similar clauses in other specifications) deleted. Clause title changed; record keeping requirements referred to specification Q. Clause title changed. Clause title changed. Clause reference for rates and prices corrected. Title changed to better reflect clause content. 1 st paragraph (duplicated in Annex B) deleted. “Post-Completion Undertaking” changed to “Security”. Clause references updated. References updated.	GM, IC	07.07.09
Ed 2/Rev 0	Global 1.2.6	Clauses rearranged and renumbered. Some clauses retitled. Previous Clause 7 “Parent Company Deed of Guarantee” deleted. Previous Clause 27 “Payment in Australian Currency” relocated here.	GM, IC	31.07.09

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 2/Rev 0 (cont'd)	11	New clause with new title “Information Disclosure”, grouping together previous Clause 40 “Privacy” and Clause 41 “Release of Information”.		
	11.2	Previous Clause 41 retitled “Disclosure to Other Authorities”.		
	11.3	Previous Clause 40 retitled “Privacy Requirements”.		
	14	New clause, grouping together previous Clause 34 “Commencement of Site		
	14.1	Previous Clause 34 retitled “Notification to Principal”.		
	14.2	Previous Clause 35 retitled “Notification to Workcover”.		
	18	Previous Clause 30 retitled “Keeping Site Clean”.		
	20	Previous Clause 18 retitled “No Advertising”.		
	23	Certification to be by Chartered Professional Engineer, with Membership of Engrs Aust.		
	34	Previous Clause 3 “Test Methods and Specifications” reworded.		
	35, 36, 37	Sub-clauses within previous Clause 26 “Management of the Work Under the Contract” and Clause 38 “Quality Assurance” rearranged under 3 new clauses: Clause 35 “Management Systems and Plans”, Clause 36 “Quality Assurance”, and Clause 37 “Testing”.		
Ed 2/Rev 1	23	Added: NPER registration as equivalent to CPEng, Engrs Aust, for certification purposes.	GM, IC	14.12.09
Ed 2/Rev 2	19 Annex A1	Clause on information signboards amended; signboards now supplied to Site by the Principal.	GM, IC	15.02.10
Ed 2/Rev 3	22	Clause title changed to include “Care of Traffic Assets”. New subheading inserted for original clause as clause 22.1.	GM, IC	08.06.11
	22.2	New subclause, titled “Care of Traffic Assets”, on care of traffic signal detector loops, inserted.		
Ed 2/Rev 4		Reference to RTA changed to RMS. Clause 33 Not used	GM, IC	08.03.12

QA SPECIFICATION G2-C41

GENERAL REQUIREMENTS (MINOR PHYSICAL WORKS AND SERVICES)

Copyright - Roads and Maritime Services
IC-QA-G2-C41



Transport
Roads & Maritime
Services

VERSION FOR: DATE:

CONTENTS

CLAUSE	PAGE
FOREWORD	IV
RMS Copyright and Use of this Document	iv
Revisions to Edition 2	iv
Project Specific Changes	iv
1 GENERAL	1
1.1 Structure of the Specification	1
1.2 Interpretation of Contract Documents	1
2 EVIDENCE OF CONTRACT	3
3 NO APPROVAL OF TENDER DOCUMENTATION	3
4 CONTRACTOR AS TRUSTEE	3
4.1 Application	3
4.2 Representations and Warranties	3
4.3 Undertakings of the Contractor as Trustee	4
4.4 Events of Default	5
5 PROPORTIONATE LIABILITY	5
6 CUSTOMS DUTY	5
7 ROYALTIES AND FEES	5
8 MORAL RIGHTS	6
9 WARRANTIES GENERALLY	6
10 MINERALS AND FOSSILS	6
11 INFORMATION DISCLOSURE	7
11.1 (Not Used)	7
11.2 Disclosure to Other Authorities	7
11.3 Privacy Requirements	7
12 DATE COMPLIANT	7
13 RMS REPRESENTATIVE	7
13.1 Limitations	7
13.2 Authorised Delegates	8
14 COMMENCEMENT OF SITE WORK	8
14.1 Notification to Principal	8
14.2 Notification to Workcover	8
15 PUBLIC UTILITIES - GENERAL	8
16 CONTRACTOR'S FACILITIES	9

G2-C41**General Requirements (Minor Physical Works and Services)**

17	EXTRA LAND REQUIRED BY CONTRACTOR.....	9
18	KEEPING SITE CLEAN	10
19	INFORMATION SIGNBOARDS.....	10
20	NO ADVERTISING	10
21	INSPECTION BY VISITORS	10
22	USE OF PUBLIC ROADS AND CARE OF TRAFFIC ASSETS	10
22.1	Use of Public Roads	10
22.2	Care of Traffic Assets.....	11
23	USE OF STRUCTURES BY CONSTRUCTION PLANT.....	11
24	SITE MEETINGS.....	12
25	EMERGENCY CALLOUT AVAILABILITY	12
26	COMMUNITY RELATIONS	12
27	PRINCIPAL AND RMS REPRESENTATIVE MAY MAKE RECORDS	12
28	SCHEDULE OF RATES.....	13
28.1	Application	13
28.2	Rates and Lump Sums	13
29	SCHEDULE OF PRICES	13
29.1	Application	13
29.2	Rates and Prices.....	13
30	(NOT USED).....	14
31	(NOT USED).....	14
32	RESPONSIBILITY FOR AND NOTICE OF MEASUREMENT.....	14
33	(NOT USED).....	14
34	TEST METHODS AND SPECIFICATIONS	14
35	MANAGEMENT SYSTEMS AND PLANS	15
35.1	General.....	15
35.2	(Not Used)	15
35.3	Record Keeping	15
36	QUALITY ASSURANCE	15
36.1	Definitions Used in Quality Assurance Provisions	15
36.2	Monthly Product Quality Summary.....	15
36.3	Inspection and Testing.....	16
36.4	Covering Up of Work and Nomination of Witness and Hold Points	16
37	TESTING.....	16
37.1	General.....	16

General Requirements (Minor Physical Works and Services)**G2-C41**

37.2	Costs of Tests	16
38	(NOT USED).....	17
39	(NOT USED).....	17
40	WORK-AS-EXECUTED DRAWINGS.....	17
	ANNEXURE G2-C41/A – PROJECT SPECIFIC REQUIREMENTS	18
A1	Information Signboards	18
	ANNEXURE G2-C41/B – MEASUREMENT AND PAYMENT	18
	ANNEXURE G2-C41/C – SCHEDULE OF IDENTIFIED RECORDS.....	18
	ANNEXURES G2-C41/D TO G2-C41/L – (NOT USED)	18
	ANNEXURE G2-C41/M – REFERENCE DOCUMENTS.....	19
	LAST PAGE OF RMS G2-C41 IS.....	19

FOREWORD

RMS COPYRIGHT AND USE OF THIS DOCUMENT

Copyright in this document belongs to the Roads and Maritime Services .

When this document forms part of a contract

This document should be read with all the documents forming the Contract.

When this document does not form part of a contract

This copy is not a controlled document. Observe the Notice that appears on the first page of the copy controlled by RMS. A full copy of the latest version of the document is available on the RMS Internet website: www.rta.nsw.gov.au/doingbusinesswithus/specifications

REVISIONS TO EDITION 2

This document is based on Specification RMS G2-C41 Edition 2 Revision 0 – July 2009.

All revisions to RMS G2-C41 Ed 2/Rev 0 (other than minor editorial and project specific changes) have been indicated by a vertical line in the margin as shown here.

PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

RMS QA SPECIFICATION G2-C41

GENERAL REQUIREMENTS

(MINOR PHYSICAL WORKS AND SERVICES)

1 GENERAL

1.1 STRUCTURE OF THE SPECIFICATION

This Specification includes a series of annexures that detail additional requirements and information.

1.1.1 Project Requirements

Details of Project Requirements are shown in Annexure G2-C41/A.

Attached Drawings and sketches are listed in Annexure G2-C41/A.

1.1.2 Measurement and Payment

Measurement and payment must comply with Annexure G2-C41/B.

1.1.3 Schedule of Identified Records

The records listed in Annexure G2-C41/C are Identified Records for the purposes of Specification RMS Q Annexure Q/E.

1.1.4 Reference Documents

Unless otherwise specified or expressly supplied by the Principal, the applicable issue of a reference document must be the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 2350). For convenience, the full titles are given in Annexure G2-C41/M.

1.2 INTERPRETATION OF CONTRACT DOCUMENTS

The following interpretations apply to the Contract documents unless the context otherwise requires.

1.2.1 Exercise of the RMS Representative's Powers by the Principal

The powers given to the RMS Representative in the Specifications may be exercised, after the issue of the Final Payment Schedule, by the Principal or by a person authorised by the Principal to exercise those powers.

1.2.2 Duties of the Contractor

All actions, work, supply of Materials and responsibilities described in the Contract Documents must be carried out by you unless specifically stated otherwise.

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents))

G2-C41

General Requirements (Minor Physical Works and Services)

Where a requirement of the specifications identifies a particular item as something to be included, the requirement is not limited or qualified by doing this.

1.2.3 Definition of Parties in the Documents

The terms "Principal", "Roads and Maritime Services" and "Authority" mean, unless specifically defined otherwise, "**RMS**".

The terms "Principal's Authorised Person" and "Superintendent" mean, unless specifically defined otherwise, "**RMS Representative**".

The terms "you" and "your" mean "the Contractor" and "the Contractor's" respectively.

The terms "General Conditions of Contract" and "Conditions of Contract" mean "C41 Minor Physical Works and Services (Terms for Contracted Work)".

1.2.4 Communications

All communications between the Principal, you and your representatives must be in the English language.

1.2.5 Legal Units of Measurement

All measurement of physical quantities must be in Commonwealth legal units within the meaning of the National Measurement Act 1960.

1.2.6 Payment in Australian Currency

All payments to be made under the Contract must be in Australian currency.

1.2.7 Nomenclature

Unless inappropriate to the context, all terms used in the Specifications are in accordance with Australian Standard AS 1348, "Road and Traffic Engineering - Glossary of Terms".

1.2.8 Definitions

"**RMS G2**" appearing in the Contract documents means this Specification.

"**Constructional Plant**" means all plant, motor vehicles, appliances and things (including scaffolding, formwork and the like) of whatsoever nature used or in use in or about the execution of the Work Under the Contract but does not include materials, plant, equipment or other things intended to form or forming part of the Works;

"**Drawings**" means the drawings as may be supplied to you at any time by the Principal, or the use of which has been permitted by the Principal, for the purposes of the Contract;

"**Environment**" means the natural and the built environment and all aspects of the surroundings of human beings (including physical, biological and aesthetic aspects);

"**Hold Point**" means a point beyond which a work process must not proceed without the Principal's express written authorisation;

General Requirements (Minor Physical Works and Services)**G2-C41**

"Specification" means the Specification for work to be carried out as existing at the date of acceptance of tender and any modification of such Specification thereafter directed or the use of which has been permitted by the Principal;

"Witness Point" means a point in a work process where you must give prior notice to the Principal and the option of attendance may be exercised by the Principal;

"Work Under the Contract" means the work which you are or may be required to execute under the Contract and includes all variations, remedial work, Constructional Plant and Temporary Work, design and design documentation;

2 EVIDENCE OF CONTRACT

The Contract is formed by issue of the Letter of Award.

The agreement in writing between you and the Principal for the execution of the Works, which includes the Letter of Award and other documents intended to apply, constitutes the Contract.

You agree that any amendment or alteration made by you to any part of the Contract Documents before execution of the Contract by the Principal is not binding on the Principal unless you had brought the proposed amendment or alteration to the Principal's attention and the Principal expressly agreed in writing to that amendment or alteration before the Principal executed the Contract.

3 NO APPROVAL OF TENDER DOCUMENTATION

Management system and management plan documentation submitted by you before the date of the Letter of Award:

- (a) is not to be deemed accepted or approved because of:
 - (i) the Principal's acceptance of your tender or other offer;
 - (ii) the entering into of the Contract by the Principal;
 - (iii) a reference to any such documentation in the Contract; or
 - (iv) subject to paragraph (b), any conduct by or on behalf of the Principal before the date of the Letter of Award; and
- (b) is deemed approved to the extent the documentation is specifically incorporated in the Contract.

4 CONTRACTOR AS TRUSTEE

4.1 APPLICATION

If you enter into the Contract as a trustee, this clause will apply.

4.2 REPRESENTATIONS AND WARRANTIES

You are deemed to have made the following representations and warranties:

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents))

G2-C41

General Requirements (Minor Physical Works and Services)

- (a) entered into the Contract as trustee using its powers under the relevant trust deed and other enabling documents and has power to enter into and perform its obligations under the Contract and to carry on the transactions contemplated by those documents ('trust documents');
- (b) hold the trust property on trust under the trust documents;
- (c) the trust documents given to the Principal are up to date and constitute all of the documents in relation to the trust and all the terms of the trust;
- (d) all consents and authorisations required for the execution, delivery and performance of the Contract have been obtained and are effective and current;
- (e) the Contract is entered into as part of the due and proper administration of the trust and are for the benefit of the beneficiaries;
- (f) no conflict of interest or breach of trust occurs as a result of you entering the Contract;
- (g) no beneficiary is presently entitled;
- (h) any of your existing or future rights of indemnity as trustee or lien securing that right have not been excluded, limited or otherwise diminished;
- (i) as trustee you are not required to follow the instructions of any person;
- (j) there has been no resolution or direction to terminate the trust;
- (k) there has been no resolution or direction to remove you as trustee;
- (l) you are the sole trustee of the trust; and
- (m) you are not entering into the Contract in a capacity as responsible entity of a registered scheme (as those terms are defined in the Corporations Act 2001).

4.3 UNDERTAKINGS OF THE CONTRACTOR AS TRUSTEE

You must not without the prior written approval of the Principal:

- (a) amend the trust documents;
- (b) dispose of trust property;
- (c) grant any security in relation to the trust property;
- (d) make any capital distribution in cash or in the form of trust assets;
- (e) resign or appoint any new or additional trustees;
- (f) appoint any new beneficiaries to the class of beneficiaries or exercise any power resulting in a change to the vesting day;
- (g) permit the beneficiaries to use the trust property;
- (h) incur any debt other than in the ordinary course of business of the trust;
- (i) lend money which forms part of the trust property;
- (j) give a guarantee as trustee; or
- (k) blend or mix trust property with any other property.

You must not do anything (or omit to do anything) which may:

- (i) constitute a breach of trust; or
- (ii) diminish, limit or exclude the trustee's right of indemnity or any lien in respect of that indemnity.

General Requirements (Minor Physical Works and Services)**G2-C41**

You must:

- (A) ensure that the indemnity and lien will not be diminished, limited or excluded; and
- (B) obtain the above obligations in the same terms from any future trustee.

Immediately notify the Principal if any of the prohibitions are or may be breached.

4.4 EVENTS OF DEFAULT

The following will constitute a Contractor's Default:

- (a) any breach of any representation, warranty or obligation under this clause or any of the trust documents; or
- (b) any winding up of the trust on the resolution of the beneficiaries or otherwise;
- (c) the trust is found to be improperly constituted;
- (d) any breach of trust;
- (e) you as trustee are found by a court not to have the requisite power to enter into the Contract or the trust documents or make the representations, warranties or obligations contained therein;
- (f) any receiver or receiver and manager is appointed to the trust property; or
- (g) the trust terminates.

5 PROPORTIONATE LIABILITY

To the extent permitted by law, the operation of Part 4 of the Civil Liability Act 2002 NSW is excluded in respect of your liability to the Principal under or in connection with the Contract, including at common law.

Include in each Subcontract and contract with a Supplier or a Consultant, a provision which excludes the operation of Part 4 of the Civil Liabilities Act 2002 NSW in respect of the liability of the relevant Subcontractor, Supplier or Consultant to you under or in connection with that Subcontract or contract.

6 CUSTOMS DUTY

If the Contract Price includes an amount for customs duty on materials which will be consumed for or will form part of the Works, promptly make all necessary applications to the relevant authorities for customs duty concessions which may be granted on the materials.

The Contract Price will be reduced by the amount of customs duty concession obtained or which should have been obtained, less the reasonable expenses incurred by you in obtaining the concession.

7 ROYALTIES AND FEES

Unless otherwise provided in the Contract, pay all royalties, fees and other payments payable for or in connection with any land, matter or thing used or to be used or supplied in performance of the Contract.

G2-C41**General Requirements (Minor Physical Works and Services)**

If directed by the Principal, before the issue of the Final Payment Schedule under Clause 23.3 of C 41 Minor Physical Works & Services (Terms for Contracted Work), give to the Principal a signed statement or statutory declaration that all royalties, fees and other payments have been paid or satisfied.

8 MORAL RIGHTS

Obtain in writing from your employees, Subcontractors, Suppliers, Consultants and licensees all necessary, unconditional and irrevocable:

- (a) consents permitted by applicable law, to any alterations to, or use of the existing intellectual property or intellectual property for the purpose of the Works that would otherwise infringe their respective moral rights, defined below, in such intellectual property, whether occurring before or after the consent is given; and
- (b) waivers permitted by applicable law of their respective moral rights outside Australia, for the benefit of the Principal.

Provide the Principal with copies of each written consent and waiver obtained under this clause, at the Principal's request, or within 14 days of the date of this Contract, whichever occurs first.

Use your best endeavours to ensure that none of your employees, Subcontractors, Suppliers, Consultants or licensees institutes, maintains or supports any claim or proceeding for infringement of their moral rights by the Principal.

For the purposes of this clause, "*moral rights*" means any of the rights described in Article 6bis of the *Berne Convention for the Protection of Literary and Artistic Work 1886*, being "*droit moral*" or other analogous rights arising under any applicable statute (including the *Copyright Act 1968*, (Cth) its amendments or any other law of the Commonwealth).

9 WARRANTIES GENERALLY

Obtain the warranties, guarantees and defects liability rights ('Rights') in respect of Materials:

- (a) as specified in the Contract; and
- (b) as offered by Suppliers, Subcontractors and Consultants.

Use your best endeavours to ensure either that the Rights are created in favour of the Principal or that the benefit of the Rights are assigned to the Principal on request.

Hold the benefit of all Rights obtained or available to you also for the benefit of the Principal and enforce any of the Rights at the request of and for the benefit of the Principal.

10 MINERALS AND FOSSILS

The Principal is deemed to be the owner of all valuable minerals, fossils, articles or objects of antiquity or anthropological or archaeological interest, treasure trove, coins or other items of value found on the Site ("valuable items").

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents))

General Requirements (Minor Physical Works and Services)

G2-C41

Immediately on discovery of a valuable item, take precautions to prevent loss or removal of or damage to the valuable item and notify the Principal of its discovery.

Your reasonable extra costs, if any, as determined by the Principal of taking such precautions will be reimbursed by the Principal.

11 INFORMATION DISCLOSURE

11.1 (NOT USED)

11.2 DISCLOSURE TO OTHER AUTHORITIES

The Principal may make information concerning you available to NSW Government authorities or agencies and others who are members of Austroads Incorporated.

11.3 PRIVACY REQUIREMENTS

If, under the Contract, you are required to disclose personal information as defined under either of the *Privacy and Personal Information Protection Act 1998* or the *Health Records and Information Privacy Act 2002* ('the Acts'), you must:

- (a) if the disclosure is not authorised under the provisions of either of the Acts, obtain the consent of the natural person to whom that personal information relates in relation to the Principal's collection and use of that personal information for the purposes of the Contract or the purposes authorised by the Contract;
- (b) ensure that the personal information disclosed is accurate; and
- (c) inform that natural person:
 - (i) that the personal information has been collected by the Principal; and
 - (ii) of any other matters that either of the Acts requires.

12 DATE COMPLIANT

Ensure management systems correctly process dates/times and do not produce ambiguous dates/times in documents and records.

13 RMS REPRESENTATIVE

13.1 LIMITATIONS

The powers and functions of the RMS Representative do not extend to those contained in the following clauses of the C41 Minor Physical Works & Services (Terms for Contracted Work):

- (a) Clause 33 – No Assignment;
- (b) Clause 5.6 – Directions to Suspend Contracted Work; and
- (c) Clause 29 – If you default.

G2-C41**General Requirements (Minor Physical Works and Services)**

13.2 AUTHORISED DELEGATES

The RMS Representative:

- (a) may from time to time appoint named persons to exercise any or all of the powers and functions of the RMS Representative ('Authorised Delegates'); and
- (b) must notify you in writing of any such appointment and the powers and functions delegated.

Any delegation under this Clause will not prevent the RMS Representative from exercising a delegated power or function.

An appointment may be revoked at any time by notice to you.

An Authorised Delegate may on the same terms delegate the exercise of all or any of the powers and functions delegated to it (or revoke the delegation) but the Authorised Delegate must not appoint more than one person to exercise a particular power or function.

14 COMMENCEMENT OF SITE WORK**14.1 NOTIFICATION TO PRINCIPAL**

Before commencing work on the Site, give the Principal at least seven days written notice of proposed commencement or such shorter period agreed to by the Principal.

14.2 NOTIFICATION TO WORKCOVER

If required by the *Occupational Health and Safety Regulation 2001 Part 12.3*, notify intent to commence construction work to the Work Cover Authority of New South Wales.

15 PUBLIC UTILITIES - GENERAL

The information available on the location of existing utilities is approximate only and in some cases may be inaccurate or incomplete. The Principal accepts no responsibility for and does not guarantee or make any representation as to the accuracy of the information. Make such further enquiries and investigations as are required for your own information.

Attention is directed to the possible existence of underground utilities not shown on the Drawings, or at locations or elevations different from those shown on the Drawings. Ascertain the exact location of each underground utility prior to doing any work that may damage such utility.

If any existing or proposed utility conflicts with the location or elevation of any item of construction shown on the Drawings, notify the Principal of such conflict. A conflict is not considered to exist unless an existing service occupies the same space as that intended for the item to be constructed or minimum clearances will be infringed. Any variation to the work required will be determined in accordance with Clause 9 of C41 Minor Physical Works & Services (Terms for Contracted Work).

Where your method of working results in additional adjustments being deemed necessary by any utility authority, arrange for and bear all costs in relation to those additional adjustments, notwithstanding that the Principal may have approved the method of working.

General Requirements (Minor Physical Works and Services)**G2-C41**

You will not be responsible for the routine maintenance of any utility installed or constructed by the various public utility authorities, but will be responsible for the protection of such utility during the currency of the Contract.

In certain instances, you may be required to provide the various public utility authorities with the opportunity to remove, relocate, or work on their utilities before you proceed with succeeding construction operations. Should you suffer any delay due to the moving of any such utilities, or the operations of any authority controlling such utilities, except where the delay is due to work chargeable to you or to your omission or negligent act, you may apply to the Principal for an extension of time in accordance with Clause 5.4 of C41 Minor Physical Works & Services (Terms for Contract Work).

Do not stop the Works because of any operation by public utility authorities without the written agreement of the Principal.

Conduct your operations so as to interfere as little as possible with the operations of public utility authorities or their contractors on or near the Site. The Principal reserves the right to permit public utility authorities and others to work on or near the Site.

16 CONTRACTOR'S FACILITIES

Comply with the requirements of the Code of Practice - Amenities for Construction Work, 1 March 1997, issued by the WorkCover Authority of NSW.

Supply, equip, service and neatly maintain all necessary buildings, workshops and storage areas for the satisfactory completion of the Work. Provide properly constructed toilets and washing facilities for the use of all personnel.

Whether established on the road reserve or elsewhere, implement erosion and sedimentation control measures and include the cost in the rates generally.

Ensure that adequate rubbish receptacles are provided. Service these receptacles regularly and to the satisfaction of the Principal to ensure that the construction area remains tidy.

You are responsible for the security of your buildings, materials, construction plant and machinery. Take all necessary precautions to make the area safe to the public.

Plant and vehicles, including employees motor vehicles, within the road reserve, must not be driven or parked on unpaved areas outside the specified area to be cleared for the road formation or outside the nominated areas approved without the approval of the Principal. Protect, reinstate and revegetate all areas used by you within the nominated area. Reinstatement will include ripping, topsoiling and grass seeding or alternatively turfing so as to reinstate the land to a condition at least similar to the condition before disturbance.

17 EXTRA LAND REQUIRED BY CONTRACTOR

Procure for yourself and at your own cost the occupation or use of or relevant rights over any land or space in addition to the Site which you may deem necessary for the execution of the Works or for the purposes of the Contract; and

As a condition precedent to any obligation to return the Security, if so required by the RMS Representative, provide a properly executed release from all claims or demands (whether for damages

G2-C41**General Requirements (Minor Physical Works and Services)**

or otherwise howsoever) from the owner or occupier of and from other persons having an interest in such land.

18 KEEPING SITE CLEAN

Keep the work under the Contract clean and tidy as it proceeds and regularly remove from the Site rubbish and surplus material, from the start of work under the Contract including during the period for rectifying any Defects and during any period of maintenance by you.

The Principal may remedy any breach of this Clause by you and the costs of remedy are a debt due by you to the Principal.

19 INFORMATION SIGNBOARDS

If information signboards are required under the Contract (refer Annexure G2-C41/A), erect two (2) information signboards at prominent locations on the Site which have been approved by the Principal. The signs, including mounting posts, attachment brackets and accessories, will be supplied to the Site by the Principal.

Do not erect on the Site any other form of sign bearing your name.

On completion of the Works dismantle the information signboards and dispose of them off-site.

Payment for the supply, erection and removal of information signboards is deemed to be included in the rates and prices generally.

20 NO ADVERTISING

Do not exhibit, or permit to be exhibited on the Site or on any land to which it has access under the Contract any advertisements, unless the written permission of the Principal has been obtained.

21 INSPECTION BY VISITORS

Refer all applications for Site inspections to the Principal. Do not arrange inspections by visitors without the Principal's prior approval. The Principal has the right to conduct inspections of the Works with visiting parties.

22 USE OF PUBLIC ROADS AND CARE OF TRAFFIC ASSETS

22.1 USE OF PUBLIC ROADS

Vehicles or equipment hauling material over public roads must be fitted with tight tailgates and have a freeboard of not less than 75 mm without cones or piles of material which may spill on to the roadway. Vehicles when loaded must comply with the requirements of the Road Transport (Mass,

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents))

General Requirements (Minor Physical Works and Services)

G2-C41

Loading & Access) Regulation, 1996 or such lower load limits as may have been set by the relevant authority, and provide evidence to this effect to the Principal.

Promptly remove from existing roadways all dirt and other materials that have been deposited by your hauling and other operations.

Take suitable precautions to ensure that under no circumstance could any rock be dislodged onto any adjacent roadway, track or railway track in use. Where the Principal considers that the precautions are not satisfactory, cease the work immediately until the necessary precautions are taken.

Construction plant or equipment must not be allowed to park on or within the pavement or shoulders of any existing trafficked roadway.

If you wish to use public roads surrounding the Site for the purpose of undertaking the work under the Contract, obtain approval from the relevant authority for the use of these public roads. Any conditions for such use are a matter between you and the relevant authority.

22.2 CARE OF TRAFFIC ASSETS

Notify the Principal prior to the commencement of work near traffic signals and other traffic facilities. The Principal will advise you if you also need to notify the Transport Management Centre (TMC) and RMS Network Operations Section (telephone: (02) 8396 1510).

Where traffic signal detector loops or other traffic facilities loops are damaged or made inoperable during the course of work, notify the TMC and the Principal immediately.

Engage a Traffic Signal Contractor prequalified by the RMS to reinstate the loops.

Use prefabricated loops and reinstate the loops within 24 hours of their becoming inoperable and have them connected and operating within a further 24 hours, unless a concession is granted by the Principal. All applications for a concession must be supported by documentation stating the reason for the application and the scheduled completion date.

Where detector loops and other traffic facilities loops need to be removed or made inoperable in order to complete the works under the Contract, the costs of reinstatement will be borne by the Principal. Where the detector loops and other traffic facilities loops are damaged due to your act or omission, the costs of reinstatement will be borne by you.

23 USE OF STRUCTURES BY CONSTRUCTION PLANT

Unless specified elsewhere, structures, including bridges and culverts, have not been designed for use by heavy construction plant. Such plant must not travel on the structures without the prior approval of the Principal.

If you intend to use any heavy plant on any structure, submit calculations, prepared and certified by a Chartered Professional Engineer with Membership of the Engineers Australia (or equivalent) and practising in the field of structural engineering or equivalent, to demonstrate the structural adequacy of the structure to the Principal for approval at least two weeks prior to the proposed use of the structure by the plant. One equivalent would be an Engineer registered on the National Professional Engineers Register (NPER) in the general area of practice of Structural Engineering.

G2-C41**General Requirements (Minor Physical Works and Services)**

These calculations must be accompanied by details of contact locations, areas and weights, path of vehicle, speed and frequency of use. These calculations must conform to the design management procedure required in RMS Q clause 7.3.

24 SITE MEETINGS

At intervals of one month, unless otherwise mutually agreed between you and the Principal, arrange a duly authorised representative to attend the Site Meeting. Subcontractors and Consultants must also attend the Site Meeting if required by the Principal.

Unless otherwise agreed the RMS Representative will chair the meeting and will arrange for the recording of minutes. Within one week of the meeting the Principal must issue to you a copy of the minutes. Within three days of issue of the copy of the minutes, notify the Principal of any item from the meeting which in your opinion has not been correctly recorded. The agreed minutes must be confirmed at the next Site Meeting held.

25 EMERGENCY CALLOUT AVAILABILITY

Within fourteen days of the date of execution of the Contract, submit to the Principal information, to the satisfaction of the Principal, regarding the capability to answer requests for emergency action at any time, in relation to the Works and in relation to your responsibilities under the Contract regarding adjacent landowners, the general public and Public Utility Authorities.

The cost of providing this capability and the cost of any actions necessary as a result of this capability is deemed to be your responsibility in accordance with Clause 7 of C41 Minor Physical Works & Services (Terms for Contracted Work).

26 COMMUNITY RELATIONS

Notify the Principal of any complaints received from members of the community concerning the work. Deal with all such complaints promptly and provide written evidence to the Principal of actions proposed to deal with the complaints.

27 PRINCIPAL AND RMS REPRESENTATIVE MAY MAKE RECORDS

The Principal and the RMS Representative may record the progress and performance of the Works. Without limitation, records may be made:

- (a) in any medium;
- (b) at any place where work (including Testing) is being carried out or materials being prepared;
- (c) as part of an audit or surveillance or for any other reason.

The Principal and the RMS Representative may use the records made for any purpose.

28 SCHEDULE OF RATES

28.1 APPLICATION

This Clause applies if a Schedule of Rates forms part of the Contract Documents. This Clause does not apply to any work which is covered by a lump sum specifically accepted by the Principal.

28.2 RATES AND LUMP SUMS

The rates and lump sums in the Schedule of Rates are deemed to include the cost of carrying out the whole of the Works, services and other incidentals associated with or necessary for the carrying out of the Works and the performance of your obligations under the Contract.

Where a section or item does not appear in the Schedule of Rates, the cost thereof is deemed to be included in the rate or lump sum for the section or item associated with that section or item, but where there is no section or item associated with that section or item, the cost thereof is deemed to be included in the rates or lump sums generally.

Where any section or item in the Schedule of Rates is unpriced by you, all costs applicable to that section or item is deemed to be included elsewhere in the Schedule of Rates.

Where the specifications or Drawings provide for the Principal to direct an item of work and the pay item/s is identified, the work is deemed to be the subject of a Provisional Sum or Provisional Quantity under the identified pay item/s.

A direction is not required to be given by the Principal by reason of the actual quantity of a section or item being greater than or less than the quantity shown in the Schedule of Rates for that section or item.

29 SCHEDULE OF PRICES

29.1 APPLICATION

This Clause applies if a Schedule of Prices forms part of the Contract Documents. This Clause does not apply to any work which is covered by a Schedule of Rates.

29.2 RATES AND PRICES

The lump sum accepted by the Principal covers everything associated with or necessary for your performance of the Contract.

You are deemed to have agreed that:

- (a) the cost of a work or service which is expressly covered by an item listed in the Schedule of Prices is included in the rate and price for the item, and
- (b) the cost of a work or service which is not expressly covered by an item listed in the Schedule of Prices is included in other rates and prices of the Schedule of Prices.

Errors in the Schedule of Prices must be corrected to ensure that the total of the rates and prices as extended for all items in the Schedule of Prices always equals the lump sum accepted by the Principal.

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents))

G2-C41

General Requirements (Minor Physical Works and Services)

Correct the errors as agreed between you and the Principal or, if no agreement is reached, as determined by the Principal.

The rates and prices in the Schedule of Prices:

- (i) may be used to value variations, and
- (ii) must be used to assess the value of unincorporated Materials and the Value Completed properly included in a Payment Claim under Clause 23.1 of C41 Minor Physical Works & Services (Terms for Contracted Work).

30 (NOT USED)

31 (NOT USED)

32 RESPONSIBILITY FOR AND NOTICE OF MEASUREMENT

The measurement of work as required for the purposes of the Contract is the responsibility of the Principal. The Principal will give reasonable notice to you of its intention to measure work and you must, if so directed by the Principal, be represented at and assist in the taking of measurements. If you are not represented at the time appointed by such notice for the taking of measurements the Principal may proceed in its absence and the measurements taken by the Principal will be binding on you.

A record of the measurements will be kept by the Principal and will, on request by you, be made available to you.

33 (NOT USED)

34 TEST METHODS AND SPECIFICATIONS

The RMS Specifications and Test Methods included in the Contract Documents, including any project specific amendments, apply to the Contract.

Except for copies of any special test methods included in the Contract Documents, copies of RMS Test Methods will not be provided.

Copies of RMS Test Methods, and model specifications, may however be purchased through the RMS Information and Reference Centre (Library) at current prices. Alternatively, they may be downloaded from the RMS website as follows:

- (a) go to: <http://www.rta.nsw.gov.au>
- (b) click on Partners and suppliers
- (c) click on Engineering Contract Docs
- (d) accept Disclaimer

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents))

General Requirements (Minor Physical Works and Services)

G2-C41

- (e) select Specification group or Test Method Volume
- (f) select Specification or Test Method.

The measurement and payment clause of any RMS specification replaces any references to costs and payments in RMS material specifications or RMS Forms referred to in the RMS specification.

35 MANAGEMENT SYSTEMS AND PLANS

35.1 GENERAL

Plan, establish, implement and maintain the specified Management Systems and Plans required by the Specifications and demonstrate compliance in accordance with the Contract. Failure to do so is deemed to be a Contractor's Default in accordance with Clause 29 of C41 Minor Physical Works & Services (Terms for Contracted Work).

Pursuant to Clause 23.5 of C41 Minor Physical Works & Services (Terms for Contracted Work), the Principal is not required to make payments to you under this Contract until you have complied with the requirements of this Clause 35.

35.2 (NOT USED)

35.3 RECORD KEEPING

Record keeping of the specified Management Systems and Plans must comply with Clauses 1.2.5 and 4.2.4 and Annexure Q/E of RMS Q.

36 QUALITY ASSURANCE

36.1 DEFINITIONS USED IN QUALITY ASSURANCE PROVISIONS

The definitions in Specification RMS Q must be used in the interpretation of the words and expressions used in the quality assurance provisions of the Contract (unless the context otherwise requires). The quality assurance provisions on the Contract include Clauses 35, 36 and 37 of this Specification and RMS Q.

36.2 MONTHLY PRODUCT QUALITY SUMMARY

The Conformance records under Clause 23.1.3 of C41 Minor Physical Works & Services (Terms for Contracted Work) must be a summary of product quality records which demonstrates the conformity of the work with the Contract requirements.

The summary must indicate the lots or components, or both, of the Works which have achieved full conformity with the Contract requirements.

G2-C41**General Requirements (Minor Physical Works and Services)**

36.3 INSPECTION AND TESTING

Further to Clause 4.5 of C41 Minor Physical Works & Services (Terms for Contracted Work) , the Principal may take samples of materials or work and/or direct you to open up or pull down completed work and to reinstate it later.

36.4 COVERING UP OF WORK AND NOMINATION OF WITNESS AND HOLD POINTS

The Principal may:

- (a) direct that any part of the work under the Contract shall not be covered up or made inaccessible without the Principal's prior approval;
- (b) nominate any point in a work process as a Witness Point or Hold Point.

37 TESTING**37.1 GENERAL**

Provide test results for verification of performance within the time required by the Contract. If no specific time limit applies, provide the results to the Principal upon completion of the testing.

Additional or special tests may be conducted by the Principal or a person (which may include you) nominated by the Principal.

37.2 COSTS OF TESTS

Include in the rates and prices generally the costs associated with all testing required under the Contract (refer Annexure G2-C41/B).

Any testing directed by the Principal that is additional to your testing obligations under the Contract will be valued as a Variation under Clause 9 of C41 Minor Physical Works & Services (Terms for Contracted Work).

The valuation of any Variation will exclude the costs of testing:

- (a) that shows that the material or work is not in accordance with the Contract;
- (b) in respect of work under the Contract, that is covered up or made inaccessible without the Principal's prior approval where such was required; or
- (c) that is consequent upon a failure of you to comply with a requirement of the Contract.

38 (NOT USED)**39 (NOT USED)****40 WORK-AS-EXECUTED DRAWINGS**

Maintain throughout the duration of the Contract an up-to-date full size set of drawings for the Works that show the work-as-executed details as construction of each part of the Works is completed.

By the Actual Completion Date for the whole of the Works, provide to the Principal one full-size set of drawings amended in RED to show in detail the work-as-executed condition of the Works. Amendments necessary to clearly depict work-as-executed details must be carefully and accurately prepared.

The cost of preparing work-as-executed drawings is deemed to be included in the rates and prices generally for the work under the Contract.

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents)

G2-C41 General Requirements (Minor Physical Works and Services)**ANNEXURE G2-C41/A – PROJECT SPECIFIC REQUIREMENTS****A1 INFORMATION SIGNBOARDS**

(Refer to clause 19.)

Information Signboards required?

YES/NO

*If information signboards are required, insert here pictorial details of the information signboards. If no details are available, delete this comment.***ANNEXURE G2-C41/B – MEASUREMENT AND PAYMENT**

Except where specific pay items are provided, all costs associated with the general requirements are deemed to be included in the rates and prices generally for the work under the Contract.

ANNEXURE G2-C41/C – SCHEDULE OF IDENTIFIED RECORDS

Refer to Clause 1.1.3.

The records listed below are Identified Records for the purposes of RMS Q Annexure Q/E.

Clause	Description of the Identified Record
26	Notification of any complaint received from members of the public concerning the work.

ANNEXURES G2-C41/D TO G2-C41/L – (NOT USED)

ANNEXURE G2-C41/M – REFERENCE DOCUMENTS

Refer to Clause 1.1.4

Australian Standards

AS 1348	Road and traffic engineering - Glossary of terms
ISO 9001	AS/NZS ISO 9001, Quality management systems - Requirements

RMS Specifications

RMS Q	Quality Management System
-------	---------------------------

NSW Government

NSW Government Code of Practice for Procurement

Workcover Authority of NSW Documents

Code of Practice - Amenities for Construction Work: 1 March 1997

Minor Physical Works and Services Project Contract



© Roads and Maritime services

ROADS AND MARITIME SERVICES (RMS)

Minor Physical Works and Services

Project Contract

Form of Agreement

Date									
Parties	Roads and Maritime Services (RMS) of 101 Miller Street, North Sydney, New South Wales Your name: _____ ACN :.....								
Project RMS file									
Agreement	<ol style="list-style-type: none"> 1. You agree to carry out and complete the Project in accordance with the Contract by the Date for Completion. 2. The RMS agrees to pay you in accordance with the Contract. 3. Both parties agree to perform all their other obligations under the Contract. 4. The Contract incorporates the Tender Documents and the following post-tender documents: <div style="margin-left: 40px;"> The Project Tender Form signed and lodged by you with your tender The Project Pricing Schedules signed and lodged by you with your tender The RMS's letter accepting your tender and the documents listed in that letter as forming part of the Contract _____ </div> 								
Signatures	<p>RMS: Signed by the Roads and Maritime Services by its delegate in the presence of:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Witness</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">RMS delegate</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Name of witness</td> <td style="border-bottom: 1px solid black; text-align: center;">Name of RMS delegate</td> </tr> </table> <p>You: SIGNED by YOU in accordance with section 127 of the Corporations Act</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Secretary</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Director*</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Name printed</td> <td style="border-bottom: 1px solid black; text-align: center;">Name printed</td> </tr> </table> <p>(*I am the sole Director and Company Secretary of the Contractor and I occupy both offices - Strike out if not applicable)</p>	Witness	RMS delegate	Name of witness	Name of RMS delegate	Secretary	Director*	Name printed	Name printed
Witness	RMS delegate								
Name of witness	Name of RMS delegate								
Secretary	Director*								
Name printed	Name printed								

ROADS AND MARITIME SERVICES (RMS)

QA SPECIFICATION G35

ENVIRONMENTAL PROTECTION (MANAGEMENT PLAN)

NOTICE

This document is a Roads and Maritime Services QA Specification. It has been developed for use with roadworks and bridgeworks contracts let by Roads and Maritime Services or by local councils in NSW. It is not suitable for any other purpose and must not be used for any other purpose or in any other context.

Copyright in this document belongs to Roads and Maritime Services.

REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 0		First issued to replace RTA G5.	GM, RNIC	26.04.99
Ed 1/Rev 1	1.2	Additional references added to list.	GM, RNIC	06.12.99
	1.3	Definition (c) - definition of "Environmental Incident" removed and replaced by definition of "Pollution Incident".		
	4.1 (d)	"(b) and" added.		
	4.1 (n)	Item (n) added.		
	4.1 (o)	New item		
	4.2 1st para	More specific provisions regarding deficiencies; "and keeping the Contractor's environmental records" added.		
	4.2 2nd para	"status of" deleted; "environmental incidents" replaced with "pollution incidents"; "control of environmental nonconformances" added.		
	4.4 (e)	Reference to "the register" and "Waste Minimisation and Management Act" added.		
	4.7	Reworded to clarify the requirement for Contractor to advise EPA and Superintendent.		
	4.8 1st para	Reworded. Contractor's notification requirements to local residents made more specific.		
	4.9 2nd para	Reworded. Contractor's obligation under the POEO Act to notify EPA of pollution incidents.		
	4.10 3rd line	The word "taken" added after the word "action".		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 1 (cont'd)	4.13	New sentence concerning records and summary reports of performance evaluations.		
	4.14	Clause renamed.		
	4.14.1	New clause number with revised wording.		
	4.14.2	New clause number.		
	6.2.1 1st para	Reworded. CEMP to identify “Contractor’s obligations” under legislation relevant to the work; list of relevant legislation revised.		
	6.2.2	List of legislation repealed and replaced by POEO Act added; paragraph on Waste Minimisation and Management Act added.		
	6.5.1 1st para	Second sentence revised.		
	6.5.2	New clause - “Soil Stockpile Management”.		
	6.5.3	Clause renumbered from 6.5.2; 1st paragraph, reference to “Clean Waters Act, Clean Waters Regulations” replaced by “POEO Act”.		
	6.5.4	New clause – Water Extraction.		
	6.6	First paragraph, reference to “Clean Air Act” replaced by “POEO Act”; 3rd paragraph, “such as” replaced by “including”; “as required” inserted after “listed below”.		
	6.6 (g)	Wording revised.		
	6.6 (h)	Wording revised.		
	6.7	First paragraph, reference to “Noise Control Act 1975” replaced by “POEO Act”; point (iii) revised; new point (iv); previous point (iv) renumbered to point (v).		
	6.9 1st para	Third line, “CEMP and implement” replaced by “CEMP, and then implement”.		
	6.11.2 (c)	The word “shall” replaced by “does”.		
	6.13	First paragraph, “any” waterways replaced by “land or” waterways; 2nd paragraph, “on any road with drainage” replaced by “on any location with direct drainage”; two new sentences on refuelling added; 3rd paragraph, new sentence on location of storage areas added.		
	6.15	“immediately who will arrange” replaced by “immediately, who will then arrange”.		
	6.17	First paragraph revised; example box added.		
	6.18	The words “to the satisfaction of the Superintendent” deleted.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 1 (cont'd)	Annexure G35/3	Clause numbers revised.		
	Annexure G35/4	Clause numbers revised.		
Ed 1/Rev 2	4.1	Title changed.	GM, RNIC	21.01.00
	4.1.1	New clause number and title; “meet” replaced by “comply with”.		
	4.1.2	New clause number and title; second paragraph revised; new second last and last paragraphs added.		
	5, 6.5.3, 6.6	Examples revised.		
	6.7	First paragraph revised; example revised; new paragraph added after item (v); example deleted		
	6.8	Example revised; fourth paragraph “monitored” replaced by “managed”.		
	6.16	Example revised.		
	Annexure G35/1	Clause 4.1 of the table revised.		
Ed 1/Rev 3	Annexure G35/4	Example contents of the table deleted.	GM, RNIC	17.07.01
	1.1, 1.3, 4.7	Reference to “Special Conditions of Contract” changed to “Conditions of Contract”.		
Ed 1/Rev 4	4.1.1.(g), 4.1.2, 6.3,	Minor editorial changes. 6.7, Annex G35/1 (4.1)	GM, RNIC	07.09.01
	1.2	New references added		
	1.2, 1.3	ISO 9000 replaces ISO 8402		
	2(5), 4.1.1e	Monitoring of high risks required		
	3.8	Quality system requirements added		
	4.1.1	CEMP to comply with legislation and approval conditions Additional details required.		
	4.1.2	CEMP submission to others changed		
	4.5	Minimum training levels to be shown		
	4.9, Annex G35/1	Notification to EPA of contact persons changed.		
	5	Include construction related problems/risks		
	6.2.1	List of legislation updated		
	6.5.3, 6.6	Use EPA methods in monitoring		
	6.6	Visually check exhaust systems		
Ed 1/Rev 4	6.7	Comply with EPA requirements		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
(cont'd)	6.9	Observe limits of clearing		
	6.11.2	EPA regulation and guideline added		
	6.13	Store away from vegetated areas EPA guideline added		
	6.16	Requirements defined as a Hold Point		
	6.17(c)	New guideline added Consider waste management in design, planning and purchasing		
Ed 2/Rev 0		Specification reformatted "Superintendent" changed to "Principal"	GM, RNIC	22.10.03
	1.1	Responsibilities defined		
	1.2	New clause		
	4.1.1, 4.3	Minor changes.		
	4.5, 4.8, 4.9	4.12, 6.6, 6.10		
	4.7	Notification only if a licence requirement		
	4.13	Risk based performance evaluation program is required		
	4.14.1	Auditing program to consider risks		
	6.2	References include regulations Legislation list updated & transferred to Annexure G35/M		
	6.3	Guidance on application for a licence		
	6.5	Detailed requirements transferred to RTA G38 and RTA G39		
	6.7	Refer to EPA road traffic noise Guideline		
	6.8	Consult with EPA, Principal's presence no longer mandatory		
	6.9	Clearing and lopping may require statutory approvals		
	6.10	Use a NPWS licensed ecologist Legislation listed		
	6.11	Clause rewritten with new Hold Point		
	6.12	Scope changed to dangerous goods and incorporates previous clause 6.13. Procedure to include fuel and chemical deliveries.		
	6.12	Additional bunding requirements added with a Hold Point		
	6.12.2	New subclause - Pesticides		
	6.13 - 6.18	Clauses renumbered		
Ed 2/Rev 0	6.13	Ensure training is implemented		
(cont'd)	6.15	Clause rewritten		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
	6.17 6.18 Annex G35/C Annex G35/B, -/F Annex G35/M	Restoration requirements added New clause Schedule of Identified Records added. New annexure. New annexure with new details.		
Ed 2/Rev 1	Various Annex G35/M	”Contractor” replaced by “you” Grammatical changes. Reference added	GM, RNIC	21.11.03
Ed 2/Rev 2	Foreword 1.2.3, 4.7, 4.14.2, 6.4	New clause after the Table of Contents Minor editorial changes	GM, RNIC	18.11.04
Ed 3/Rev 0	Various 1.1, 1.2.3, 1.2.4 1.3 3 4.1 4.1.2, 4.3 4.5 4.13 4.14.1, 4.14.2 5 6.1 6.3 6.4 6.6, 6.7, 6.9 6.10	References to EPA changed to DEC; reference made to ISO 14001: 2004. Minor revisions. ISO 9000 definitions deleted; definition of “Contaminated land” revised. Clause heading changed; minor revisions. Clause revised; requirements for CEMP moved to Annexure G35/D. Minor revisions. Clause heading changed; minor revisions. Clause heading changed; minor revisions. Minor revisions. Reference to CEMP added. Documents in Annex A are for information only. CEMP to include copies of approvals, licences and permits Clause heading changed Minor revisions CEMP to include procedures for controlling weeds Minor revisions	GM, RNIC	27.09.06
Ed 3/Rev 0	6.12.1	Clause requirements clarified		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
(cont'd)	6.12.2	“Sample Pesticides Application Records Sheet” moved to Annex G		
	6.15	Clause requirements clarified		
	6.16	Clause heading changed; clause requirements clarified		
	6.17	Minor revisions		
	6.18	Reference made to Clause 46 of RTA C2-GC21; Hold Point deleted		
	Annex D	New table summarising the planning documents required in CEMP		
	Annex G	New table showing “Sample Pesticides Application Records Sheet” (moved from Clause 6.12.2).		
	Annex M	References updated.		
Ed 3/Rev 1	4.1.1, 4.5	Clarification that CEMP encompass supplementary plans.	GM, RNIC	05.10.06
	6.1	Clarification that CEMP to include environmental impacts and control measures.		
	Annex D	Minor revision.		
	Annex M	References updated.		
Ed 3/Rev 2	1.3	Additional definitions, pertaining to pesticide use notification, added.	GM, RNIC	19.12.06
	6.12.2	Additional clause, pertaining to pesticide use notification, added.		
	Annex H	Annexure G35/H added.		
Ed 3/Rev 3	Annex M	M2 Legislation – legislation updated.	GM, IC	09.02.07
Ed 3/Rev 4	Global	References to “Department of Environment and Conservation” or “DEC” updated to “Department of Environment and Climate Change” or “DECC”.	GM, IC	19.02.08
	6.16.1	“s.143 Notice” added to list of Waste Management Plan requirements. New sub-heading added.		
	6.16.2	New sub-section added re “s143 Notices” when transporting and depositing waste. Hold Point added.		
	Annex F	New annexure with template of letter for “s.143 Notice” added		
Ed 3/Rev 5	1.3	“the Conditions of Contract” changed to “RTA G2”.	GM, IC	16.04.08
Ed 3/Rev 5 (cont'd)	6.3	Comment “Note” on authorisation to apply for DECC licence deleted.		
Ed 3/Rev 6	Global	Names of government agencies updated.	GM, IC	20.01.11

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
	1.3	Definitions of “Aboriginal object”, “Relic”, “you” and “your” added. Definition of “Pollution Incident” replaced by “Environmental Incident”.		
	3	Requirements for corrective action and preventive action expanded.		
	4.1.1	Requirements for risk-based approach in the development of CEMP and to include supplementary environmental plans added.		
	4.1.2	Required duration for submission of CEMP changed from “working days” to “days” and further clarified. Hold Point – Requirement to submit additional information added.		
	4.2	Requirement to provide details of environmental officer added. Commentary related to environmental officer deleted.		
	4.3	Communication requirements expanded.		
	4.4.1	New clause heading “General” inserted.		
	4.4.2	New clause titled “Environmental Incident Notification and Reporting” added, incorporating environmental incident notification requirements in previous Clause 4.9 “Liaison with DECC”.		
	4.5	Induction training requirements expanded.		
	4.6	Monitoring requirements for subcontractors added.		
	4.7	Previous clause 4.9 retitled “Liaison with DECCW”. Environmental incident notification requirements relocated to Clause 4.4.2. Time limit for submission of report on visit by DECCW reduced from 5 working days to 1 working day.		
	4.8	Reworded to clarify intent.		
	4.9	Previous clause 4.7 “Hours of Work” relocated here. Definitions of working days and hours added.		
Ed 3/Rev 6 (cont’d)	4.9	Time for submitting to the Principal a copy of the advice to DECCW on extended working hours increased from 2 working days to 7 working days. Requirement for submission of a plan for works outside specified working hours added.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
	4.10	4.10(b), (c), (d) & (e) – Record requirements for complaints reworded to clarify intent. 4.10(g) – Additional record requirement for complaints.		
	4.11	List of environmental activities records added.		
	4.12	4.12(a) – Consequences of noncompliance extended to include CEMP and associated plans. Hold Point – Process reworded to clarify intent.		
	4.13	“Checking Performance” clause reworded and expanded.		
	4.14.1	Commentary added.		
	4.15	New clause “Waste and Recycling Reporting” added.		
	5	Commentary - Examples of environmental risks added.		
	6.1	Requirement for CEMP to include pre-construction and post-completion stages added.		
	6.3	Note added to Commentary. Hold Point added.		
	6.4	Clause retitled “Site Facilities”. Access and traffic management requirements deleted.		
	6.5.3	New clause “Dewatering of Excavations” added.		
	6.5.4	New clause “Works in Waterways” added.		
	6.6	6.6(i) – Additional measure to minimise airborne pollutants.		
	6.7	Title of DECCW publication on construction noise updated.		
	6.8	Title of DECCW publication on noise management updated.		
Ed 3/Rev 6 (cont’d)	6.9	Clause retitled “Flora”. Statutory Act on native vegetation updated. Requirement for delineation of area to be cleared added. Requirement to stop work and notify the Principal on identification of threatened species onsite added. Hold Point added.		
	6.10	“Fauna” clause reworded and expanded.		
	6.11.2	Statutory Regulation updated.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
	6.12.1	Clause on spillage prevention expanded and clarified.		
	6.13, 6.14	“Indigenous” in clause title changed to “Aboriginal”. Clause rewritten.		
	6.16.1	Title of DECCW Guideline updated. Reporting requirement relocated to Clause 6.16.3.		
	6.16.2	New clause “Waste Management Register” added.		
	6.16.3	New clause “Waste and Resource Recovery Reporting” added.		
	6.16.4	Previous Clause 6.16.2 “s.143 Notices” for the Transporting and Depositing of Waste” renumbered. Types of waste expanded to include Excavated Natural Material. Title of RTA Procedure updated.		
	6.17, 6.18	Clause numbers for “Restoration of Site” and “Materials with Recycled Content” interchanged. “Materials with Recycled Content” clause expanded.		
	7	Time limit on response to issues raised during Principal’s surveillance/inspection added.		
	Annex A	Clause references updated.		
	Annex B	“Noise” removed as one of example items for Pay Item P2 - Site Monitoring.		
	Annex C	Schedules updated.		
	Annex D	Planning Documents updated.		
	Annex F	“Annual Waste Avoidance and Resource Recovery Report” requirement added.		
Ed 3/Rev 6 (cont’d)	Annex H, H2	“or the Contractor” added to Annexure title. Internet-Based Public Notification of Pesticide Use by “Local Councils” extended to include “the Contractor”.		
	Annex M	References updated.		
Ed 3/Rev 7	Global	Names of NSW government departments updated.	GM, IC	08.06.11
	1.3	Definition of “Dewatering” added.		
	6.5.3	Clause retitled “Construction Site Dewatering”. Dewatering requirements expanded.		
	Annex M	Referenced documents updated.		

x

GUIDE NOTES

(Not Part of Contract Document)

Using RTA G35

Specification G35 contains RMS requirements for a contractor's project specific environmental management plan. When a corporate environmental management system is to be implemented by the Contractor, Specification G36 should be used in lieu of G35.

Specification G35 is a model specification that must be customised by the TENDER DOCUMENTER for each specific project. Customisation requires insertion of the various environmental requirements from the REF, EIS, Decision Report, Determination and associated information into the body of G35. It is recommended that G35 is project customised parallel with RMS project environmental management plan.

In customising the specification, prescriptive specification of work methods is to be avoided.

Some typical examples of customisation are shown in boxes within the text, as illustrated below:

Example: List or cross-refer to specific topsoil management requirements

The reuse of weed contaminated topsoil by surface spreading is not permitted. Where necessary, horticultural advice must be sought to determine whether the type and/or proportion of weed cover is significant for the topsoil to be deemed weed contaminated.

If any issue is not relevant for your project, delete the boxed text.

If an issue is relevant, delete the borders around the text, modify the text to suit your circumstances, adjust the margins so the customised paragraphs line up with the general text, match the font size and set the customised paragraphs in bold italic.

After completing the customisation, check the pagination of the whole document and insert page breaks if necessary to achieve continuity within clauses. Then return to CONTENTS page to highlight and automatically revise listing and page numbers.

This customisation must be done carefully because tenderers will rely on G35 to price their environmental obligations for the project.



ENVIRONMENTAL PROTECTION (MANAGEMENT PLAN)

Copyright – Roads and Maritime Services
IC-QA-G35

VERSION FOR: DATE:

CONTENTS

CLAUSE	PAGE
FOREWORD	XI
RMS Copyright and Use of this Document	xi
Revisions to Previous Version	xi
Project Specific Changes	xi
1 GENERAL	11
1.1 Scope	11
1.2 Structure of the Specification	11
1.3 Definitions	11
2 ENVIRONMENTAL PROTECTION MANAGEMENT PROCESS	11
3 NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION	11
4 CONTRACTOR'S ENVIRONMENTAL MANAGEMENT PLAN (CEMP)	11
4.1 Preparation of CEMP	11
4.2 Resources	11
4.3 Communication	11
4.4 Emergency Planning and Response	11
4.5 Competence, Training and Awareness	11
4.6 Subcontractors	11
4.7 Liaison with OEH	11
4.8 Community Liaison	11
4.9 Hours of Work	11
4.10 Complaints	11
4.11 Records of Environmental Activities	11
4.12 Consequences of Noncompliance	11
4.13 Checking Performance	11
4.14 Environmental Auditing	11
4.15 Waste and Recycling reporting	11
5 ENVIRONMENTALLY SENSITIVE AREAS	11
6 ENVIRONMENTAL PROTECTION REQUIREMENTS	11
6.1 General	11
6.2 Legislation	11
6.3 Approvals, Licences and Permits	11
6.4 Site Facilities	11
6.5 Soil and Water Management	11
6.6 Air Quality	11
6.7 Noise Control	11
6.8 Ground Vibration and Air Blast	11
6.9 Flora	11
6.10 Fauna	11
6.11 Fire Precautions	11
6.12 Chemicals, Dangerous Goods and Other Potential Contaminants	11
6.13 Aboriginal Heritage	11
6.14 Non-Aboriginal Heritage	11
6.15 Contaminated Land	11
6.16 Waste Avoidance and Management	11

G35**Environmental Protection (Management Plan)**

6.17	Materials with Recycled Content.....	11
6.18	Restoration of Site	11
7	PRINCIPAL'S SURVEILLANCE AND AUDITS.....	11
	ANNEXURE G35/A – SUPPLEMENTARY PROJECT INFORMATION	11
	ANNEXURE G35/B – MEASUREMENT AND PAYMENT	11
	ANNEXURE G35/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS	11
C1	Schedule of Hold Points	11
C2	(Not Used)	11
C3	Schedule of Identified Records.....	11
	ANNEXURE G35/D – PLANNING DOCUMENTS.....	11
	ANNEXURE G35/E – DISTANCE FROM CONSTRUCTION ACTIVITY FOR BUILDING CONDITION INSPECTION	11
	ANNEXURE G35/F – WASTE AVOIDANCE AND RESOURCE RECOVERY REPORT.....	11
F1	Annual Waste Avoidance and Resource Recovery Report.....	11
F2	Template for Letter to Accompany “s.143 Notice” to Landholders	11
	ANNEXURE G35/G – SAMPLE PESTICIDES APPLICATION RECORDS SHEET	11
	ANNEXURE G35/H – PUBLIC NOTIFICATION OF PESTICIDE USE	11
H1	Pesticide Uses Requiring Public Notification.....	11
H2	Internet-Based Public Notification By Local Councils or the Contractor	11
H3	Exemptions from Public Notification	11
	ANNEXURES G35/I TO G35/L – (NOT USED).....	11
	ANNEXURE G35/M – REFERENCED DOCUMENTS AND LEGISLATION	11
M1	Referenced Documents	11
M2	Legislation	11
	LAST PAGE OF THIS DOCUMENT IS	11

FOREWORD

RMS COPYRIGHT AND USE OF THIS DOCUMENT

Copyright in this document belongs to the Roads and Maritime Services.

When this document forms part of a contract

This document should be read with all the documents forming the Contract.

When this document does not form part of a contract

This copy is not a controlled document. Observe the Notice that appears on the first page of the copy controlled by RMS. A full copy of the latest version of the document is available on the RMS Internet website: www.rta.nsw.gov.au/doingbusinesswithus/specifications

REVISIONS TO PREVIOUS VERSION

This document has been revised from RMS Specification G35 Edition 3 Revision 6.

All revisions to the previous version (other than minor editorial and project specific changes) are indicated by a vertical line in the margin as shown here, except when it is a new edition and the text has been extensively rewritten.

PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

RMS QA SPECIFICATION G35

ENVIRONMENTAL PROTECTION (MANAGEMENT PLAN)

1 GENERAL

1.1 SCOPE

This Specification describes an environmental protection management process which you must implement, as a minimum, to provide environmental protection during execution of the Work Under the Contract. It also identifies environmental conditions of approval for the project which you must satisfy.

You must undertake all your activities in such a manner that damage to the environment is limited to that which is unavoidable.

When carrying out the Work Under the Contract, apply your project specific Environmental Management Plan (CEMP) (refer to Clause 4) which must be developed in accordance with this Specification and guided by ISO 14001 Annex A.

The environmental protection requirements in this Specification, together with the Conditions of Contract, are complementary to, and not in substitution for, any statutory requirements or any of the technical requirements of the Specifications and Drawings.

Ensure compliance with all relevant environmental statutory requirements and procedures defined within the CEMP and all supplementary plans.

1.2 STRUCTURE OF THE SPECIFICATION

This Specification includes a series of annexures that detail additional requirements and information.

1.2.1 Supplementary Project Information

Supplementary Project Information is shown in Annexure G35/A.

1.2.2 Measurement and Payment

The method of measurement and payment must comply with Annexure G35/B.

1.2.3 Schedules of HOLD POINTS and Identified Records

The schedules in Annexure G35/C list the Hold Points that must be observed. Refer to Specification RMS Q for the definition of Hold Point.

The records listed in Annexure G35/C are Identified Records for the purposes of RMS Q Annexure Q/E.

1.2.4 Referenced Documents and Legislation

Unless otherwise specified or specifically supplied by the Principal, the applicable issue of a reference document is the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 2350). For convenience, the full titles are given in Annexure G35/M:

Environmental legislation which may be relevant to the Work Under the Contract is listed in Annexure G35/M (refer to Clause 6.2). The list may not be current or complete for this Contract.

1.3 DEFINITIONS

References to Acts include any amendments to Acts together with a reference to Regulations and instruments made under them.

The terms “you” and “your” means “the Contractor” and “the Contractor’s” respectively.

The following definitions apply to this Specification:

- (a) Clauses 3.1 to 3.4 and 3.6 to 3.10 of ISO 14001.
- (b) “Aboriginal object” is defined within *National Parks and Wildlife Act 1974* as any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction, and includes Aboriginal remains.
- (c) “Contaminated land” is land with the presence of a substance in, on or under the land at a concentration above that which it is normally found in that locality, such that there presents a risk of harm to human health or to the environment.
- (d) “Controlled access road” and “main road” have the same meaning as that within the *Roads Act 1993 (NSW)*.
- (e) “Dangerous goods” has the same meaning as within the *Dangerous Goods (Road and Rail Transport) Act 2008 (NSW)*.
- (f) “Dewatering” means any activity that involves the removal of ponded stormwater or infiltrated groundwater from any location on Site and the subsequent reuse or discharge of that water.
- (g) “Environment” means the natural and the built environment and all aspects of the surroundings of human beings (including physical, biological and aesthetic aspects).
- (h) “Environmental incident” means a discrete (one-off) occurrence that may result in an adverse impact (or impacts) on the environment or a breach of legislation.
- (i) “Pesticide” has the same meaning as within the *Pesticides Act 1999 (NSW)*.
- (j) “Relic” is defined within *Heritage Act 1977* as any deposit, artefact, object or material evidence that relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and is of State or local significance.
- (k) “Sensitive place” is defined within Clause 11J of the *NSW Pesticides Regulation 2009 (NSW)* to be any:
 - School or pre-school;
 - Kindergarten;
 - Childcare centre;
 - Hospital;

Environmental Protection (Management Plan)**G35**

- Community health centre;
 - Nursing home;
 - Place declared to be a sensitive public place by the Office of Environment and Heritage (OEH) by notice in the NSW Government Gazette.
- (l) “Work Under the Contract” means the work which you are or may be required to execute under the Contract and includes all variations, remedial work, constructional plant and temporary work, design and design documentation.

2 ENVIRONMENTAL PROTECTION MANAGEMENT PROCESS

You must undertake the following tasks:

1. Identify statutory requirements, compliance limits and adverse environmental effects which could occur during execution of the Work Under the Contract (refer to Clause 6).	
2. Plan work activities and environmental protection measures to minimise environmental risks and comply with specified environmental protection requirements (refer to Clause 4.1). The CEMP is the outcome of this planning process.	
3. Set up the planned environmental protection measures (refer to Clause 6) and train site personnel to be environmentally aware (refer to Clause 4.5).	
4. Monitor the effectiveness of the environmental protection measures (refer to Clause 4.13).	
5. Set up response procedures which will initially contain, then remedy, any environmental damage which does arise (refer to Clause 4.4).	
6. Improve environmental protection measures and revise the CEMP promptly when deficiencies are identified (refer to Clauses 3 and 4.1).	

3 NONCONFORMITY, CORRECTIVE ACTION AND PREVENTIVE ACTION

Control of nonconformity applies to containment measures, clean-up and restoration of the environment as well as rectification of deficient environmental protection measures.

If surveillance, site inspections or an audit by the Principal indicates a nonconforming operational control or event which has not been addressed by a Nonconformity Report, the Principal may issue a Nonconformity Notification. Deal with this nonconforming operational control or event in the same manner as if it had been identified by you.

Review, analyse and record the cause of all detected nonconformities and develop corrective action to eliminate the cause of nonconformities. This includes both the determination of immediate action to prevent recurrence, as well as long term corrective action.

G35**Environmental Protection (Management Plan)**

If surveillance, site inspections or an audit by the Principal indicates that the CEMP does not comply with the provisions of the Contract or identifies an environmental risk, the Principal may issue a Corrective Action Request.

Take corrective action to rectify any nonconformity or environmental risk notified by the Principal and implement preventive action to prevent recurrence of the nonconformity or remove the identified environmental risk and return the completed Corrective Action Request, all within seven (7) days after the Corrective Action Request is given to you.

Preventative and/or corrective actions identified during surveillance or site inspections must be closed out and signed off by you within the agreed timeframe.

Deal with the Corrective Action Request in accordance with your procedure for handling customer complaints as required by Clause 4.10.

Detail in the CEMP how control of nonconformity, corrective and preventive actions will be implemented and closed out.

4 CONTRACTOR'S ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

4.1 PREPARATION OF CEMP

4.1.1 Scope

The CEMP must cover the environmental protection practices, resources and sequence of activities required to comply with relevant environmental legislation, conditions of any applicable licence, approval and permit and all the requirements of this Specification.

The CEMP must include each of the documents and requirements of this Specification (summarised in Annexure G35/D) and must be implemented.

The CEMP must identify potential adverse environmental effects, applicable regulatory requirements and/or compliance limits for the physical, human and biological environment with a particular emphasis on a risk-based approach to identifying and managing risks associated with work methods to be used by you and your subcontractors. Appropriate environmental protection measures must be documented to keep environmental effects within compliance limits and must show the responsibility for implementation in each case.

The CEMP must include all supplementary plans for environmental protection and operational control (including, if specified, Erosion and Sedimentation Control Plan (refer to Specification RMS G38 or RMS G39, as applicable), Soil and Water Management Plan (refer to Specification RMS G38), Clearing and Grubbing Plan (refer to Specification RMS G40).

The CEMP must be either incorporated as part of the PROJECT QUALITY PLAN (refer to RMS Q) or be consistent with the PROJECT QUALITY PLAN. Include appropriate cross-referencing to your quality management system and PROJECT QUALITY PLAN.

Revise the CEMP and implement improved environmental protection measures if the original protection measures in the CEMP are found to be not fully effective (refer to Clause 3).

Three distinct phases of activity must be addressed, as applicable:

Environmental Protection (Management Plan)**G35**

- (i) before site establishment and construction.
- (ii) during construction.
- (iii) after construction (including rehabilitation activities and maintenance of erosion and sedimentation controls).

Detail any specific CEMP requirements, such as from the REF, EIS, Decision Report or Determination.

4.1.2 Submission of Documents to the Principal

Submit copies of your CEMP at least fourteen (14) days prior to commencement of the Works.

If agreed with the Principal, the CEMP may be submitted progressively to suit the construction stages in accordance with the specified requirement in Specification RMS Q for the submission of the PROJECT QUALITY PLAN.

If the CEMP is submitted progressively, the CEMP documents for each stage of the works must be submitted at least fourteen (14) days prior to commencement of that stage of the works.

HOLD POINT

Process Held:	Commencement of Work not previously addressed by CEMP documents and authorised by earlier Hold Point release.
Submission Details:	At least fourteen (14) days prior to the proposed commencement of work nominated in the submission by you, submit the CEMP documents, addressing the issues listed in Clause 4.1 for the nominated work.
Release of Hold Point:	The Principal will consider the documents prior to authorising the release of the Hold Point for the nominated work. The Principal may release work covered by the CEMP progressively, consistent with your program for the Work Under the Contract. The Principal may request additional information for inclusion in the CEMP before release of Hold Point.

Submit copies of the CEMP and environmental management documents as specified in RMS Q for quality management system documentation.

Where submission to a statutory authority is nominated in Annexure G35/A or directed by the Principal, an additional copy of the CEMP at each stage, including any proposal for staged submission, for each of the nominated authorities must be submitted to the Principal. The staging of CEMP submissions must comply with the requirements of the nominated authorities. The submissions of the CEMP at each stage must contain sufficient information and detail to explain the proposed environmental protection measures for the understanding of the nominated authority.

The CEMP must include a matrix or index which clearly shows where the environmental protection requirements of this Specification have been addressed in the submitted documents.

Detail any specific requirements, for submission of documents identified from the REF, EIS, Decision Report or Determination.

4.2 RESOURCES

The CEMP must indicate the names, responsibilities and authority of your site management personnel who have primary responsibility for implementing the CEMP for the Work Under the Contract, monitoring its effectiveness, rectifying any environmental deficiencies, controlling further construction activities until deficiencies are rectified and keeping your environmental records.

Provide a sufficient level of resources at the site to ensure effective environmental management throughout the duration of the Contract.

When the Decision Report, Determination or RMS specifies a full time environmental officer, provide details of the requirements for this officer. Nominate in the CEMP a full time member of your site management team to be the authorised contact person for communications with the Principal and the OEH on environmental matters.

This person must be fully conversant with the CEMP, operational controls, monitoring program, and the procedures for dealing with complaints, environmental incidents, control of environmental nonconformities and environmental records and must promptly provide access to or copies of environmental records to the Principal as required.

Where you have established corporate responsibilities for environmental management, the relationship between your site management personnel with environmental responsibility and the corporate environmental functions must be detailed in the CEMP.

Detail any specific requirements for resources, such as from the REF, EIS, Decision Report or Determination.

4.3 COMMUNICATION

Comply with ISO 14001 Clause 4.4.3 for site communication, external communication and communication with subcontractors in relation to notification of environmental problems and environmental incidents. Maintain a current list of relevant contact names, telephone numbers and facsimile numbers for the project.

Provide details in the CEMP of how changes to the environmental management documentation and data are to be identified and communicated to relevant project personnel.

Detail any specific requirements for communication, such as from the REF, EIS, Decision Report or Determination.

4.4 EMERGENCY PLANNING AND RESPONSE

4.4.1 General

The CEMP must include details of:

- (a) your key emergency response personnel showing responsibilities and contact details including all-hours telephone numbers.
- (b) emergency services (e.g. ambulance, fire brigade, spill clean-up services).
- (c) communications strategy (internal and external) (refer to Clause 4.3).

Environmental Protection (Management Plan)**G35**

- (d) containment measures to be taken in the event of emergency situations that may arise during the Work Under the Contract and procedures for restoration.
- (e) location on site of the register of, and information on, hazardous materials including Material Safety Data Sheets (MSDS).

Detail any specific requirements for emergency planning, such as from the REF, EIS, Decision Report or Determination.

4.4.2 Environmental Incident Notification and Reporting

Notify the OEH Environment Line on telephone 131555 of environmental incidents or pollution incidents (as defined by the *Protection of Environment Operations Act 1997 (NSW) - POEO Act*) on or around the Site which have occurred in the course of your activities or during your possession of the Site in accordance with Part 5.7 of the *POEO Act*, in the following circumstances:

- (a) if the actual or potential harm to the health or safety of human beings or ecosystems is not trivial.
- (b) if actual or potential loss or property damage (including clean-up costs) associated with an environmental incident exceeds \$10,000.

Notify the Principal verbally as soon as practicable and, in any case in writing within 24 hours, of any incidents which have been reported to the OEH under Part 5.7 of the *POEO Act*

Report all other environmental incidents to the Principal's representative verbally as soon as practicable and, in any case, in writing within 24 hours of the incident occurring and coming to your attention.

Provide the Principal all information as requested by the Principal within such time as may be specified in the request.

Notify the Principal when an environmental incident has been reported to the relevant authority as required under any NSW environmental legislation.

Provide details of the environmental incident to the Principal on request.

4.5 COMPETENCE, TRAINING AND AWARENESS

Ensure that all staff and subcontractors working on the Site are provided with environmental training to achieve a level of competence and awareness appropriate to their assigned activities before they commence their assigned activities. Persons, including subcontractors' personnel, without appropriate environmental training are not permitted to work on the Site.

The CEMP must include a site-specific induction and training plan that describes the minimum level of training, experience and/or qualifications required for staff and subcontractors working on the Site, the names of persons to be trained, the scheduled dates for their training and the procedures for training.

Induction training must include, when applicable, the:

- (a) purpose and objectives of the CEMP.
- (b) requirements of due diligence and duty of care.
- (c) conditions of environmental licences, permits and approvals.

G35**Environmental Protection (Management Plan)**

- (d) environmental emergency plans.
- (e) management and reporting process for environmental harm and incidents.
- (f) lessons learnt from environmental incidents;
- (h) environmental controls that are identified in the CEMP and its supplementary plans..
- (g) site-specific issues including, but not limited to, erosion and sediment control, boundaries for vegetation clearing, location of refuse bins, washing, refuelling and maintenance of vehicles, plant and equipment.
- (i) environmentally sensitive areas.

Train relevant employees to use the plant and materials on site efficiently and to minimise all potential environmental impacts including noise, air and water quality, waste generation, minimisation and disposal, effluent control, management of contamination of land and groundwater and on the use of spill kits to contain any fuel or oil spills.

Establish and maintain a register of environmental training carried out including dates, names of persons trained and trainer details.

Detail any specific training requirements, such as from the REF, EIS, Decision Report or Determination.

4.6 SUBCONTRACTORS

When complying with the purchasing requirements of RMS Q, include environmental management requirements in the planning, selection and management of subcontractors.

When the Contract specifies RMS Prequalification for a subcontractor and the Prequalification level nominated includes environmental management requirements, the subcontractor must apply its RMS accredited environmental management system for its construction activities.

Undertake appropriate monitoring of each subcontractor's environmental protection measures to ensure that the specified environmental protection requirements are effectively implemented and maintained. Refer to Clauses 4.13 and 4.14 when determining an appropriate level of monitoring.

Monitoring must include but not be limited to:

- (i) undertaking daily check of environmental controls in high risk sites or in environmentally sensitive environments;
- (ii) documenting findings of daily checks;
- (iii) completing checklist as required.

For subcontracted work, include in the CEMP the procedures you will implement to ensure subcontractor compliance, including details of:

- (a) the duties of each subcontractor for planning, implementing and monitoring environmental protection measures and for keeping environmental records.
- (b) the duties you will retain for environmental protection of subcontracted work.
- (c) how environmental protection measures on subcontracted work interact with adjacent work areas, as applicable.
- (d) your surveillance program to monitor effectiveness of each subcontractor's environmental protection measures.

Environmental Protection (Management Plan)**G35**

Detail any specific requirements for control of subcontractors, such as from the REF, EIS, Decision Report or Determination.

4.7 LIAISON WITH OEH

The CEMP must identify at least two persons (and their contact telephone numbers) who will be available to be contacted by the OEH on a 24 hour basis and who have authority to take immediate action to shut down any activity, or to effect any pollution control measure, as directed by an authorised officer of the OEH.

Immediately notify the Principal of any visit to Site by OEH. Prepare a report on each occasion when the Site is visited by the OEH and notify the Principal of the purpose and outcome of the OEH visit and of all actions being taken by you in response to the OEH visit. Submit this report to the Principal within one (1) working day of the OEH site visit.

Detail any specific requirements for liaison with OEH, such as from the REF, EIS, Decision Report or Determination.

4.8 COMMUNITY LIAISON

Notify local residents about new or changed construction activities which will affect access to their properties or otherwise significantly disrupt residents' use of their premises. Such notification must be made at least five (5) working days before commencing work affecting residents and must advise the nature of the work, why it is necessary, indicate the expected duration plus any changes to arrangements for traffic or property access. Provide to residents the name and contact telephone number of your representative who can respond to resident concerns.

Following approval from the Principal on each instance to extend working hours, inform residents by letter of the extent, times and duration of the proposed work outside normal working hours at least five (5) working days before commencing work. Include a contact name and telephone number so residents can contact you with any concerns about altered working hours.

Address any concerns raised by residents in accordance with the complaints procedure as required under Clause 4.10.

Detail any specific requirements for liaison with the community, such as from the REF, EIS, Decision Report or Determination.

4.9 HOURS OF WORK

Working days and hours of work under the Contract are between 7.00 am to 6.00 pm Monday to Friday inclusive but excluding public holidays.

The CEMP must include a procedure for notifying the Principal and all relevant Authorities in advance of any proposed extension to hours of work. You are responsible for ensuring that such changes in work hours comply with all licences, permits, approvals, consents and statutory requirements and has been appropriately assessed.

Any approval by the Principal to extend working hours or working days (except for Saturday work between 8.00 am to 1.00 pm), is conditional on you liaising with the community (refer to Clause 4.8),

G35**Environmental Protection (Management Plan)**

advising the OEH in writing (if this is a requirement of an Environment Protection Licence) then submitting a copy of the advice to the Principal (together with the OEH concurrence, where this is a condition of any consent by the Department of Planning and Infrastructure) at least seven (7) working days before the commencement of the period of extended working hours.

Prior to undertaking works outside specified working hours (as detailed in the CEMP), submit a plan detailing the specific activities, work scheduling and control measures to the Principal for approval at least seven (7) working days prior to commencement. The plan must take into consideration of the requirements of the RMS Environmental Noise Management Manual (2001) "Practice Note vii – Roadworks Outside of Normal Working Hours". Agreement to this schedule is at the Principal's discretion.

List any additional restrictions on working hours such as noise generating activities.

Detail any specific requirements, such as from the REF, EIS, Decision Report or Determination.

4.10 COMPLAINTS

Within one (1) working day of receiving a complaint about any environmental issue, including pollution, arising from the Work Under the Contract, supply a written report to the Principal detailing the complaint and the action taken to remedy the problem. A final report with proposed measures to prevent the occurrence of a similar incident must be submitted to the Principal within five (5) working days.

Keep a register of all such complaints, together with the following records:

- (a) date and time of complaint.
- (b) the method by which the complaint was made (telephone, letter, meeting, etc).
- (c) name, address, contact telephone number of complainant (if no such details were provided, a note to that effect).
- (d) details of complaint.
- (e) action taken in response including follow up contact with the complainant.
- (f) any monitoring to confirm that the complaint has been satisfactorily resolved.
- (g) if no action was taken, the reasons why no action was taken by you

Detail any specific requirements for responding to complaints, such as from the REF, EIS, Decision Report or Determination.

4.11 RECORDS OF ENVIRONMENTAL ACTIVITIES

Maintain (as part of the project records in accordance with RMS Q Annexure Q/E) legible environmental records to demonstrate compliance with the CEMP, including as applicable:

- (a) details of qualifications held by individuals primarily responsible for environmental monitoring.
- (b) monitoring/inspection reports.
- (c) internal audit reports.
- (d) external audit reports.

Environmental Protection (Management Plan)**G35**

- (e) reports of environmental incidents, other environmental nonconformities, complaints, action taken and follow-up action.
- (f) minutes of management review meetings.
- (g) evidence of action taken as a result of such meetings.
- (h) induction and training records.
- (i) records of monitoring by subcontractors against compliance limits.

These records must be held for at least five years after the date of Completion and be accessible to staff of the Principal and to authorised OEH officers.

Detail any specific record keeping requirements, such as from the REF, EIS, Decision Report or Determination.

4.12 CONSEQUENCES OF NONCOMPLIANCE

If you fail to comply with your environmental obligations under the Contract, including failure to:

- (a) comply with, and to ensure compliance by subcontractors with, any requirements of the Specification, CEMP and associated plans; or
 - (b) act promptly when you, the Principal, or by any Statutory Authority having jurisdiction over the Works observe that environmental controls are not effective,
- a Hold Point may apply.

HOLD POINT	(Where required by the Principal)
Process Held:	The Process(es) that pose a risk of an accident due to the noncompliance.
Submission Details:	Verification that the failure has been corrected and measures have been implemented to prevent recurrence.
Release of Hold Point:	The Principal will consider the submitted documents and may inspect the work subject to the failure prior to authorising the release of the Hold Point.

4.13 CHECKING PERFORMANCE

Document in the CEMP and implement a checking procedure to verify that Work Under the Contract is in compliance with this Specification. Include periodic surveillance/inspections and surveillance/inspections essential for monitoring high risk events and activities, works in environmentally sensitive areas, the adequacy of operational controls, and measurements for aspects where compliance limits have been specified.

Keep detailed records of the environmental surveillance/inspections and provide a summary report of the surveillance/inspections when requested by the Principal. Include in the summary report outcome of the surveillance/inspections, the number and type of non-conformities, time taken to close out each non-conformity, corrective and preventative actions implemented.

Provide resources to:

- (a) undertake environmental surveillance/inspections with the Principal;
- (b) undertake any actions identified during inspection;

G35**Environmental Protection (Management Plan)**

- (c) complete inspection report; and
- (d) return completed inspection records to the Principal within agreed timeframes.

Detail any specific environmental performance requirements, such as from the REF, EIS, Decision Report or Determination.

4.14 ENVIRONMENTAL AUDITING**4.14.1 Audits During Construction**

Develop and implement a risk-based auditing program to verify that work under the contract is in compliance with this Specification. This program must be documented and records kept.

Schedule the first audit within three months of commencing work on site and then carry out an audit at least every six months. The Principal may require more frequent auditing if environmental checks (refer to Clause 4.13) indicate significant deficiencies with your environmental management of the Site. Keep detailed records of these audits and the audit reports.

List any additional requirements for Contractor auditing where RMS is likely to be the OEHL licence holder for the Works.

Detail any specific requirements, such as from the REF, EIS, Decision Report or Determination.

4.14.2 Concluding Audit

Carry out an environmental compliance audit

- (a) on achieving each Milestone.
- (b) on completing the Work Under the Contract.

Include the following in the environmental compliance audit:

- (i) site surveillance/inspection.
- (ii) full review of environmental records.
- (iii) identification of any environmental protection measures and operational controls (refer to Clause 4.1) that have not yet been implemented to the levels identified in the associated plans.
- (iv) recording of the condition of existing environmental protection controls.
- (v) identify environmental protection controls which require rectification and ongoing management.

Submit to the Principal, at least five (5) working days prior to the relevant Contractual Completion Date, an audit report that includes verification that environmental protection measures identified in (iii) above have been implemented.

Detail any specific requirements, such as from the REF, EIS, Decision Report or Determination.

4.15 WASTE AND RECYCLING REPORTING

Implement, and document in the CEMP, a waste and recycling material data collection program that will ensure conformity with the Waste and Resource Recovery Reporting requirements of Clause 6.16.3.

5 ENVIRONMENTALLY SENSITIVE AREAS

Pay particular attention to ensuring that environmental protection measures are effective in any environmentally sensitive areas identified by the Principal or detected during the progress of the Contract.

Detail in the CEMP the locations of environmental controls in environmentally sensitive areas.

The Principal has identified the following environmentally sensitive areas:

List significant items identified in REF, EIS, Decision Report or Determination and include construction related problems/risks e.g. risks associated with waterways, heritage items, schools, churches, national parks, marine park and threatened species.

6 ENVIRONMENTAL PROTECTION REQUIREMENTS**6.1 GENERAL**

The environmental protection requirements specified in Clause 6 are minimum requirements.

The CEMP must include details of the potential environmental impacts and the operational control measures, including during the pre-construction stage when you have taken possession of the site, and during the post-construction stage, that must be implemented to comply with statutory requirements and provide environmental protection in accordance with the requirements of the Contract.

Ascertain any additional environmental protection requirements resulting from your operations and incorporate these additional requirements in the CEMP.

Particular measures to protect the environment which are specified may, with the Principal's approval, be substituted by measures which achieve the same environmental result but which are superior in terms of cost or operational efficiency.

The documents listed in Annexure G35/A are available on request and for your information only; they do not form part of the Contract.

6.2 LEGISLATION

The CEMP must identify your obligations under environmental legislation which is relevant to the Work Under the Contract including that listed in Annexure G35/M. (References to Acts includes any amendments to Acts together with a reference to Regulations and instruments made under them.)

6.3 APPROVALS, LICENCES AND PERMITS

The following approvals, licences and permits will be obtained by the Principal:

List any approvals, licences and permits or insert NIL.

Note: The Contractor may only apply for a OEH environment protection licence when authorised by the Principal.

Ascertain from the appropriate authorities what other approvals, licences and permits are required for the Work Under the Contract.

Obtain each necessary approval, licence, and permit not obtained by the Principal must be obtained by you prior to the commencement of any work which relates to that approval, licence or permit. This constitutes a HOLD POINT in accordance with Clause 4.1. Include copies of approvals, licences and permits in the CEMP.

Comply with the terms and conditions of all approvals, licences and permits.

HOLD POINT	(Where required by the Principal)
Process Held:	The process pursuant to the obtaining of the approval, licence and/or permit.
Submission Details:	Verification that approval, licence and/or permit has been received from relevant authority.
Release of Hold Point:	The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

6.4 SITE FACILITIES

Demonstrate environmental best practice in locating and managing your site facilities (refer to Specification RMS G2) to minimise impacts on the environment and the community.

Detail any specific requirements, such as from the REF, EIS, Decision Report or Determination.

6.5 SOIL AND WATER MANAGEMENT**6.5.1 Erosion and Sedimentation Control**

Plan and carry out the whole of the Work Under the Contract to avoid erosion and loss of sediment off the Site, surrounding country, bodies of water, watercourses, wetlands and stormwater drainage systems (refer to RMS G38 or RMS G39, as applicable). This includes the location of site compounds (refer to RMS G2), access tracks, stockpile sites and temporary work areas plus staging of work to minimise the extent and duration of disturbance to vegetation.

All water quality compliance limits as detailed in the REF, Decision Report or OEH approval are to be inserted into RMS G38.

Insert any other specific erosion/sedimentation control measures into RMS G38 or RMS G39.

6.5.2 Water Extraction

Identify in the CEMP the proposed water source(s), including recycled water, which you intend to use for construction activities (such as dust control, earthworks/pavement compaction, on-site concrete batching and the like) and any required approvals.

Detail any specific water extraction requirements, such as from the REF, EIS, Decision Report or Determination or through negotiations with NSW Office of Water, water authorities or landowners.

6.5.3 Construction Site Dewatering

Dewatering, for the purposes of this clause, is any activity that involves the removal of ponded stormwater or infiltrated groundwater from any location on Site and the subsequent reuse or discharge of that water.

Conduct all dewatering activities in a manner that does not pollute the environment.

Prepare a Work Method Statement (WMS) for all identified dewatering activities as part of the CEMP. Further guidance for the preparation of dewatering WMS is provided in RMS Technical Guideline EMS-TG-011 “Environmental Management of Construction Site Dewatering”.

Include the following information in the Dewatering WMS:

- (a) a map showing the area of the Site that will require dewatering;
- (b) detailed description and justification of all selected dewatering methods;
- (c) description of onsite water reuse requirements;
- (d) a map showing proposed discharge locations for any offsite discharge;
- (e) design requirements for each offsite discharge location to prevent erosion at the discharge location or in the receiving environment;
- (f) water quality objectives relevant to the type of dewatering activity;
- (g) description of the water quality treatment techniques to be used;
- (h) water sampling and testing regime prior to and (if required) during dewatering;
- (i) a list of personnel who are authorised to approve or carry out dewatering activities;
- (j) a clear description of how each dewatering activity is supervised and monitored;
- (k) the approval process to be undertaken prior to the commencement of dewatering.

The personnel responsible for approval and/or carrying out dewatering activities must be adequately trained and inducted regarding the use of the Dewatering WMS.

Prior to the commencement of dewatering, inspect the entire system, including intakes and outlets, pumping and discharge locations.

If changes are proposed to the dewatering method used at any location or new dewatering requirements are identified during construction, submit to the Principal a revised Dewatering WMS detailing your proposed changes before carrying out further dewatering.

Wherever possible, supervise any dewatering activities directly. If you choose not to directly supervise dewatering, carry out risk assessment and implement mitigation measures to eliminate the risks of pollution and to prevent the occurrence of the following:

G35**Environmental Protection (Management Plan)**

- intake suction placed within the deposited sediments resulting in discharge of sediment laden waters;
- erosion at discharge locations and downstream areas;
- inadvertent or intentional controlled discharge of untreated waters.

Keep records of the following:

- the work method statement(s);
- date, time and estimated volume released at each discharge location;
- water quality test results for each discharge;
- the personnel approving the dewatering activities;
- evidence of discharge monitoring, or risk assessment and mitigation measures used to eliminate the risks of pollution.

6.5.4 Works in Waterways

Include operational controls for work in waterways in the documents to be submitted to the Principal in accordance with Clause 4.1.2. The operational controls must detail how the works are to be undertaken to reduce impact on waters quality and riparian fauna and flora. Include consultation with RTA, OEH, Department of Primary Industries and NSW Office of Water staff including an initial field inspection in the operational controls.

6.6 AIR QUALITY

Ensure that all your construction facilities erected on the Site are designed and operated to minimise the emission of smoke, dust, cement dust, pesticides and other substances into the atmosphere. Comply with the requirements of the POEO Act and any conditions of licences, notifications, approvals or permits in relation to maximum air pollutant levels (refer to Clause 6.3).

Detail any specific air quality requirements, such as from the REF, EIS, Decision Report, Determination or OEH licence.

Where monitoring is required, the monitoring must comply with the OEH publication: "Approved Methods for Sampling and Analysis of Air Pollutants in NSW".

Employ construction methods that will keep the air pollution to a minimum. Apply appropriate measures to ensure that airborne pollutants from your and your subcontractors' activities do not cause undue disruption or inconvenience in the vicinity of the Site.

Such measures may include, for example:

- spraying of earthwork formations and roads with water or other suitable liquids approved by the Principal.
- removal of mud from the wheels and bodies of haulage equipment before it enters public roads or other sealed pavements by means of facilities such as truck wash downs and wheel washes.
- removal of mud spilt by construction equipment on to public roads or other sealed pavements.
- establishment of suitable cover crop or provision of other covering over topsoil stockpiles.
- erection of dust screens around and/or spraying of stockpiles with suitable stabilising agents.

Environmental Protection (Management Plan)**G35**

- (f) stopping dust generating activities which cannot be adequately controlled by water or other means.
- (g) maintaining dust control equipment so that this equipment is available when required, including periods of dust generating activities or high wind speed.
- (h) maintaining exhaust systems of construction plant, vehicles and machinery in accordance with manufacturer's specifications and undertaking periodic visual checks of exhaust systems' emissions.
- (i) treating topsoil stripped areas with no scheduled activities within two weeks to prevent dust generation.

Detail in the CEMP the materials and measures to be used for effective dust control, including the monitoring and associated recording arrangements.

6.7 NOISE CONTROL

When developing and implementing management strategies, make all practical efforts to comply with the requirements of the POEO Act, and, where applicable; the OEH publications 'Interim Construction Noise Guidelines', 'Industrial Noise Policy', 'Environmental Criteria for Road Traffic Noise'; and the RMS publication 'Environmental Noise Management Manual'.

Insert all noise compliance limits as detailed in the REF, EIS, Decision Report, Determination, or OEH licence.

Prepare a Noise Management Plan as part of the CEMP to show how construction will be carried out to minimise the impact of noise from your operations on adjacent properties. The Noise Management Plan must cover all significant noise generating activities.

Consider measures to minimise the impact of noise, such as:

- (i) substitution by an alternative process.
- (ii) restricting times when noisy work is carried out.
- (iii) placement of work compounds, parking areas, equipment and material stockpile sites away from noise-sensitive locations.
- (iv) where noise barriers/walls are to be constructed, programming this as early as possible to reduce noise impacts from other construction work on neighbouring residents.
- (v) screening or enclosures.
- (vi) consultation with affected residents.

HOLD POINT

Process Held:	Offending process producing noise at adjacent property above specified noise levels.
Submission Details:	Nonconformity Report and Revised Noise Management Plan.
Release of Hold Point:	The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

All construction plant and equipment used on the Site must be, in addition to other requirements:

G35**Environmental Protection (Management Plan)**

- (a) fitted with properly maintained noise suppression devices in accordance with the manufacturer's recommendations.
- (b) maintained in an efficient condition.
- (c) operated in a proper and efficient manner.

6.8 GROUND VIBRATION AND AIR BLAST

Take due care in all construction activities to prevent damage to adjacent public utilities, structures and buildings resulting from construction vibration and air blast. To protect the amenity of the occupiers of buildings, the blasting activities must be carried out to meet the ANZECC publication 'Technical Basis for Guidelines to Minimise Annoyance Due to Blasting Overpressure and Ground Vibration - September 1990'. Where the amenity guidelines are likely to be exceeded, manage the impacts in consultation with, and in accordance with, the requirements stipulated by the OEH.

Meet the requirements of Chapter 174 Vibration in Buildings of the OEH publication "Environmental Noise Management Assessing Vibration: A Technical Guideline". Where the requirements of Chapter 174 are likely to be exceeded, manage the impacts in consultation with, and in accordance with, the requirements stipulated by the OEH.

To avoid structural damage, the activities must be carried out to meet the requirements of BS 7385.

Detail any specific ground vibration and/or air blast requirements, such as from the REF, EIS, Decision Report or Determination. Alternatively insert such requirements in the Earthworks Specification and insert a cross reference in RMS G35 Clause 6.8.

Where construction activities including blasting, pile driving, excavation by hammering or ripping, dynamic compaction or demolition of structures may cause damage through vibration or air blast to nearby public utilities, structures, buildings and their contents or if the items are located within the distance from the construction activity as specified in Annexure G35/E, a Building Condition Inspection of these items must be undertaken.

A written report of the Building Condition Inspection supported by photographs, details of the expertise of the inspectors, together with a list of any existing defects in the items, must be submitted to the owner of each item and to the Principal before the construction activity commences.

Prepare a Vibration and Air Blast Management Plan as part of the CEMP to show how construction will be carried out to minimise the impact of vibration and air blast from your operations on adjacent properties. Consider measures to minimise the impact of vibration and air blast, such as:

- (a) substitution by an alternative process.
- (b) restricting times when work is carried out.
- (c) screening or enclosures.
- (d) consultations with affected residents.

The Vibration and Air Blast Management Plan must detail how construction vibration and air blast will be managed for various plant items working adjacent to buildings. Keep records as evidence of compliance with these construction vibration and air blast restrictions.

Environmental Protection (Management Plan)**G35****HOLD POINT**

Process Held:	Commencement of blasting, pile driving, excavation by hammering or ripping, dynamic compaction or demolition operations or other activities which may cause damage through vibration or air blast.
Submission Details:	Copy of Building Condition Inspection and the Vibration and Air Blast Management Plan.
Release of Hold Point:	The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

You are liable for any accident or damage to any property, person, or thing resulting from vibration and air blast from construction activity.

6.9 FLORA

Preserve existing trees, plants, and other vegetation that are to remain within or adjacent to the Site and use every precaution necessary to prevent damage or injury thereto (refer to RMS G40). Include procedures in the CEMP for monitoring clearing and grubbing operations to ensure that trees and other vegetation are not unnecessarily cleared or otherwise disturbed.

Clearing, lopping or trimming of vegetation must not occur without the required approvals under the *National Parks and Wildlife Act 1974 (NSW)*, *Native Vegetation Act 2003 (NSW)*, *Environmental Planning and Assessment Act 1979 (NSW)*, *Threatened Species Conservation Act 1995 (NSW)*, and *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)*.

Detail any specific requirements for preservation of vegetation, such as from the REF, EIS, Decision Report or Determination. Alternatively insert such requirements into RMS G40 and insert a cross reference into RMS G35 Clause 6.9.

Include procedures in the CEMP for controlling the introduction and spreading of weeds caused by the Work Under the Contract, including the arrangements for monitoring. When weeds are present on the Site, consult with Local Council and Department of Primary Industries on, and be guided by, best practice removal and control techniques and any management procedures that may have been developed for particular Noxious Weeds.

Example: List or cross-refer to specific topsoil management requirements

The reuse of weed contaminated topsoil by surface spreading is not permitted. Where necessary, horticultural advice must be sought to determine whether the type and/or proportion of weed cover is significant for the topsoil to be deemed weed contaminated.

Ensure that all site personnel observe the limits of clearing and are made aware of the importance of any trees of significant value.

At least twenty four (24) hours prior to commencement of clearing, clearly mark to delineate the edge of clearing and install the appropriate signs stating any restrictions on the clearing (refer to Specification RMS G40 Clause 2.4).

Should a threatened species be identified onsite, in addition to those identified in the REF or approval, stop works in the immediate area, notify the Principal, and install protective fencing.

HOLD POINT

Process Held.	Commencement of vegetation clearing works.
Submission Details.	Copy of Vegetation Management Plan or Clearing and Grubbing Plan in accordance with RMS G40 that clearly identifies the limits of clearing and measures adopted to ensure there is no damage to flora and fauna outside of the identified limits.
Release of Hold Point.	The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

6.10 FAUNA

Include fauna habitat conservation measures in the CEMP. The CEMP must include provisions for compliance with the *Environmental Protection and Biodiversity Conservation Act (Cth)* and *Threatened Species Conservation Act 1995 (NSW)* where listed threatened species or migratory species may be affected.

Take measures to protect all native fauna from the impact of your construction activities. Refer to RMS G40 Clause 2.4.

Where you propose to remove vegetation that may be the habitat of native fauna, the area must first be surveyed 24 hours prior to the removal to establish if native fauna (whether roosting or nesting) is present.

The survey must be carried out by a qualified ecologist who holds the appropriate National Parks and Wildlife Service licence. If the survey indicates native fauna is present, leave the species habitat for forty eight (48) hours before revisiting the site. If individuals remain after this period, the habitat must only be cleared in the presence of appropriately qualified and licensed fauna rescue personnel.

Do not keep firearms on the Site except for security purposes permitted by law.

Detail specific requirements, such as from the REF, EIS, Decision Report or Determination.

Example: (delete if not applicable)

The following protected fauna has been identified on, and in the vicinity of, the site:

Relocate tree hollows affected by clearing (refer to Specification RMS G40) to suitable undisturbed bushland sites within the Bypass corridor.

Winding Creek is designated as a wildlife corridor. Conduct your operations to minimise any disturbance to fauna in the vicinity of Winding Creek.

Keep WIRES and NPWS contact details on site and report to these organisations any injuries caused to protected species of fauna.

6.11 FIRE PRECAUTIONS

6.11.1 General

Comply with the requirements of the Rural Fires Act, 1997 (NSW), and the Local Government Act, 1993 (NSW) and be guided by the NSW Rural Fire Service publication 'Equipment and Machinery Use in Bush fire Prone Areas'.

You are responsible for any damage to fences, trees, grass, cultivation, buildings or other property caused by fires lit, whether intentionally or not, for any purpose in connection with the Work Under the Contract.

Provide fire fighting equipment as required to ensure the safety of persons and property.

Fit all items of plant used during proclaimed high fire danger periods that could discharge sparks with spark arresters. Do not undertake cutting, welding, grinding or other activities likely to generate fires in the open on days when a total fire ban is proclaimed.

When there is a risk of fire being caused by work such as welding, thermal or oxygen cutting, heating or other fire producing or spark producing operations or when burning off is proposed, ensure that all personnel are adequately trained with regard to fire prevention, safety and basic fire fighting skills. Adequately equip all personnel and vehicles involved in such activities with fire fighting equipment and safety gear.

Detail any specific requirements to minimise the risk of fires, such as from the REF, EIS, Decision Report or Determination.

6.11.2 Burning Off

Annexure G35/A indicates whether the Principal will allow disposal of cleared and grubbed vegetation by burning off, subject to the requirements of the *Protection of the Environment Operations (Clean Air) Regulation 2002 (NSW)*.

Where burning off has been assessed, approved and is planned, obtain a fire permit from the relevant Statutory Authorities and comply with the requirements of the Statutory Regulations and be guided by the OEH guideline 'Regulation of Open Burning in NSW'.

On receipt of a fire permit, notify the Principal and occupiers of adjoining properties of the proposed burning off operation at least 24 hours before burning off is commenced. The burning off operation must be controlled so that:

- (a) vegetation outside the limits of clearing is not damaged.
- (b) fences, buildings or other property is not damaged.
- (c) smoke does not cause a traffic hazard, nuisance nor contravene air quality requirements.

Detail any specific requirements for burning off, such as from the REF, EIS, Decision Report or Determination.

HOLD POINT

Process Held:	Commencement of burning off operations.
Submission Details:	Proposals for burning off and the relevant fire permit.
Release of Hold Point:	The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

6.12 CHEMICALS, DANGEROUS GOODS AND OTHER POTENTIAL CONTAMINANTS

Plan and execute the Work Under the Contract so as to minimise the possibility of pollution of the Site and adjoining areas from chemicals, dangerous goods and other potential contaminants.

Use and store chemicals and dangerous goods in accordance with all relevant legislation, manufacturer's instructions and the relevant Materials Safety Data Sheets (MSDS). Employ transporting, handling, storage and application methods that will prevent chemical, fuel and lubricant spillage on the Site and adjoining areas. Polluting or permitting pollution of land or waterways by a chemical, fuel or lubricant, or any waste material or imported fill is not permitted.

6.12.1 Spillage Prevention and Containment

Do not refuel or maintain plant and equipment, mix cutting oil with bitumen, or carry out any other activity which may result in the spillage of a chemical, fuel or lubricant on any location with direct drainage to a waterway or environmentally sensitive areas without appropriate temporary bunding being provided.

Do not leave refuelling operations unattended. Keep adequate quantities of suitable material to counteract spillage readily available. Clean up all chemical spills immediately. If spills result in an environmental incident, ensure that the incident is reported in accordance with Clause 4.4.2. .

Undertake bunding and spill management according to requirements within:

- (a) relevant legislation and Australian Standards.
- (b) OEH 'Bunding and Spill Management Guidelines' contained within the OEH "Environmental Protection Manual for Authorised Officers".
- (c) RMS "Code of Practice for Water Management".

Chemical, fuel and lubricant storage areas must be suitably located and banded in a protected area to minimise the impact of any spillage or contamination on the Site and adjoining areas. Do not locate storage areas within 20 metres of natural or built drainage lines, flood prone areas, or on slopes steeper than 1:10.

The CEMP must include details of the management of the banded areas including, but not be limited to, monitoring of the banded areas, drainage requirements and procedures to meet environmental requirements and to ensure that bund capacities are maintained.

Where this is not practical, manage the unbanded and unattended drums to minimise the risk of spillage. Transport the drums back to banded areas when conditions change to create a risk to the environment. Drums used as markers must not contain chemicals or fuels.

HOLD POINT

Process Held:	Site storage of chemicals, fuels and lubricants.
Submission Details:	A report submitted ten (10) working days prior to commencement of storage of chemicals on the Site, submit a report confirming that the bunded areas meet all specified requirements and includes details of the bunds' construction, their locations, and chemicals to be stored.
Release of Hold Point:	The Principal will consider the submitted report prior to authorising the release of the Hold Point.

Before discharging any water from bunded areas, verify that the water complies with any applicable legislation or water quality criteria nominated by the OEH (refer to Clause 6.5). Arrange appropriate treatment if the water quality is not suitable for discharge.

Keep records of all water quality checks, discharges and any remedial actions.

Include procedures in the CEMP for controlling and removing chemical, fuel and lubricant spillage on the Site and adjoining areas. These procedures must cover, as a minimum, the following activities if applicable to Work Under the Contract:

- (a) refuelling or maintenance and cleaning of plant and equipment including concrete agitators, bitumen spray bars and asphalt pavers.
- (b) on-site batching of concrete or asphalt.
- (c) mixing of bitumen with cutting oil and additives.
- (d) application of liquid membranes, including paint and thermoplastic, resin, emulsion, precoat agent and curing compound.
- (e) bulk fuel or chemical deliveries.
- (f) removal and disposal of excess chemicals and water used for washing down of equipment in an environmentally sound manner with adequate capture and treatment controls to ensure pollution does not occur.
- (g) pumping out of oil and grease collection pits well before overflow is likely and residual material disposed of in accordance with regulatory requirements.
- (h) decanting operations such as for fuel, chemicals or bitumen.
- (i) routine checking of machinery, pumps and other equipment for leaks and prompt cleanup and repair of leakages.
- (j) adequate runoff controls for the capture and filtering of all chemicals that may run off in storms, including wax and hydrocarbon curing compounds, bitumen tack coat and saw cutting material, including primary and secondary controls.
- (k) provision of pits of adequate size and number for concrete disposal (where no reuse options exist) and concrete wash down in non-environmentally sensitive areas.
- (l) keeping readily available on site adequate quantities of suitable materials and equipment to counteract spillage.

6.12.2 Pesticides

Use of pesticides must be in accordance with the *Pesticides Act 1999*, other relevant legislation, label directions and any relevant industry codes of practice.

G35**Environmental Protection (Management Plan)**

Complete a Records Sheet within 24 hours of applying the pesticide and submit a copy to the Principal. For guidance when preparing pesticide application records, you may use the “Sample Pesticides Application Records Sheet” shown in Annexure G35/G.

You are exempt from completing the Records Sheet where both of the following are satisfied:

- (a) The pesticide is only applied by hand or by using hand-held equipment.
- (b) If applied outdoors on any single occasion in quantities of no more than 5 litres/5 kilograms of concentrated product or 20 litres/20 kilograms of the ready-to-use product, or; if applied indoors in quantities of no more than 1 litre/1 kilogram of concentrated product or 5 litres/5 kilograms of the ready-to-use product.

All personnel managing and using pesticides must receive appropriate training prior to commencing work. Only pesticides registered for use near water may be used near water.

Public notification of pesticide use must be in accordance with Annexure G35/H. Implement the following measures whenever pesticides are used adjacent to, or across the road from, a “Sensitive Place” (refer to Clause 1.3 for definition):

- (i) Mechanical means of pest control (such as mowing or slashing) must be used where feasible; or
- (ii) Hand-held application of pesticides is required where mechanical means of pest control are not feasible.

Avoid applying pesticides:

- (i) on hot days when plants are stressed.
- (ii) after seed has set.
- (iii) within 24 hours of rain or when rain is imminent.
- (iv) when winds will cause drift into non-target areas.

Detail specific requirements for chemical storage, handling, transporting and pollution control procedures.

List any other specific requirements from EIS, REF, Decision Report or Determination.

6.13 ABORIGINAL HERITAGE

Detail any specific Aboriginal heritage requirements and safeguards, such as from the REF, EIS, Decision Report, Determination or OEH approval.

Example:

Protect the Aboriginal artefact scatter (Site Name HB-24) located on the banks of Shark River approximately 50 m upstream of the bridge site from construction related activities by erecting a temporary pedestrian safety fence around a 10 meter buffer zone from the recorded site perimeter.

Fence drawing and construction must be in accordance with Specification RMS R201.

Measurement and payment for the fencing will be made in accordance with RMS R201.

Environmental Protection (Management Plan)**G35**

Prepare an Aboriginal Heritage Management Plan as part of the CEMP for management of any areas of the Site where known Aboriginal objects, places and/or culturally sensitive areas have been identified on site.

The Aboriginal Heritage Management Plan must also include management of unexpected potential Aboriginal objects discovered by you during construction. The Aboriginal Heritage Management Plan must include, but not be limited, to the following steps:

- (a) cease work in the immediate area of the identified potential Aboriginal objects immediately;
- (b) notify the Principal immediately;
- (c) provide access to the Site to any heritage specialist required to assess the finds;
- (d) provide temporary exclusion (pedestrian) fencing;
- (e) implement additional safeguards as required.

Provide for all personnel working on the Site training on their responsibilities pertaining to the Aboriginal Heritage provisions of the *National Parks and Wildlife Act (NSW) 1974*. Make the personnel working on the Site aware of all Aboriginal archaeological sites and areas of cultural sensitivity identified in the Cultural Heritage Assessment Report, REF (including Decision Report or Determination) or Environmental Assessment that must be preserved.

Should any unexpected find, likely to be an Aboriginal object, be uncovered during construction, notify the Principal immediately and cease all activities in the immediate area of the potential Aboriginal object to the extent directed by the Principal to prevent damage to the potential Aboriginal object.

Identify any such sites/areas on a site map which must be made available to all relevant personnel during the Work Under the Contract.

Implement protective measures to the potential Aboriginal object in accordance with the Aboriginal Heritage Management Plan, or as directed by the Principal.

Provide access to the Site to any heritage specialist/s to assess the potential Aboriginal object.

If the potential Aboriginal object is identified as not an Aboriginal object, the Principal will authorise resumption of work.

If the potential Aboriginal object is confirmed as being an Aboriginal object, the Principal will consult OEH to achieve appropriate resolution of the Aboriginal object.

Where heritage approvals are required, impacts to Aboriginal objects must not occur until heritage approvals (AHIP) are issued by OEH.

The Principal may direct you to carry out heritage mitigation work prior to its destruction.

After the completion of heritage mitigation work and the Aboriginal objects are recorded and/or salvaged, the Principal will authorise resumption of work.

6.14 NON-ABORIGINAL HERITAGE

Detail any specific requirements for non-Aboriginal heritage requirements and safeguards, such as from the REF, EIS, Decision Report, Determination or OEH Approvals.

Example:

Protect the heritage well (Site Name BS-25) located on the south east corner of the Smith's homestead approximately 20 m from the current road alignment by erecting a temporary pedestrian safety fence around a 10 meter buffer zone from the physical site permitter.

Fence drawing and construction must be in accordance with Specification RMS R201.

Measurement and payment for the fencing will be made in accordance with RMS R201.

Example:

Where vibration impacts are likely to damage heritage structures, implement vibration monitoring.

Prepare a Non-Aboriginal Heritage Management Plan as part of the CEMP for management of any areas of the Site where any known heritage items/s and/or archaeological sites have been identified.

The Non-Aboriginal Heritage Management Plan must also include management of unexpected potential archaeological relics discovered by you during construction. The Non-Aboriginal Heritage Management Plan must include but not be limited to the steps as for Aboriginal Heritage Management Plan detailed in clause 6.13.

Provide for all personnel working on the Site training on their responsibilities under the *Heritage Act 1977 (NSW)*. Make the personnel aware of all non-Aboriginal heritage sites/areas (including cultural plantings, and areas of archaeological potential) identified in any environmental assessment report (i.e. EIS, REF, Decisions Report or Heritage Assessment Report).

Should any unexpected find, likely to be a *relic*, be uncovered during construction, notify the Principal immediately and cease all activities in the immediate area of the potential relic to the extent directed by the Principal to prevent damage to the potential relic.

Identify such sites/areas on a site map which must be made available to all relevant personnel during the Work Under the Contract.

Implement protective measures to the potential relic in accordance with the Non-Aboriginal Heritage Management Plan, or as directed by the Principal.

Provide access to the Site to any heritage specialist/s to assess the potential relic.

If the potential relic is identified as not a relic, the Principal will authorise resumption of work.

If the potential relic is confirmed as being a relic, the Principal will consult OEH to achieve appropriate resolution of the relic.

Where heritage approvals are required, impacts to relics must not occur until heritage approvals (section 140) or written notifications (section 139 exception) are issued by the OEH.

The Principal may direct you to carry out heritage mitigation work prior to its destruction.

Environmental Protection (Management Plan)**G35**

After the completion of heritage mitigation work and the relics are recorded and/or salvaged, the Principal will authorise resumption of work.

6.15 CONTAMINATED LAND

Detail any known areas of potential contaminated land, such as from the REF, EIS, Decision Report or Determination.

Contaminated land may have associated contaminated groundwater. Disturbance of contaminated soils and/or groundwater may also result in the release of contaminated surface waters.

Immediately implement any control measures needed to divert surface runoff away from contaminated land and to capture and manage any surface runoff contaminated by exposure to contaminated land.

Comply with the Contaminated Land Management Act and relevant OEH Guidelines in relation to disturbance or treatment of potentially contaminated land.

Prepare a Contaminated Land Management Plan as part of the CEMP for any areas of the Site identified as contaminated land or any land contamination caused by you that details the procedures to:

- (a) protect the environment by implementing control measures to divert surface runoff away from the contaminated land.
- (b) capture and manage any surface runoff contaminated by exposure to the contaminated land.
- (c) investigate the contamination to determine the concentration and type of contaminants and the extent of contamination.
- (d) assess the requirements to notify the OEH.
- (e) manage the remediation and subsequent validation of the contaminated land, including any certification required.

Promptly notify the Principal of any suspected or potential contamination exposed during construction activities.

HOLD POINT

Process Held: Activities within the vicinity of actual or suspected contaminated land.

Submission Details: Notification to the Principal of actual or suspected contaminated land exposed during construction activities and a Contaminated Land Management Plan.

Release of Hold Point: The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

6.16 WASTE AVOIDANCE AND MANAGEMENT**6.16.1 Waste Management Plan**

Prepare a Waste Management Plan as part of the CEMP. Be guided by the following OEH publications when preparing the Waste Management Plan:

- (a) Waste Classification Guidelines.

G35**Environmental Protection (Management Plan)**

- (b) NSW Government “Waste Reduction and Purchasing Policy” (WRAPP).

The Waste Management Plan must:

- (a) identify the waste streams that will be generated during execution of the Contract.
- (b) detail for each of the identified waste streams:
 - (i) the waste classification (refer to the Waste Classification Guidelines).
 - (ii) how and where the waste is to be reused, recycled, stockpiled or disposed.
 - (iii) the receptacles that will be used for storing identified waste materials prior to reuse, recycling, stockpiling or disposal.
 - (iv) how, and by whom, will the waste be transported between generation, storage and point of reuse, recycling, stockpiling or disposal.
- (c) include the methods for monitoring the implementation of the Waste Management Plan.
- (d) identify the need or otherwise for s.143 Notices (see Section 6.16.4).
- (e) comply with the requirements of the POEO Act for any non-licensed as well as licensed waste activities that involve the, storage, transport, treatment and/or disposal of waste.

Detail any specific waste management requirements, such as from the REF, EIS, Decision Report or Determination.

Recycle, reuse or dispose all surplus materials in accordance with statutory requirements. Ensure that all subcontracts contain this requirement. Maintain records to demonstrate that all surplus materials are recycled, reused or disposed of in accordance with statutory requirements.

Ensure that all effluent from the amenities for which you are responsible is discharged into the local sewerage system, where available. Otherwise, septic tanks and portable self-contained toilets of suitable capacity may be used subject to the effluent being disposed of in accordance with statutory requirements. Pit toilets are not permitted.

Do not litter or dump or dispose of unwanted waste or dispose of surplus construction materials including bitumen, asphalt or concrete, or permit such activities on any land on or around the Site, unless specifically permitted in the Specifications.

Comply with the requirements of the POEO Act not to cause actual or potential harm to the environment when disposing of and transporting surplus materials, including excavated materials. Dispose to a place that can lawfully accept the waste.

Provide appropriate receptacles for depositing of litter and other waste materials, and dispose of their contents off site at a suitable waste disposal station on a regular basis. The disposal of chemical, fuel and lubricant containers, solid and liquid wastes must be in accordance with the requirements of the local Council or the OEH.

6.16.2 Waste Management Register

Maintain a Waste Management Register until the Contractual Completion Date, to record the types, amounts and locations of waste reused, recycled, stockpiled and disposed of. The Waste Management Register must include the following details:

- (a) type of waste and its classification (according to the POEO Act and OEH’s Waste Classification Guidelines);
- (b) tonnes of waste;

Environmental Protection (Management Plan)**G35**

- (c) how and where the waste was reused, recycled, stockpiled or disposed of;
- (d) date when the waste was reused, recycled, stockpiled or disposed of; and
- (e) name of the transporter used.

6.16.3 Waste and Resource Recovery Reporting

Report waste and material purchase information that is reportable under the NSW Government “Waste Reduction and Purchasing Policy” in accordance with Annexure G35/F on or before:

- (a) 31 July for the reporting of information relating to materials purchased and wastes generated or recycled between 1 January and 30 June of that year;
 - (b) 31 January for the reporting of information relating to materials purchased and wastes generated or recycled between 1 July and 31 December of the previous year.
- and at Contractual Completion Date.

6.16.4 “s.143 Notices” for the Transporting and Depositing of Waste

A duly completed and signed notice under section 143(3A) of the POEO Act (“s.143 Notice”) must be received prior to transporting wastes generated by or for RMS to a place that is not owned by RMS and is not a licensed waste facility (the “Waste Site”). This includes waste transported for reuse, recycling, disposal or stockpiling. Waste in this context includes spoil, fill, Virgin Excavated Natural Material (“VENM”), Excavated Natural Material (“ENM”), crushed rock, reclaimed asphalt pavement, mulched vegetation, waste concrete, etc.

The requirement for “s.143 Notices” does not apply to:

- (i) wastes transported to land owned by RTA; or
- (ii) wastes transported to licensed waste facilities; or
- (iii) temporary stockpiling of wastes within the road reserve that has been assessed in accordance with the RMS Environmental Assessment Procedure: Routine and Minor or a site specific REF and managed in accordance with the associated Decision Report.

Do not transport waste to the Waste Site unless:

- (a) The landholder has been provided with a letter highlighting the need for a “s.143 Notice”, your role and the respective roles of RMS and the landholder in ensuring that the waste is appropriately managed. The letter must be consistent with the template letter in Annexure G35/F with the following documents attached:
 - (i) a copy of the “Questions and answers for the landowner/occupier” relating to illegal waste dumping, available from the OEH website at <http://www.environment.nsw.gov.au/waste/s143questions.htm>
 - (ii) a “s.143 Notice” for the landholder to complete. The “s.143 Notice” must be obtained from OEH at http://www.environment.nsw.gov.au/resources/waste/notice_s143.rtf
- (b) The “s.143 Notice” is completed and signed by the landholder, and the original copy of the signed “s.143 Notice” returned to you; and
- (c) A copy of the “s.143 Notice” is provided to the transporter of the materials, who must be aware of the material’s classification and the details on the “s.143 Notice”.

Ensure that the waste is accurately described on the “s.143 Notice” and waste delivery arrangements have been confirmed with the landholder prior to transporting materials to the Waste Site.

Detail any proposed stockpile or disposal sites for which an “s.143 Notice” will be required.

HOLD POINT

Process Held:	Transport of waste to a place that is not owned by RMS and is not a licensed waste facility.
Submission Details:	Copy of the original completed and signed “s.143 Notice” received from the landholder receiving the waste.
Release of Hold Point:	The Principal will consider the submitted documents prior to authorising the release of the Hold Point.

6.17 MATERIALS WITH RECYCLED CONTENT

Implement measures to reduce, re-use and recycle waste products/materials including soil, road pavement materials, concrete, oils and vegetation. The CEMP must contain details of types and quantities of proposed material likely to be generated and proposed methods of disposal, recycling or re-use of such surplus materials.

Demonstrate the priority use of materials and products that maximise the use of recycled content wherever these are cost and performance competitive, and are at least the environmental equivalent of the non-recycled alternative. Assess the cost competitiveness of a product or material on a project lifecycle basis, considering issues such as impacts on construction practices, future maintenance and disposal requirements.

Detail any specific requirements for the use of materials with recycled content in the Works, or other specific requirements, such as from the REF, EIS, Decision Report or Determination.

6.18 RESTORATION OF SITE

Reinstate all areas disturbed by you, both on the Site and off the Site. Restoration includes remedying of any land contaminated by incidents such as oil or fuel spills (particularly in fuel storage areas), appropriate revegetation (refer to Clause 6.9) and any other measures to restore the land to a condition at least similar to the existing condition before disturbance.

On Completion, restore all areas disturbed by you (such as areas for compounds, material storage, access and haul roads and the provision of the Principal’s accommodation) to a condition at least similar to the existing condition before disturbance. Restoration includes ripping, topsoiling of the area, weed control and seeding, planting, watering and maintenance. If Specification RMS R178 is included in the Contract, restore areas disturbed by you in accordance with RMS R178.

Detail any specific site restoration requirements, such as from the REF, EIS, Decision Report or Determination.

7 PRINCIPAL'S SURVEILLANCE AND AUDITS

Environmental compliance audits by the Principal may be conducted on all aspects of the CEMP and will be performed in accordance with recognised audit procedures.

The Principal will give you at least five (5) days' notice that an environmental compliance audit is to be conducted and will advise the scope of this audit.

Surveillance and inspections by the Principal may be conducted at any time. Issues raised during surveillance and inspections must be addressed within specified timeframes, and responded to and closed out in writing within seven (7) working days.

The Principal may authorise environmental specialists as agents of the Principal to enter the site for the purposes of surveillance or inspection and liaison with the Principal and to attend site meetings to discuss aspects of the work.

If surveillance, inspection or audit indicates a significant nonconformity of environmental requirements, the Principal is entitled to conduct an environmental compliance audit at 24 hours' notice to you.

Make suitable facilities available at the Site to accommodate an audit team of three persons. The cost of providing such facilities must be borne by you.

<p><i>Detail any specific requirements, such as from the REF, EIS, Decision Report or Determination.</i></p>
--

ANNEXURE G35/A – SUPPLEMENTARY PROJECT INFORMATION

Clause	Details	
4.1	Submission of the CEMP to the Principal is required for forwarding to: <i>[insert (as applicable)]</i> (a) Department of Planning and Infrastructure (b) Office of Environment and Heritage <i>(c) []</i>	Yes Yes <i>[Yes]</i>
4.7	Notification to the OEH Regional Manager is required of at least two persons (and their contact telephone numbers) who will be available to be contacted by the OEH on a 24-hour basis.	Yes/No
5	Documents relevant to Environmental Protection: (NOTE: These documents are available on request and are for information only, they do not form part of the Contract.) <i>[insert (as applicable) REF, EIS, Environmental Impact Assessment Report, Determination of the Chief Executive, Decision Report, Conditions of Approval, Project EMP, any other relevant documents]</i>	
6.11.2	Disposal of cleared and grubbed vegetation by burning off is conditionally allowed by the Principal	Yes/No

ANNEXURE G35/B – MEASUREMENT AND PAYMENT

Refer to Clause 1.2.2.

Except where specific pay items are provided, all costs associated with environmental protection are deemed to be included in the rates and prices generally for the Work Under the Contract.

Measurement for payment defined in other specifications, unless otherwise stated in RMS G35, excludes work which is only carried out to comply with RMS G35.

NOTES TO TENDER DOCUMENTER: (Delete this boxed text after drafting RMS G35)

The documenter may include Pay Items for specific items such as monitoring of dust, monitoring of water quality, building condition inspections, etc

Example:

Pay Item G35P1 - Building Condition Inspections

This is a Provisional item.

Payment will be made for all activities associated with performing and reporting building condition inspections in accordance with RMS G35 Clause 6.8. The unit of measurement is “each” building inspected.

Pay Item G35P2 - Site Monitoring

Payment will be made for all activities associated with the measurement and provision of records associated with the site monitoring required under RMS G35 Clauses 6.6 to 6.8 under the following items:

- a) Air Pollution*
- b) Ground Vibration*

Progress payments will be made on a pro rata basis, having due regard to the period of the Contract.

ANNEXURE G35/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS

Refer to Clause 1.2.3.

C1 SCHEDULE OF HOLD POINTS

Clause	Description
4.1	Submission of CEMP
4.12	Noncompliance with environmental requirements
6.3	Obtaining of approvals, licences and permits
6.7	Noise levels above specified limits
6.8	Submission of Building Condition Inspection reports and Vibration and Air Blast Management Plan
6.9	Submission of Vegetation Management Plan or Clearing and Grubbing Plan
6.11.2	Submission of burning off proposals and relevant fire permit
6.12.1	Submission of report for on-site storage of chemicals
6.15	Notification and submission of Contaminated Land Management Plan
6.16.4	Submission of completed and signed original copy of “s.143 Notice”

C2 (NOT USED)

C3 SCHEDULE OF IDENTIFIED RECORDS

The records listed below are Identified Records for the purposes of RMS Q Annexure Q/E.

Clause	Description of the Identified Record
4.1	Contractor'S Environmental Management Plan (CEMP), supplementary plans and procedures
4.4.2	The report of each environmental incident
4.7	The report on each occasion when the site is visited by the OEH
4.9	Advice to OEH on extended working hours
4.10	The reports on complaints about any environmental issue and actions
4.11	CEMP compliance records
4.12	Verification of corrective and preventative measures to address nonconformities of environmental obligations
4.13	The summary report of the environmental performance checks
4.14.2	Post Completion audit report
4.15	Waste and Recycling report
6.3	Approvals, licences and permits
6.5.3	Dewatering records
6.5.4	Details of operational controls for works in waterways
6.7	Nonconformity reports and Out of hours work approval
6.8	Building Condition Inspection reports
6.12.1	Report on bund suitability and conformity
6.12.2	Pesticides Application Records
6.16.3	Waste Avoidance and Resource Recovery Report
6.16.4	"s.143 Notices" for Transporting and Depositing of Waste

ANNEXURE G35/D – PLANNING DOCUMENTS

The CEMP and its references must, as a minimum, include the following – refer to the relevant Clause in the Specification for complete details of requirements:

Clause	Summary of Required Planning Documents or Reference
4.1.1	Identify potential adverse environmental effects, applicable regulatory requirements and/or compliance limits for the physical, human and biological environment. Appropriate environmental protection measures must be documented.
4.1.1	The CEMP must be either incorporated as part of the PROJECT QUALITY PLAN (refer to RMS Q) or be consistent with the PROJECT QUALITY PLAN. Include appropriate cross-referencing to your quality management system and PROJECT QUALITY PLAN.
4.1.1	Three distinct phases of activity must be addressed in the CEMP, as applicable.
4.2	The names, responsibilities and authority of your site management personnel who have primary responsibility for implementing the CEMP for the Work Under the Contract.
4.2	Nominate the authorised contact person for communications with the Principal and the OEH.
4.2	Where applicable, detail the relationship between the Environmental Management Representative and your site management personnel with environmental responsibility.
4.3	Details of how changes to the environmental management documentation and data are to be identified and communicated to relevant project personnel.
4.4	Details of emergency planning and response.
4.5	Environmental induction and training plan and procedures.
4.6	Procedures to ensure subcontractor compliance.
4.7	A method for notifying the Principal and all relevant Authorities in advance of any proposed extension to hours of work.
4.7	Identify at least two persons (and their contact telephone numbers) who will be available to be contacted by the OEH on a 24 hour basis.
4.11	Maintain (as part of the project records in accordance with RMS Q Annexure Q/E) legible environmental records to demonstrate compliance with the CEMP.
4.13	Environmental checking procedure and reports for recording all checking activities.
4.14	Environmental auditing program.
5	Locations of environmental controls in environmentally sensitive areas.
6.1	Details of the potential environmental impacts and the operational control measures to be implemented to comply with statutory requirements and provide environmental protection in accordance with the requirements of the Contract. Ascertain any additional environmental protection requirements resulting from your operations and incorporate these additional requirements in the CEMP.
6.2	Identify your obligations under environmental legislation which is relevant to the Work Under the Contract including that listed in Annexure G35/M.
6.3	Copies of approvals, licences and permits.

Environmental Protection (Management Plan)**G35**

Clause	Summary of Required Planning Documents or Reference
6.5.2	Identify proposed sources of water to be used for construction activities.
6.5.3	Dewatering Work Method Statement
6.6	Detail the materials and measures to be used for effective dust control, including the monitoring and associated recording arrangements.
6.7	Noise Management Plan.
6.8	Vibration and Air Blast Management Plan.
6.9	Procedures for monitoring the clearing and grubbing operations and for controlling the introduction and spreading of weeds.
6.10	Fauna habitat conservation measures including provisions for compliance with the Environmental Protection and Biodiversity Conservation Act (Cth) and Threatened Species Conservation Act 1995 (NSW) where listed threatened species or migratory species may be affected.
6.12.1	Details of how bunded areas will be monitored and drained to meet environmental requirements and to ensure bund capacity is maintained.
6.12.1	Procedures for controlling and removing chemical, fuel and lubricant spillage on the Site and adjoining areas.
6.15	Contaminated Land Management Plan.
6.16.1	Waste Management Plan.
	Any other documents or information required to be included in the CEMP.

ANNEXURE G35/E – DISTANCE FROM CONSTRUCTION ACTIVITY FOR BUILDING CONDITION INSPECTION

Refer to Clause 6.8.

Carry out a Building Condition Inspection for each public utility, structure and building within the distance from the appropriate activity listed below; however, where the risk of damage to an item is assessed to be very low, the requirement for a Building Condition Inspection may be waived with the Principal's agreement.

Activity	Distance
Blasting Operations	<i>(e.g. 500 metres)</i>
Pile Driving	<i>(e.g. 200 metres)</i>
Excavation by hammering or ripping	<i>(e.g. 100 metres)</i>
Vibrating Compaction > 7 tonne plant	<i>(e.g. 50 metres)</i>
Vibrating Compaction < 7 tonne plant	<i>(e.g. 25 metres)</i>
Demolition of Structures	<i>(e.g. 50 metres)</i>

NOTES TO TENDER DOCUMENTER: (Delete this boxed text after drafting RMS G35)

The documenter must ascertain from the REF if any structures are potentially susceptible to damage from construction vibration or air blast and amend the distances in the table for actual site circumstances.

ANNEXURE G35/F – WASTE AVOIDANCE AND RESOURCE RECOVERY REPORTING

Refer to Clauses 6.16 and 6.17.

F1 ANNUAL WASTE AVOIDANCE AND RESOURCE RECOVERY REPORT

Submit the Waste Avoidance and Resource Recovery report by 31 July for the preceding financial year and by the Contractual Completion Date.

F1.1 Definitions of Waste and Purchasing Materials

The following definitions can be used to assist in completing the Waste Avoidance and Resource Recovery Report.

Please note that descriptions of vegetation, construction and demolition materials are broad to encompass the range of activities undertaken by RMS contractors. If the materials used, or wastes generated, are not described below exactly, EITHER list it under the category that it fits into best and briefly describe it in the comments section, OR list it as an “Other” category with a description.

DO NOT DOUBLE COUNT MATERIALS by including them in more than one reporting category. For example, if reporting on total tonnes of concrete used in the Works, do not also separately report the tonnes of aggregate and sand contained in the concrete.

Material	Description
Asphalt	A dense continuously graded mixture of coarse and fine aggregates, mineral filler and bitumen. May contain additives. Note, coal tar asphalts must not be recycled or reused (as per RMS Environmental Direction on coal tar asphalt).
Aggregates	Rock or other hard materials such as concrete, crushed stone or bricks, between 4.25 mm and 100 mm particle size.
Bricks and roof tiles	Clay bricks and clay roof tiles which may be mixed together.
Concrete	Mixture of cement, sand (natural and/or manufactured) and aggregates. May include additives or substitutes such as fly ash.
Fill	Material excavated from either onsite or offsite.
Glass	Sheet glass used for doors, windows, partitioning etc.
Landscaping materials	Organic products such as mulch, compost, bark, wood chips and soil blends.
Non-ferrous metal	Metal building products and materials other than steel or other ferrous metals e.g. aluminium, brass, copper etc.
Other ferrous metal	Metal building products and materials, other than steel, that contain iron.

G35**Environmental Protection (Management Plan)**

Material	Description
Recycled content/ recycled material	<p>Material that would otherwise be destined for landfill disposal, but is separated from the waste stream and reintroduced into the construction process as re-useable material.</p> <p>Recycled materials may be derived from post consumer, commercial, industrial, construction, agricultural or other wastes.</p> <p>Examples of recycled materials that may be used in construction works include:</p> <ul style="list-style-type: none"> (a) Reclaimed, reused or recycled timber (b) Fly ash (c) Crusher dust (d) Reclaimed, reused or recycled bricks and roof tiles (e) Blast furnace slag (f) Steel furnace slag (g) Crushed concrete (h) Recycled asphalt pavement (i) Ground glass (j) Bottom ash
Sand (natural)	Natural mineral particles which are less than 4.75 mm in size and which are free of appreciable quantities of clay and silt.
Sand (manufactured)	A purpose made crushed fine aggregate produced from crushing rock and designed for use in concrete or for other specific products.
Steel	Steel building products and materials e.g. reinforcing steel, sheet roofing, structural columns and beams etc.
Timber	Wood materials used for formwork or other construction purposes.
Vegetation waste	Vegetation such as leaves, grass clippings, branches and logs. Includes materials that have been processed e.g. sawn, chipped, mulched or composted. Does not include putrescible waste such as food scraps.

WASTE AVOIDANCE AND RESOURCE RECOVERY REPORT

Contract No:		Principal:	
Contract Description:		Reporting Period:	

Report Contact *:	
-------------------	--

* Name and contact details of person completing this report

There are three sections in this Waste Avoidance and Resource Recovery Report. Confirm the completion of each section of the Waste Avoidance and Resource Recovery Report by signing below.

REPORT SECTION	INSTRUCTIONS	SIGNATURE CONFIRMING COMPLETION
Part A – Purchasing Data	Table 1 is used to enter data on the amount of material purchased by you for the purpose of completing Work under the Contract.	
Part B – Waste and Recycling Data	Table 2 is used to enter data on the amount of material generated and recycled by you in the course of completing Work under the Contract.	
Part C – Project Initiatives and Barriers	Table 3 is used to provide information on the initiatives taken to reduce waste, recycle resources and purchase recycled content materials in the course of completing Work under the Contract.	

PART A - PURCHASING DATA

Enter data on the amount of material **PURCHASED** by you for the purpose of completing Work under the Contract in Table 1. These materials will generally be transported to the site. The data reported in Table 1 must **NOT** include quantities of materials that are obtained from onsite sources, such as the onsite excavation of aggregates or fill.

TABLE 1: PURCHASING DATA							
Material	Total quantity purchased ¹	Unit	Quantity purchased with recycled content ²	Recycled Content ³		Unit	Comments
				Type	Quantity		
Landscaping Materials		tonnes				tonnes	
Concrete		tonnes				tonnes	
Fill ⁴		tonnes				tonnes	
Asphalt		tonnes				tonnes	
Aggregates		tonnes				tonnes	
Timber		tonnes				tonnes	
Sand (natural)		tonnes					
Sand (manufactured)		tonnes					
Bricks and roof tiles		tonnes				tonnes	
Other:		tonnes				tonnes	
Other:		tonnes				tonnes	

¹ Enter the total quantity of material purchased.

² Enter the quantity of material purchased that contained recycled content.

³ Specify the type and quantity of recycled material (for example fly ash, recycled concrete, recycled crushed glass, etc) included in the materials purchased.

⁴ Do not report fill quantities that are excavated (generated) onsite here. Report only additional fill that is purchased for the Works in this table.

PART B – WASTE AND RECYCLING DATA

Enter data on the amount of material **GENERATED** by you in the course of completing Work under the Contract in Table 2. These materials will generally be either reused (recycled) onsite or will need to be transported to an offsite disposal facility for landfilling, reuse or recycling.

TABLE 2: WASTE AND RECYCLING DATA					
Material Generated	Total quantity generated ¹	Unit	Total quantity recycled ²	Unit	Comments
Vegetation waste		tonnes		tonnes	
Concrete ³		tonnes		tonnes	
Fill ⁴		tonnes		tonnes	
Asphalt ³		tonnes		tonnes	
Timber		tonnes		tonnes	
Bricks and roof tiles		tonnes		tonnes	
Glass		tonnes		tonnes	
Plasterboard		tonnes		tonnes	
Steel		tonnes		tonnes	
Other ferrous metals		tonnes		tonnes	
Non-ferrous metals		tonnes		tonnes	
Other:		tonnes		tonnes	
Other:		tonnes		tonnes	

¹ Enter the total quantity of material generated in the course of undertaking Work under the Contract.

² Enter the quantity of material that is reused on-site or taken to a disposal facility for reuse/recycling (ie enter the quantity of material that is NOT disposed of to landfill)

³ Record the quantities of existing materials excavated as part of the Works and reused, for example, being crushed for reuse as aggregate. DO NOT include the quantities of concrete, asphalt, etc purchased for use in the Works.

⁴ Include quantities of material excavated (generated) on site and the quantities reused/recycled including excavated material reused (recycled) as fill or in concrete, asphalt or aggregates either on or off site.

PART C – PROJECT INITIATIVES AND BARRIERS

Provide details of any initiatives taken to reduce waste and recover resources (either by reusing or recycling materials) and purchase recycled content materials. Also identify and provide details on any barriers that were encountered when undertaking the initiative, or that prevented undertaking a considered initiative.

Note: “Initiatives” are actions taken that are not standard industry practice. “Barriers” are things that restrain or obstruct the undertaking of an initiative and may include for example cost, technical or logistical constraints.

1	Initiatives taken to purchase materials containing recycled content:	
2	Design, construction and work practice initiatives undertaken to reduce waste generation:	
3	Initiatives taken to recycle or reuse waste materials:	
4	Barriers or obstacles to using materials containing recycled content:	
5	Barriers or obstacles to recycling or reusing waste materials:	

**F2 TEMPLATE FOR LETTER TO ACCOMPANY “S.143 NOTICE” TO
LANDHOLDERS**

The letter to accompany s.143 Notices to landholders must be consistent with the following template.

[Insert reference number, if applicable]

[Insert file number, if applicable]

[Date]

[Recipient name]

[Recipient company (if applicable)]

[Recipient address]

Dear *[Recipient Name]*

RECEIVING RMS WASTE AT *[INSERT LOCATION OF WASTE FACILITY]*

[Insert Company Name] has been engaged by RMS to undertake *[insert brief description of the works]*.

Your interest in receiving *[discuss type and quantity of waste of the waste]* (“RMS Waste”) which will be generated by the project is appreciated. It is understood that you intend to use the RMS Waste for *[insert intended use for the waste]*. It is important to RMS that all waste materials from this project are managed in a way that meets legislated requirements and will not harm the environment or human health.

This letter provides important information that will help you to understand what you need to do to legally receive this material and avoid harm to environmental and human health.

You will need to do the following things before the RMS Waste is delivered to your property:

- Read the “Questions and Answers” attached to this letter. Office of Environment and Heritage (“OEH”) has other information that may help you to understand the laws relating to receiving waste materials. This information is available on the OEH website at www.environment.nsw.gov.au/waste/dumping.htm.
- Check with your local council and the OEH whether any approvals or licenses are needed before your property can accept the RMS Waste.
- Make sure that you obtain all relevant approvals, licenses or permits that are required for you to legally receive the RMS Waste. Often there will be no need for any approvals; licenses or permits, but always check with council whether this will be the case for your property.
- Complete and sign a “Section 143 Notice” (copy attached). Only sign this form if you are confident that the details on the Section 143 Notice are correct, your property can lawfully receive the RMS Waste, and the materials can be legally used for the intended purpose.
- Keep a copy of the completed Section 143 Notice for your records and mail the original document to:

[Enter details of where Section 143 Notice should be sent]

G35**Environmental Protection (Management Plan)**

Please contact *[insert name of contact person]* on *[insert telephone number]* if you have any questions in relation to the RMS Waste. This will help you, the local council and the OEH to decide whether any approvals or licenses are needed, and whether the RMS Waste needs to be managed in any particular way once delivered to your property.

Once we have received the completed and signed Section 143 Notice and have confirmed that the RMS Waste can be legally transported to your property, we will contact you to make arrangements for waste delivery.

When the RMS Waste arrives on your property, you must ensure that:

- The RMS Waste is as described on the Section 143 Notice; and
- The RMS Waste is managed in a way that complies with any relevant approvals, licences or permits and avoids harm to the environment, human health and other people's property.

[Optional – outline any further requirements, depending on the environmental risks associated with the RMS Waste and the proposed use].

If you have any inquiries about these matters, please contact *[insert name of contact person]* on *[insert contact telephone number]*.

Yours faithfully,

[Insert sender name]

[Insert sender title]

ANNEXURE G35/G – SAMPLE PESTICIDES APPLICATION RECORDS SHEET

Refer to Clause 6.12.2.

Information to be Recorded	Brief Description	Enter Data Here
1. Date and time	Start Date and Time: Finish Date and Time:	
2. Who applied the pesticide	Full operator name: Operator contact address: Operator contact phone:	
3. Who owns/occupies the land	Full owner/occupier's name: Owner/occupier's contact address: Owner/occupier's contact phone:	
4. Boundaries of treated area and order of treatment	List treated areas and order of treatment, preferably with reference to a map: List order of treatment:	
5. Problem treated	Identify the pest or problem treated (e.g. controlling of spot weed infestation):	
6. Product used	Record either the full name, or a product code if a list of full product names of pesticides you use is kept at the front of your logbook:	
7. Equipment used	Describe the equipment used (e.g. boom-spray, hand-held backpack sprayer etc):	
8. Quantity applied and dilution	Total amount of pesticide product mix used: Write down whether the mix was concentrated product or a diluted mixture (note down rate of dilution):	
9. Area covered by application	Area of application (in square metres or hectares):	
10. Wind speed and direction	Estimate of wind speed and direction (only if the pesticide is applied through the air): Write down any changes in weather during application:	
11. Other weather details	Record any weather details such as temperature, humidity and/or rainfall where the pesticide product label requires you to assess these:	

ANNEXURE G35/H – PUBLIC NOTIFICATION OF PESTICIDE USE**H1 PESTICIDE USES REQUIRING PUBLIC NOTIFICATION**

Pesticide uses in the following public places require notification, unless notification exemptions apply (refer to Annexure G35/H3):

Public places[#] where pesticides will be applied on RMS behalf	Minimum Notification Methods
Urban and rural roadsides, including: <ul style="list-style-type: none"> • Median strips • Road shoulders • Kerb and guttering • Roundabouts • Traffic islands • Roadside cycleways/footpaths • Traffic management devices • Stockpile sites Freeways and Controlled Access Roads	Signs on vehicle concurrent with spraying activity. Internet-based notification required as per Annexure G35/H2 below.
Road construction sites	Signs on vehicle concurrent with spraying activity.
Roadside rest areas, including facilities such as: <ul style="list-style-type: none"> • Picnic/BBQ areas • Toilets • Playgrounds Weigh stations and Heavy Vehicle Inspection Stations Vacant lands owned by RTA, including pesticide applications around built property (excluding lands that are leased for private occupation and without public access). Motor registries, including: <ul style="list-style-type: none"> • Buildings and surrounds • Carparks • Lawn/landscaping. Administration sites, including regional and district offices. Depots Rider/driver training schools Public places over which persons or organisations hold an existing lease on RMS land.	Signs on vehicle concurrent with spraying activity. Portable signs will be erected at locations where most likely to be seen immediately prior to use and remain until operation is completed, unless label requires a longer period. Reasonable efforts must be made to replace signs removed or vandalised.

Environmental Protection (Management Plan)**G35**

Public places[#] where pesticides will be applied on RMS behalf	Minimum Notification Methods
Bridges, vehicular ferries and associated infrastructure.	Portable signs will be erected at locations where most likely to be seen immediately prior to use and remain until operation is completed, unless label requires a longer period. Reasonable efforts must be made to replace signs removed or vandalised.

#Note:

- (a) Pesticide uses on land where RMS shares maintenance responsibilities with others is also captured by the above notification requirements; e.g. rail crossings, electricity easements or travelling stock reserves that overlap with land under RMS maintenance control.
- (b) Pesticide uses are also captured by the above notification requirements if:
 - (i) the pesticides are applied on land that is not under RMS control or ownership, and
 - (ii) the land is immediately adjacent to land that is under RMS control or ownership, and
 - (iii) there are no physical boundaries (such as fences) between the two pieces of land, and
 - (iv) the application of pesticides on the land not under RMS control or ownership is incidental to pesticide application activities being undertaken on the land owned or controlled by RMS.

e.g. roadside pesticide applications where RMS and councils may own/control adjacent areas of land without any physical boundaries such as fences.

Signs on vehicle and Portable signs must:

- (a) Alert the public that pesticide spraying activities are being undertaken.
- (b) Include a phone number (at least A3 size, ie 300mm x 420mm) for the public to contact an officer responsible for the pesticide activity.

The following information must be available from signs or by contacting the phone number listed on these signs:

- (a) The full product name of the pesticide as it is listed on the label (e.g. "Roundup Biactive").
- (b) The purpose of the application (e.g. "Control of roadside weeds").
- (c) The proposed date or date range of the pesticide application.
- (d) The places of pesticide use.
- (e) Any warnings regarding re-entry to the place of application specified on the product label or the Australian Pesticides and Veterinary Medicines Authority (APVMA) permit for use.

H2 INTERNET-BASED PUBLIC NOTIFICATION BY LOCAL COUNCILS OR THE CONTRACTOR

Where:

- (i) a local council or you will use pesticides under the Contract, and
- (ii) the local council has or you have an Internet site, and
- (iii) RMS does not control the time and place of the pesticide use,

G35**Environmental Protection (Management Plan)**

the local council or you will, before use of the pesticide, display the following information on its Internet site:

- (a) the full product name of the pesticide as it is listed on the label (e.g. “Roundup Biactive”).
- (b) the purpose of the application (e.g. “Weed control”).
- (c) the proposed date or date range of the pesticide application.
- (d) the places of pesticide use.
- (e) a contact number for the public to seek more detailed information. All reasonable requests for information must be answered within a timely manner.
- (f) any warnings regarding re-entry to the place of application specified on the product label or the APVMA permit for use.

Dates and locations published on the Internet site may be general to accommodate delays caused by inappropriate weather conditions and other unplanned circumstances.

H3 EXEMPTIONS FROM PUBLIC NOTIFICATION

During emergency pesticide applications, only portable signs may be displayed on site. Internet notification and vehicle signs are not mandatory in these situations.

Pesticide uses are exempt from all notification requirements in the following cases:

- (a) The use of pesticides that are readily available to the general public at retail outlets and used in a manner and in quantities that do not require formal record keeping under the Pesticides Regulation 1995; such as in the following cases:
 - (i) e.g. small quantities of glyphosate and metsulfuron herbicides applied by a hand-held applicator, or by cut-and-paint or stem injection techniques.
 - (ii) e.g. minor control of indoor and outdoor pests using baits or hand-held aerosols.
- (b) Pesticide uses in public places that have been closed temporarily to the public where the closure is unrelated to the pesticide use.
- (c) Pesticide uses in remote areas where there is little likelihood of the pesticides being encountered by the public; e.g. in areas where there is no vehicular access and low public visitation.

ANNEXURES G35/I TO G35/L – (NOT USED)

ANNEXURE G35/M – REFERENCED DOCUMENTS AND LEGISLATION**M1 REFERENCED DOCUMENTS**

Refer to Clause 1.2.4.

Australian Standards

AS/NZS/ISO 14001 Environmental management systems - Requirements with guidance for use

British Standards

BS 7385 Evaluation and measurement for vibration in buildings

RMS Specifications

RMS G2	General Requirements
RMS G38	Soil and Water Management (Soil and Water Management Plan)
RMS G39	Soil and Water Management (Erosion and Sediment Control Plan)
RMS G40	Clearing and Grubbing
RMS Q	Quality Management System
RMS R178	Vegetation
RMS R201	Fencing

RMS Publications

Code of Practice for Water Management
 Environmental Assessment Procedure: Routine and Minor
 Environmental Management of Construction Site Dewatering (EMS-TG-011)
 Environmental Noise Management Manual

OEH Publications

Bunding and Spill Management Guidelines
 Environmental Criteria for Road Traffic Noise
 Environmental Noise Management Assessing Vibration: A Technical Guideline
 Environmental Protection Manual for Authorised Officers
 Industrial Noise Policy
 Interim Construction Noise Guidelines
 Regulation of Open Burning in NSW
 Waste Classification Guidelines

Waste Reduction and Purchasing Policy (WRAPP)

NSW Rural Fire Service Publication

Equipment and Machinery Use in Bush Fire Prone Areas

ANZECC Publication

Technical Basis for Guidelines to Minimise Annoyance Due to Blasting
Overpressure and Ground Vibration

M2 LEGISLATION

Refer to Clauses 1.2.4 and 6.2.

Environmental Planning Legislation

Environmental Planning and Assessment Act 1979 (NSW) (and instruments made under it)

Environmental Planning and Assessment Amendment Act 2008 (NSW)

Local Government Act 1993 (NSW)

Roads Act 1993 (NSW)

Conservation and Heritage Legislation

Environment Protection and Biodiversity Conservation Act 1999 (Cth)

Heritage Act 1977 (NSW)

National Parks and Wildlife Amendment Act 2001 (NSW)

National Parks and Wildlife Act 1974 (NSW)

Native Vegetation Act 2003 (NSW)

Threatened Species Conservation Act 1995 (NSW)

Pollution and Waste Management Legislation

Pesticides Act 1999 (NSW)

Pesticides Regulation 2009 (NSW)

Protection of the Environment Operations Act 1997 (NSW)

Protection of the Environment Operations Amendment (Scheduled Activities and Waste) Regulation 2008 (NSW)

Protection of the Environment Operations (Clean Air) Regulation 2002 (NSW)

Contaminated Land Legislation

Contaminated Land Management Act, 1997 (NSW)

Fire Control Legislation

Rural Fires Act, 1997 (NSW)

Hazardous Substances Legislation

Dangerous Goods (Road and Rail Transport) Act 2008 (NSW)

ROADS AND MARITIME SERVICES (RMS)

QA SPECIFICATION G22

WORK HEALTH AND SAFETY (CONSTRUCTION AND MAINTENANCE WORKS)

NOTICE

This document is a Roads and Maritime Services QA Specification. It has been developed for use with roadworks and bridgeworks contracts let by Roads and Maritime Services or by local councils in NSW. It is not suitable for any other purpose and must not be used for any other purpose or in any other context.

Copyright in this document belongs to Roads and Maritime Services.

REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 1/Rev 0		New specification to replace RTA G3 and comply with NSW Government Guidelines	GM, RNIC	24.03.99
Ed 1/Rev 1	2.3 3.2 (i) Annex. G21/5	2 nd para added Clause amended Minor amendments to various sections Tables (xi) & (xii) added	GM, RNIC	30.11.99
Ed 2/Rev 0	1.1, 2.1, 2.3, 3.2, 4.1, 4.2.2, 4.5.2, 4.6, 3.2 3.2 3.2, 4.3.1 4.4.1 4.4.1 4.4.2 4.5.3 4.7 4.8	Minor editorial changes and clarifications 4.3.1, 4.3.2(xiii), 4.4.1, 4.4.2, 4.8, 4.9, 7, 8, G22/1, G22/7-1, -4. Work not to commence until corrective action taken. Reference to OHS Act deleted. Plans to be reviewed and reported by Contractor each month for Principal's assessment. Action required on risks identified. Inspection records to be on site. Safe Work Method Statement to include plant and equipment use. Contractor to report actions on WorkCover notice or fine. Documentation to include associated hazards. Report training being updated.	GM, RNIC	08.01.01
Ed 2/Rev 1	7	Prior notice for audits deleted.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
	1.2	References to Acts and Australian Standards updated. RTA Q3 added	GM, RNIC	11.02.02
	2.1, 2.3	Reference to OHS Act 2000 added		
	3.2	Reference to Reg 2001 added OHS consultation added Requirements for revision of plan		
	4.2	Subcontractor requirements amended		
	4.3	Reference to guidelines amended		
	4.3.1	Risk assessment requirements revised		
	4.2, 4.3.2, 4.5.1, 4.5.3, 4.7, 4.8	Reference to Reg 2001 added		
	4.4.1	Inspection of subcontractors added		
	4.5.2	New Clause – OHS&R Consultation		
	Annexures	Minor changes generally related to OHS Act 2000 and OHS Regulation 2001		
	Annexure 7 cl 2.1	Provision for exempted vehicles added		
	Annexure 9	Revised form		
	Annexure10	New annexure		
Ed 2/Rev 2	1.2, 1.3	Reformatted with new annexure Numbers. Transferred to Annexure G22/M	GM, RNIC	15.04.03
	1.2	New subclause		
	5, 9	Transferred to Annexure G22/A & B		
	6,7,8	Renumbered 5, 6 and 7 respectively		
	Annexure H	New activity added for excavation		
	Annexure J	Truck requirements added Plant requirements revised		
Ed 2/Rev 3		Fonts changed.	GM, RNIC	05.08.03
Ed 2/Rev 4	Various	“Contractor” replaced by “you”, “Superintendent” replaced by “Principal”. Grammatical changes.	GM, RNIC	19.11.03
	1.2.3, C2,M1	Reference changed to RTA Q		
Ed 2/Rev 5	Foreword	New clause after the Table of Contents	GM, RNIC	24.01.05
	4.5.3, J1.6, J2.5	Minor editorial changes		
	4.10, G22/M	Changes to references		
	J2.4.7	Completely revised.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 3/Rev 0	Section 4 4.5 4.6.1, 4.8.1 Annex J - J2.1.5, J2.1.6, J2.1.9	Revised to meet CACC Version 4 Clause No.: 4.2, 4.3, 4.4, 4.5.1, 4.5.2, 4.5.3 changed to: 4.3, 4.6, 4.8, 4.9.1, 4.2, 4.9.2 Clause No.: 4.6, 4.7, 4.8, 4.9, 4.10 changed to: 4.9.3, 4.10, 4.7, 4.10, 4.5 Participate in OHS Development Plan Minor editorial changes Exclusions provisions for ROPS/FOPS. Exclusion provisions for seat belts Removal of reference to exemptions.	GM, RNIC	27.09.05
Ed 3/Rev 1	2.3 3.2 3.2 4.3.1 Annex D Annex J - J1.2.3, J1.2.4, J1.2.6, J1.4.4, J1.4.5, J1.5.7, J1.5.8, J1.5.10, J2.1.3, J2.1.7, J2.1.12 Annex J - J1.5.5 Annex J - J1.5.9 Annex J - J1.6 Annex J - J2.1.7	Reference to RTA OHS Policies located on internet Project OHS&R Management Plan and requirements for release of initial Hold Point New Hold Point added Requirement of Principal to review subcontractor Site Specific Safety Plan and SWMS Clarification regarding minimum requirements for Site Specific Safety Plans Inclusion of internet link to RTA assessment tools for OHS Project and Site Specific Plans Deleted references to evaluation scores Deleted electrical requirements for towing Deleted recommended towing height Deleted electrical system requirements Non-compliance changed to nonconformance Minor change to wording in third paragraph Deleted reference to evaluation scores	GM, RNIC	31.3.06

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 3/Rev 1 (cont'd)	Annex J - J2.1.9	Requirements for quick hitches revised to comply with Australian Standards		
	Annex J - J2.2.1	Change of wording in first paragraph		
	Annex J - J2.2.4	Deleted reference to RTA stating requirements at time of hire		
	Annex J - J2.4.8	Deleted at the discretion of the RTA		
	Annex J - J2.5	Wording changed to nonconformance		
	Annex J - Tables G22/J.1 & G22/J.2	Plant items (crane and EWP) added to table		
Ed 3/Rev 2	Annex J - Clause J1.2.4	Requirements for reversing alarms on truck trailers.	GM, RNIC	25.09.06
	Global	Correction of grammatical and typographical errors. Minor formatting changes.		
Ed 3/Rev 3	Annex L	Format of “Contractor OHS&R Monthly Report” changed.	GM, IC	01.06.07
Ed 3/Rev 4	4.13	Clause 4.13 “Additional requirements” deleted.	GM, IC	20.06.07
Ed 3/Rev 5	4.6.2	Tunnelling added to list of identified risk activities.	GM, IC	18.08.08
	Annex E	Tables G22/E.1 - “Tunnels” added to Activity sub-group. Table G22/E.2 - Activity sub-group for “Tunnels” and associated Hazards added.		
	Annex G	Hazard Identification and Risk Control Table - “Tunnelling” incorporated to “Excavation/Trenching” category. Additional control measures associated with tunnelling added.		
	Annex H, H13	Checklist items for tunnels added.		
	Annex K	Inspection Checklist for tunnelling added.		
	Annex M	References updated.		
Ed 4/Rev 0	1	Clause reworded.	GM, IC	07.04.11
	1.2.5	New subclause “Definitions” added, text moved here from Annex M1.		
	2	Individual subclauses within clauses 2.1 and 2.3 rearranged and reworded.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 4/Rev 0 (cont'd)	3.2	Individual subclauses rearranged and reworded. New subclause headings for 3.2.1 to 3.2.4 added.		
	3.2.4	Reference to “ RTA OHS project plan assessment tool ” inserted.		
	4	Requirements expanded to include AS 4801.		
	4.3.2	“no risk” replaced by “unacceptable level of risk”.		
	4.5	“safety in design” inserted.		
	4.6.1	Reference to Annex E deleted.		
	4.6.2	“Drilling and piling” and “Asbestos removal” added to the list of risk activities.		
	4.7	Individual subclauses rearranged and reworded. New subclause headings for 4.7.1 to 4.7.5 added. Changes made to training requirements to align with NSW Govt OHS guidelines. Hold Point on training deleted.		
	4.8	New subclause heading 4.8.1 “General” inserted. Subsequent subclauses renumbered.		
	4.8.3	Contractor’s obligations re plant and equipment expanded.		
	4.9.2	Reporting requirements clarified. 24 hr time limit for reporting to Principal of incidents inserted. Clauses related to corrective action moved to clause 4.9.3 “Corrective Action”.		
	4.9.3	Statements in preceding clause 4.9.2 “Reporting of Incidents, ...” related to corrective action moved to this clause.		
	Annex C	Schedules updated.		
	Annex D, Part 3	Clarification on format of SWMS inserted.		
	Annex E	“Hazards” lists deleted.		
	Annex F	Risk matrix inserted. Form revised to include additional columns for “Likelihood” and “Consequence”.		
	Annex H	Checklists amended.		
	Annex I	“Contractor OH&S Induction Training Report Form” deleted.		
Ed 4/Rev 0 (cont'd)	Annex L	“Contractor OHS Monthly Report” form modified.		
	Annex M	Referenced documents updated.		

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 5/Rev 0	Global	Content in G21, G21M and G23 incorporated into G22 to become one specification. “Occupational Health and Safety” (OHS) changed to “Work Health and Safety” (WHS). Revised to accord with new WHS legislation, including changes in terminology.	GM, IC	21.11.12
Ed 5/Rev 1	Global	Title changed from “Work Health and Safety (Major Works)” to “Work Health and Safety (Construction and Maintenance Works)”.	GM, IC	29.11.12

GUIDE NOTES

(Not Part of Contract Document)

Purpose

This specification replaces in full G21, G21M, G23 and previous version of G22 which were defined as following:

- Construction work (Major - previously covered by G22)
- Construction work (Minor - previously covered by G21)
- Maintenance work - previously covered by G21M and
- Non Road and Bridge related work - previously covered by G23

This specification is intended for use in the following:

- RMS construction industry contractor prequalification and registration scheme guidelines to specify RMS requirements for contractor WHS management systems,
- RMS construction industry contracts to specify RMS requirements for contractor WHS management. These contracts would be associated with construction industry projects. The services specified in these contracts may involve any one of the following: construction, maintenance, design, project investigation, project development or a combination of these elements, and
- Construct only, design and construct, alliance and professional service contracts.

Use RMS Specification G24 for non-construction industry contracts.

“Construction industry” in this sense is defined in RMS Engineering Contracts Manual Section 6 as “Includes all organised activities concerned with demolition, building, landscaping, maintenance, civil engineering. In the context of RMS, it will relate to the road network (ref NSW Government Code of Practice for Procurement). In this definition, “civil engineering” includes design, project investigation and project development.

Using Specification G22

Specification G22 sets out RMS requirements for both the contractor’s corporate WHS management system and project WHS management plan.

Note: This specification covers scope of previous G21, G21M, G22 and G23 QA specifications. The scope of this specification generally applies to major construction work. Where the contract scope includes minor works, maintenance work, design or other non construction work, the sections shown in boxes that do not apply may be deleted. Other sections that do not apply may be struck through as project specific changes.

Major Construction Work Contracts means contracts valued at \$1 million or more.

Minor Construction Work Contracts means contracts valued less than \$1 million.

Specification G22 is a “proforma” model specification and must be customised by the TENDER DOCUMENTER for each specific project. Customisation requires insertion of the various WHS issues into the body of G22. It is recommended that G22 is project customised in parallel with RMS WHS Management Plan.

Some typical examples of customisation are shown in boxes within the text, as illustrated below:

Example.

If any issue is not relevant for your project, delete the boxed text.

If an issue is relevant, delete the borders around the text, modify the text to suit your circumstances, adjust the margins so the customised paragraphs line up with the general text, match the font size and set the customised paragraphs in bold italic.

After completing the customisation, check the pagination of the whole document and insert page breaks if necessary to achieve continuity within Clauses. Then return to CONTENTS page to highlight and automatically revise listing and page numbers.



WORK HEALTH AND SAFETY (CONSTRUCTION AND MAINTENANCE WORKS)

Copyright – Roads and Maritime Services
IC-QA-G22

VERSION FOR: DATE:

CONTENTS

CLAUSE	PAGE
FOREWORD	III
RMS Copyright and Use of this Document	iii
Revisions to Previous Version	iii
Project Specific Changes	iii
1 GENERAL	1
1.1 Scope	1
1.2 Structure of the Specification	1
1.3 Definitions	2
2 GENERAL WORK HEALTH AND SAFETY REQUIREMENTS	5
2.1 Contractor Requirements	5
2.2 Leadership And Commitment	5
2.3 Compliance	6
3 MANAGEMENT SYSTEM REQUIREMENTS	6
3.1 WHS Management System	6
3.2 Project WHS Management Plan	6
4 WHS MANAGEMENT	9
4.1 Management Responsibility	9
4.2 Communication and Consultation	9
4.3 Contractors and Service Providers	9
4.4 Purchasing	10
4.5 Design	11
4.6 Risk management	11
4.7 Training	13
4.8 Inspection, Testing and Servicing	14
4.9 Incident Management and Corrective Action	17
4.10 Handling, Storage, Packaging and Delivery	19
4.11 Internal WHS Reviews	19
4.12 Documentation and Records	19
5 WHS REPORTING	19
6 AUDITS OF CONTRACTOR PERFORMANCE	20
7 NONCOMPLIANCE	20
ANNEXURE G22/A – PROJECT SPECIFIC WORK HEALTH AND SAFETY ISSUES	21
ANNEXURE G22/B – PAYMENT	21
ANNEXURE G22/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS	22
C1 Schedule of HOLD POINTS	22
C2 Schedule of Identified Records	22
ANNEXURE G22/D – PROJECT WHS MANAGEMENT PLAN AND SAFE WORK METHOD STATEMENTS (REFER TO EXCLUSION IN SECTION 3.2)	23
ANNEXURE G22/E – SAMPLE FORM – DESIGN SAFETY REPORT	25

G22**Work Health and Safety (Construction and Maintenance Works)**

ANNEXURE G22/F – RISK ASSESSMENT FORM	26
ANNEXURE G22/G – HAZARD IDENTIFICATION AND RISK CONTROL TABLE	29
ANNEXURE G22/H – MINIMUM REQUIREMENTS FOR RISK ASSESSMENT AND CONTROL PLAN	33
H Checklist of Issues to be Addressed for High Risk Activities	33
H1 Manual Handling (Task).....	33
H2A Use, Installation, Inspection and/or Repair of Plant and Equipment	34
H2B Cranes/Piling Rigs	35
H3 Preventing Falls	37
H4 Working in Confined Spaces	39
H5 Vehicle Movement on Site	40
H6 Hazardous Substances and Dangerous Goods	41
H7 Electrical Work	42
H8A Prestressing (General).....	43
H8B Post-tensioning	44
H9 Blasting Using Explosives	45
H10 Work Near Underground Utilities	46
H11 Work Near Overhead Utilities	47
H12 Excavation	48
H13 Lead Work	50
H14 Asbestos Removal/Disturbance	51
H15 Noise	52
ANNEXURE G22/I – (NOT USED)	52
ANNEXURE G22/J – TRUCK AND PLANT REQUIREMENTS	53
Schedule J1 Truck Requirements.....	53
Schedule J2 Plant requirements	57
ANNEXURE G22/K – HEALTH AND SAFETY INSPECTION CHECKLIST	68
ANNEXURE G22/L – CONTRACTOR WHS MONTHLY REPORT	73
ANNEXURE G22/M – REFERENCED DOCUMENTS	75
LAST PAGE OF THIS DOCUMENT IS	76

FOREWORD

RMS COPYRIGHT AND USE OF THIS DOCUMENT

Copyright in this document belongs to Roads and Maritime Services.

When this document forms part of a contract

This document should be read with all the documents forming the Contract.

When this document does not form part of a contract

This copy is not a controlled document. Observe the Notice that appears on the first page of the copy controlled by RMS. A full copy of the latest version of the document is available on RMS Internet website: www.rta.nsw.gov.au/doingbusinesswithus/specifications

REVISIONS TO PREVIOUS VERSION

This document has been revised from RMS Specification G22 Edition 5 Revision 0.

All revisions to the previous version (other than minor editorial and project specific changes) are indicated by a vertical line in the margin as shown here, except when it is a new edition and the text has been extensively rewritten.

PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

RMS QA SPECIFICATION G22

WORK HEALTH AND SAFETY (CONSTRUCTION AND MAINTENANCE WORKS)

1 GENERAL

1.1 SCOPE

This specification applies to:

- (a) all construction work as defined in clause 1.2.4 and chapter 6 of WHS Regulation 2011, and
- (b) maintenance, design, project management, project investigation and project development associated with delivery of the contract works and services.

These works can only be carried out by a contractor with a WHS Management System accredited for RMS works under the NSW Government's WHS Management Systems Guidelines, and who have developed a Site-specific WHS Management Plan prior to commencing the works.

This document defines the health and safety requirements that you must observe prior to and during the execution of Work under the Contract.

1.2 STRUCTURE OF THE SPECIFICATION

This Specification includes a series of annexures that detail additional requirements unless specified as guidelines.

1.2.1 Project Specific Work Health and Safety Issues

Details of project specific Work Health and Safety issues are shown in Annexure G22/A.

1.2.2 Payment

The method of measurement and payment must comply with Annexure G22/B.

1.2.3 Schedules of HOLD POINTS and Identified Records

The schedules in Annexure G22/C list the **Hold Points** that must be observed. Refer to Specification RMS Q for the definition of **Hold Points**.

The records listed in Annexure G22/C are Identified Records for the purposes of RMS Q Annexure Q/E.

1.2.4 Referenced Documents

Unless otherwise specified the applicable issue of a referenced document, other than an RMS Specification, must be the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

G22**Work Health and Safety (Construction and Maintenance Works)**

Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 2350). For convenience, the full titles are given in Annexure G22/M.

1.3 DEFINITIONS

The definitions given in WHS Act and WHS Regulation apply to this specification.

The definitions used in ISO 9000 for nonconformity (nonconformance), corrective action and preventive action apply where they can be extended to apply to WHS management and are not inconsistent with AS/NZS 4804.

The terms “you” and “your” mean “the Contractor” and “the Contractor’s” respectively.

‘WHS Act’ and ‘WHS Regulation’, in this document refer to the NSW WHS Act 2011 and the NSW WHS Regulation 2011 respectively.

Below are summarised versions of relevant terms in the WHS Act and WHS Regulation:

- (a) **Asset / Property Damage Incident:** where an incident has resulted in property damage but no injury/illness to worker(s).
- (b) **Construction Project** is a project that involves construction work where the cost of the construction work is \$250,000 or more.
- (c) **Construction Work** means any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
- (d) **Dangerous Incident** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:
 - (i) an uncontrolled escape, spillage or leakage of a substance, or
 - (ii) an uncontrolled implosion, explosion or fire, or
 - (iii) an uncontrolled escape of gas or steam, or
 - (iv) an uncontrolled escape of a pressurised substance, or
 - (v) electric shock, or
 - (vi) the fall or release from a height of any plant, substance or thing, or
 - (vii) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
 - (viii) the collapse or partial collapse of a structure, or
 - (ix) the collapse or failure of an excavation or of any shoring supporting an excavation, or
 - (x) the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
 - (xi) the interruption of the main system of ventilation in an underground excavation or tunnel, or
 - (xii) any other event prescribed by the regulations, but does not include an incident of a prescribed kind.
- (e) **High Risk Construction Work** means construction work that:
 - (i) involves a risk of a person falling more than 2 metres, or
 - (ii) is carried out on a telecommunication tower, or

Work Health And Safety (Construction and Maintenance Works)**G22**

- (iii) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or
 - (iv) involves, or is likely to involve, the disturbance of asbestos, or
 - (v) involves structural alterations or repairs that require temporary support to prevent collapse, or
 - (vi) is carried out in or near a confined space, or
 - (vii) is carried out in or near:
 - a shaft or trench with an excavated depth greater than 1.5 metres, or
 - a tunnel, or
 - (viii) involves the use of explosives, or
 - (ix) is carried out on or near pressurised gas distribution mains or piping, or
 - (x) is carried out on or near chemical, fuel or refrigerant lines, or
 - (xi) is carried out on or near energised electrical installations or services, or
 - (xii) is carried out in an area that may have a contaminated or flammable atmosphere, or
 - (xiii) involves tilt-up or precast concrete, or
 - (xiv) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or
 - (xv) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
 - (xvi) is carried out in an area in which there are artificial extremes of temperature, or
 - (xvii) is carried out in or near water or other liquid that involves a risk of drowning, or
 - (xviii) involves diving work.
- (f) **Injury / Illness Incident:** where an incident has resulted in an injury or illness including Loss Time, Medically Treated or First Aid Treatment.
- (g) **Maintenance Work** is all other work which is not defined as construction work and considered as routine work.
- (h) **Near Miss Incident:** where an incident has occurred which had potential for an injury/illness or property damage but has not resulted in injury/illness or property damage.
- (i) **Notifiable Incident** means:
- (i) the death of a person, or
 - (ii) a serious injury or illness of a person, or
 - (iii) a dangerous incident.
- (j) **Principal** means the “Principal” or “RMS Representative” as defined in the Conditions of Contract.
- (k) **Person Conducting a Business or Undertaking (PCBU):** a person conducts a business or undertaking.
- (i) whether the person conducts the business or undertaking alone or with others, and
 - (ii) whether or not the business or undertaking is conducted for profit or gain
- (l) **Principal Contractor** means:
- (i) A person conducting a business or undertaking that commissions a construction project is the principal contractor for the project

G22**Work Health and Safety (Construction and Maintenance Works)**

- (ii) If the person referred to in (1) engages another person conducting a business or undertaking as principal contractor for the construction project and authorises the person to have management or control of the workplace and to discharge the duties of a principal contractor, the person so engaged is the principal contractor for the project
- (iii) If the owner of residential premises is an individual who directly or indirectly engages a person conducting a business or undertaking to undertake a construction project in relation to the premises, the person so engaged is the principal contractor for the project if the person has management or control of the workplace
- (iv) A construction project has only one principal contractor at any specific time

(m) Safe Work Method Statement (SWMS) means:

- (i) in relation to electrical work on energised electrical equipment - a safe work method statement prepared under clause 161 WHS Regulation 2011,
- (ii) in relation to high risk construction work - a safe work method statement referred to in clause 299 (as revised under clause 302) of WHS Regulation 2011

Safe Work Method Statement (SWMS) required for high risk construction work is a document that:

- (iii) identifies the work that is high risk construction work
- (iv) specifies hazards relating to the high risk construction work and risks to health and safety associated with those hazards
- (v) describes the measures to be implemented to control the risks
- (vi) describes how the control measures are to be implemented, monitored and reviewed

(n) Serious Incident / Serious Near Miss: An incident which has potential for or has caused: death of a person, serious injury or illness and/or significant property damage.**(o) Serious Injury or Illness of a Person** means an injury or illness requiring the person to have:

- (i) immediate treatment as an in-patient in a hospital, or
- (ii) immediate treatment for:
 - the amputation of any part of his or her body, or
 - a serious head injury, or
 - a serious eye injury, or
 - a serious burn, or
 - the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
 - a spinal injury, or
 - the loss of a bodily function, or
 - serious lacerations, or
- (iii) medical treatment within 48 hours of exposure to a substance

and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

(p) Structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- (i) A roadway or pathway
- (ii) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), and
- (iii) Any component of a structure, and
- (iv) Part of a structure

- (q) **Worker** means a person carries out work in any capacity for a person conducting a business or undertaking, including work as:
- (i) An employee
 - (ii) A contractor or subcontractor
 - (iii) An employee of a contractor or subcontractor
 - (iv) An employee of a labour hire company who has been assigned to work in the person's business or undertaking
 - (v) An outworker
 - (vi) An apprentice or trainee
 - (vii) A student gaining work experience
 - (viii) A volunteer
 - (ix) A person of a prescribed class
- (r) **Workplace** means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

2 GENERAL WORK HEALTH AND SAFETY REQUIREMENTS

2.1 CONTRACTOR REQUIREMENTS

This clause applies where RMS engages you either as a contractor or as the Principal Contractor for a project and authorises the person to have management or control of the workplace and to discharge the duties under the WHS Act.

As a minimum requirement, you must:

- (a) comply with all the duties of an PCBU and occupier as stated in the WHS Act and its associated WHS Regulation, and
- (b) maintain and demonstrate compliance with the requirements of the WHS Regulation.

Under part 2 of the WHS Act, you must ensure the health, safety and welfare at work of workers, and of anyone else who may be present at a work site. This means that all personnel must take sufficient steps to provide a working environment that is safe and without risk to health.

2.2 LEADERSHIP AND COMMITMENT

You must demonstrate leadership and commitment for successfully managing work health and safety of all persons, including workers and any subcontractors and agents engaged by you, RMS' workers and members of the public who may be affected by services under this Contract.

Your commitment can be demonstrated and measured through following but not limited to:

- (a) WHS considerations incorporated into the decision making processes throughout the planning, procurement, construction and evaluation stages of the project
- (b) you actively implement the conditions of the contract relating to WHS standards
- (c) you actively monitor compliance with WHS requirements both within your organisation and by contractors engaged by you
- (d) where appropriate time and resources are provided to promoting and improving WHS performance

G22**Work Health and Safety (Construction and Maintenance Works)**

- (e) ensure that work is able to be completed safely

2.3 COMPLIANCE

Comply with, and ensure that your workers, subcontractors and agents comply with any Acts, regulations, local laws and by-laws, Codes of Practice, and Australian Standards relating to WHS that are applicable to the Work Under the Contract.

Comply with RMS' WHS policies and procedures which are in any way applicable to this Contract or the performance of services under this Contract. Copies of relevant RMS' WHS policies can be obtained at the following internet address:

<http://www.rta.nsw.gov.au/doingbusinesswithus/tenderscontracts/contractorhealthsafetyinformation.html>

Comply with all WHS policies, procedures or measures implemented or adopted by the occupiers of any premises at or within which you will perform works under this Contract.

In the event of any inconsistency, adopt such procedures or measures that produce the higher level of health and safety.

Comply with any and all directions of the Principal relating to this Specification.

3 MANAGEMENT SYSTEM REQUIREMENTS**3.1 WHS MANAGEMENT SYSTEM**

For all federally funded projects and major projects (total value over \$1M) and high risk work as defined in the contract, develop a documented management system complying with WHS Act and the latest edition of the NSW Government WHS Management System Guidelines.

Exclusion: For project other than above including non road and bridge (previously G23), minor construction work (previously G21), maintenance work (previously G21M) under \$1M as a minimum develop a WHS system complying with WHS Act. In addition to above the contractor may choose to have a system compliant to AS 4801 or any other accredited standard(s).

3.2 PROJECT WHS MANAGEMENT PLAN**3.2.1 General**

Project WHS management plan is only required for construction projects (see definition) or as requested by RMS specific to the project risk.

Exclusion: WHS Act requires a project WHS management plan for construction projects with value > \$250,000. A project WHS management plan is not required for projects (total value <\$250,000) or maintenance work or non road and bridge construction work unless as requested by RMS specific to the project risk.

The Principal Contractor for a construction project must ensure, as far as reasonably practicable, that each worker who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the project WHS management plan for the workplace.

Work Health And Safety (Construction and Maintenance Works)**G22**

Where required, the project WHS management plan must be developed and documented as per WHS Regulation clause 309 and NSW government WHS Guidelines incorporating a Site-specific Safety requirements and Safe Work Method Statements, which must adequately address all WHS issues particular to the site.

The project WHS management plan must include all elements as per Annexure G22/D.

The Project WHS Management Plan may be either incorporated as a discrete and readily identifiable part of the PROJECT QUALITY PLAN (refer RMS Q), or separate from but consistent with the PROJECT QUALITY PLAN. Appropriate cross-referencing to your quality management system and PROJECT QUALITY PLAN must be included.

The Project WHS Management Plan and Safe Work Method Statements must, as a minimum, comply with the requirements stated in Annexure G22/D.

Submit a digital copy (or three hard copies, if requested by the Principal) of the Project WHS Management Plan and supporting documentation for the Principal's review.

HOLD POINT

Process Held:	Commencement of work on site (for work involving construction) or commencement of work on deliverables or contract outputs.
Submission Details:	Project WHS management plan, supporting plans and relevant WHS management system documentation and risk assessment and risk control plans, addressing the issues listed in Clause 3.2.
Release of Hold Point:	The Principal will assess the above documents for completeness and compliance with RMS requirements prior to authorising the release of the Hold Point.

3.2.2 Staged Submission

This clause only applies to contracts that include construction and where the contract duration is longer than 6 (six) months. If it is not applicable, delete the clause title and replace with "Not Used" and the delete the boxed text below.

You may submit your Project WHS Management Plan progressively to suit the construction stages, provided that you have complied with the requirements in Specification RMS Q for staged submission of the PROJECT QUALITY PLAN.

The initial submission must however include:

- (a) Site-specific Safety Controls for managing risk
- (b) Documented risk assessment and risk control plan, completed in accordance with the requirements of part 3.1 of the WHS Regulation addressing all the relevant activities of the first three months of construction. Where you are required to perform or arrange for the performance of any of the high-risk activities listed at part 4.5 of the WHS Regulation, the risk assessment and risk control plan must as a minimum requirement address the relevant factors listed in Annexure G22/H, H1 to H15 respectively; and
- (c) Safe Work Method Statements (SWMS) for all activities assessed as having a health and safety risk and/or high-risk construction activities as listed in Chapter 6 Division 2 of the WHS Regulation addressing all the relevant activities of the first three months of construction.

G22**Work Health and Safety (Construction and Maintenance Works)**

- (d) The risk assessment and SWMS must be reviewed frequently to reflect changes at the site which includes but not limited to changes in personnel, plant and equipment, process or work hours.

HOLD POINT AND AUDIT VERIFICATION

Process Held:	Commencement of work not previously released under other Hold Points.
Submission Details:	Documentation which has been not provided under previous Hold Points, within 5 working days prior to commencement of the work.
Release of Hold Point:	The Principal will assess the safety plans and risk assessment and risk control system, prior to authorising the release of the Hold Point for the work nominated in the submission.

Whether submitted in full or in stages, the relevant part of the Plan must be made available to workers working at the site during construction of the particular stage of work.

3.2.3 Changes to Project WHS Management Plan

The project WHS management plan is a controlled document.

Review and revise the project WHS management plan to ensure that it remains up to date. The revision is required but not limited under any of the following situations:

- (a) there is evidence the risk assessment is no longer valid; or
- (b) subsequent injury indicates the assessment of the risk may not have been adequate; or
- (c) significant changes are proposed for the work that is being carried out.

Ensure, so far as reasonably practicable, that each person carrying out construction work in connection with the project is made aware of any revision to the WHS management plan.

3.2.4 Corrective Action

The Principal may require corrective action to be implemented prior to authorising commencement of work, or may allow commencement conditional on the corrective actions being satisfactorily implemented. An activity subject to corrective action must not commence prior to the corrective action being undertaken.

The decision to authorise commencement of work, or to require corrective action to be taken, is solely at the discretion of the Principal and/or its authorised representatives, and will be based on an assessment of whether your plans satisfy relevant requirements of this Specification.

4 WHS MANAGEMENT

In addition to the requirements of the WHS Regulation, comply with the requirements of NSW Government WHS Guidelines and the following.

4.1 MANAGEMENT RESPONSIBILITY

The WHS responsibility of project senior management team and managers must be outlined clearly in the project specific WHS management plan.

Work Health And Safety (Construction and Maintenance Works)**G22**

The roles, responsibilities must meet the requirements of Part 2 of the WHS Act including the name, qualifications and experience of your Site Safety Representative who has primary responsibility for ensuring that the Project WHS management plan is fully implemented on project site.

Your nominated Site Safety Representative must be a full time member of your site management team and must be in regular attendance on the site throughout the duration of the Contract.

Where a principal contractor has been appointed by the client and the principal contractor has management or control of a workplace, the principal contractor must comply with the additional duties as listed in part 6.4 of the WHS Regulation.

4.2 COMMUNICATION AND CONSULTATION

All contractors engaged to perform work by RMS are required as part of their contract to comply with RMS Consultation Strategy and Consultation Procedure. The policies and procedures can be accessed through RMS Internet or can be requested through RMS Work Health and Safety Branch. The contractor consultation arrangement must comply with the provisions of Part 5 of the WHS Act. The arrangements you make to conduct WHS consultation on site in accordance with the requirements of the WHS Act and the WHS Regulation must be outlined in the Project WHS Management Plan.

Ensure that consultative arrangements on the site provide for consultation between subcontractor worker representatives and other stakeholders. The consultation procedure or process must include issue resolution process.

4.3 CONTRACTORS AND SERVICE PROVIDERS

4.3.1 Subcontractor Site-specific Safety Management Plan and Safe Work Method Statement

Where a subcontractor is engaged by you or on your behalf to perform any activities, provide the subcontractor with copies of those sections of the project WHS management plan and site specific plan that are relevant to the work to be performed by the subcontractor.

Ensure that the subcontractor prepare compatible Site-specific Safety Management Plans and Safe Work Method Statements (for all the work defined as high risk construction work or as requested by the Principal), at least equivalent to that detailed at Annexure G22/D, prior to commencing work at the site. The documents must be reviewed by you for completeness and submitted to the Principal for approval prior to commencement of the activity.

The subcontractor may use the format of your Site-specific Safety Management Plan if they so choose. A subcontractor may prepare safety system documentation in conjunction with you; however, all of these documents must be presented under the subcontractor's letterhead, must show the name and the registered office address of the subcontractor, and be signed and dated by a senior management representative of the subcontractor.

Ensure that your subcontractors provide you with copies of any amended Site-specific Safety Management Plans or Safe Work Method Statements before the work associated with the amendments commences.

Submit the subcontractor's Site-specific Safety Management Plan to the Principal, in accordance with Clause 3.2 prior to commencement of the activity to be carried out by the subcontractor on site.

4.3.2 Control of Subcontractors

Where the Contract specifies RMS Prequalification for a subcontractor, and the Prequalification level nominated includes WHS Management System requirements, the subcontractor must apply its RMS accredited WHS management systems for its construction activities.

Undertake appropriate monitoring of every subcontractor's work to ensure that the specified WHS system requirements are effectively implemented and all work is carried out without an unacceptable level of risk.

For work carried out by subcontractors, include in the Project WHS Management Plan the processes you will implement to ensure subcontractor compliance, including details of:

- (a) the duties of each subcontractor;
- (b) the duties you will retain for management of site safety issues;
- (c) your surveillance program to monitor and document effectiveness of each subcontractor's safety management systems; and
- (d) the actions you will take against subcontractors in the event they are found not to be working to the requirements of the Site-specific Safety Management Plans and Safe Work Method Statements.

4.3.3 Assessment of Contractor's / Subcontractor's Documents

The Principal will review the documents for completeness and compliance with RMS requirements prior to authorising the commencement of the works under the Contract.

The Principal may require corrective action be implemented prior to authorising commencement of works, or may allow commencement, conditional on the corrective actions being satisfactorily implemented. No activity subject to corrective action must commence prior to the corrective action being undertaken.

The decision to authorise commencement of works, or to require traditional measures to be taken to reduce the WHS risks, is solely at the discretion of the principal and/or its authorised representatives, and will be based on an assessment of whether your Safe Work Method Statements satisfy relevant requirements set out in this Specification.

4.4 PURCHASING

Develop an appropriate system for addressing WHS issues during the purchasing process and, as a minimum, comply with the requirements outlined in the NSW Government WHS Management System Guidelines.

All plant and equipment purchased must meet the minimum requirements stated in WHS Regulation and RMS project specific procurement guidelines, if any.

4.5 DESIGN

The designer of a structure must comply with the requirements of Section 6.2 of the WHS Regulation. The designer of a structure or any part of a structure that is to be constructed must give RMS or its representative and the Principal Contractor who commissioned the design, a written report that specifies the hazards construction work relating to the design of the structure that, so far as the designer is reasonably aware:

Work Health And Safety (Construction and Maintenance Works)**G22**

- (a) create a risk to the health or safety of persons who are to carry out any construction work on the structure or part, and
- (b) are associated only with the particular design and not with other designs of the same type of structure.

Clients need to consult, co-operate and co-ordinate activities with all other persons who have a health and safety duty in relation to the same matter. The aim of this consultation is to share information regarding hazards and risks to assist in their elimination or minimisation.

In addition to the above, where construction has commenced, you must actively participate in the ongoing review and development of safety in the design document, in line with any design changes or progress, culminating in the hand over of all WHS related information and documentation that will assist the following phases of the project (i.e. maintenance or demolition). Comply with the Code of Practice for safe design of building and structures. Annexure G22/E can be used for facilitating the workshops.

Exclusion: Not applicable for maintenance work but may be applicable for non road and bridge work, where design is within the scope of work to be carried out.

4.6 RISK MANAGEMENT

Develop appropriate documentation and, as a minimum, comply with the requirements outlined in the WHS Regulation.

4.6.1 Risk Assessment and Risk Control Plans

In managing risks to health and safety, you must take reasonable steps to:

- (a) eliminate risks to health and safety so far as is reasonably practicable, and
- (b) if it is not reasonably practicable to eliminate risks to health and safety - minimise those risks as far as reasonably practicable.

Prepare and submit a risk assessment and risk control plan in conformity with the requirements of your WHS System prior to commencing work under the Contract. Submit this risk assessment and control plan using forms from your WHS System. The form at Annexure G22/F is provided as a guide. The risk assessment and risk control plan must address all site specific hazards and risks and their control mechanism.

The completed risk assessment and control plan must relate to site specific and/or project specific risks and must be submitted to the principal for assessment prior to commencement of work under the Contract. Develop risk controls in a hierarchy in accordance with the definitions provided in Chapter 2 Clause 35 of the WHS Regulation.

Review the risk assessment and risk control plan monthly or under any of the following situations:

- (i) there is evidence the risk assessment is no longer valid; or
- (ii) subsequent injury indicates the assessment of the risk may not have been adequate; or
- (iii) significant changes are proposed in the work that is being carried out.

Provide written certification to the principal each month that the plan covers all proposed activities with identified risks. This certification is a component of the Monthly Contractor WHS Report found in Annexure G22/L. Where new risks have been identified, certify that these risks have been addressed in accordance with this Clause.

G22**Work Health and Safety (Construction and Maintenance Works)**

In Annexure G22/G is a Hazard Identification and Risk Control Table that provides examples of generic hazards. This table is provided for your guidance only.

4.6.2 Identified Risk Activities

Without limiting the requirements of Clause 3.2 or the requirement to develop Site-specific Project WHS Management Plans and Safe Work Method Statements, where any of the following activities are performed under this Contract, give specific and detailed consideration to them in conducting risk assessments and developing risk control plans:

- (i) Manual handling;
- (ii) Use, installation, inspection and/or repair of plant and equipment;
- (iii) Working at heights;
- (iv) Working in confined spaces;
- (v) Vehicle movement on site;
- (vi) Hazardous substances and dangerous goods;
- (vii) Electrical work;
- (viii) Prestressing;
- (ix) Blasting using explosives;
- (x) Work near underground and/or overhead utilities;
- (xi) Working in traffic;
- (xii) Excavation;
- (xiii) Drilling and piling;
- (xiv) Asbestos removal;
- (xv) Working exposed to UV and/or other harmful radiation from any radioactive sources;
- (xvi) Working in noise;
- (xvii) Abrasive blasting;
- (xviii) Welding;
- (xix) Electroplating;
- (xx) Working with molten metal and/or 'hot' work;
- (xxi) Working with lead;
- (xxii) Demolition work;
- (xxiii) Spray painting and abrasive blasting;
- (xxiv) Working with synthetic fibres and
- (xxv) All high risk construction activities as listed in Schedule 3 of WHS Regulation.

Specific issues to be addressed by you for the above activities are listed in Annexure G22/H Sections H1 to H15 respectively. These checklists provide guidance on minimum requirements for addressing hazards associated with each of the listed high risk activities. Notwithstanding this, identify and address all additional WHS issues found to be associated with these hazards.

Tunnelling work must take into account the recommendations contained in WorkCover Code of Practice 2006 "Tunnels under Construction" and Guide for Tunnelling Work 2012 by Safe Work Australia.

4.7 TRAINING

4.7.1 Health and Safety Induction

All workers must be inducted to the Contractor Site-specific Safety System and site safety rules prior to the commencement of work. This training must include training related to hazards likely to be encountered on site, and the control measures that have been developed in response to these hazards. Identify any different training needs, including new work activities, which will arise at different stages of the project and prepare and implement a program to meet these different training needs.

Regularly review and update the WHS induction training to ensure that the health and safety issues covered remain relevant to changing circumstances on the work site.

For all construction work, conduct a health and safety induction for all workers (including subcontractors) in accordance with the requirements of part 6.5 (General Construction Induction Training) of the WHS Regulation. Do not allow a person to carry out work on the site until you are satisfied that the person has completed the prerequisite WHS induction training which comprises general induction, work activity WHS induction and site specific WHS induction.

Exclusion: Construction induction is not applicable for maintenance work and non road and bridge work.

4.7.2 Task Specific Training

You must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

- (a) the nature of the work carried out by the worker, and
- (b) the nature of the risks associated with the work at the time the information, training or instruction is provided, and
- (c) the control measures implemented.

All workers must also complete task specific training developed by the person with control of the construction work, in consultation with other duty holders, including any subcontractor in charge of the task, during the planning and preparation stage wherever possible. The training must be regularly reviewed and updated whenever there are changes to the tasks, processes, systems of work, plant and substances that may affect health and safety.

Names of persons trained and the date the training was provided must be maintained.

In addition to the above requirements, you must ensure also that all managers, supervisors and workers have received appropriate training in their WHS responsibilities. Training record must be maintained at least for 2 years or the life of project whichever is greater.

4.8 INSPECTION, TESTING AND SERVICING

4.8.1 General

All plant equipments must be inspected and tagged. The register of testing and tagging must be maintained as per requirements of WHS Regulation. Develop an appropriate system for conducting regular inspections and, as a minimum, comply with the requirements outlined in the WHS Regulation and NSW Government WHS Management System Guidelines for inspection and testing. This documentation may form part of your construction inspection and test plans developed in accordance with RMS Q.

G22**Work Health and Safety (Construction and Maintenance Works)****4.8.2 Health and Safety Inspections**

Conduct health and safety inspections as defined in site safety management plan or risk assessment. The inspection is carried out to identify hazards associated with work performed under the Contract. Inspection of works must include work performed by subcontractors. Records of the inspections must be kept on site.

Maintain a high standard of housekeeping on site, with all areas kept clean and tidy, and regular collection and removal of rubbish. The Principal may also conduct its own health and safety inspections.

A general health and safety inspection checklist is at Annexure G22/K. This checklist is intended as a guide only and may be modified to suit specific project or site health and safety requirements.

Following the inspection, act on the risks identified by the inspection, and take appropriate corrective actions. Document them in accordance with Clause 4.9.3.

If surveillance indicates a nonconformity of safety requirements, the Principal is entitled to conduct a safety management system audit at 24 hours notice to you.

Ensure that appropriate and timely action is taken to eliminate or reduce identified hazards.

4.8.3 Contractor's Obligations with Respect to Plant and Equipment

You must ensure that processes are in place and implemented for plant items ensuring the requirements for risk assessments are met as per Chapter 5 Division 6 of the WHS Regulation. Certify that plant is safe and will not pose a risk to health and safety when properly used. All plant must comply with the plant requirements listed in Annexure G22/J.

Allow the Principal to carry out inspection at any time of any plant or equipment that you bring on to the site for compliance with the plant requirements defined in (a) to (k) below and Annexure G22/J and as defined in the relevant code of practice and manufacturer's guidelines.

You must:

- (a) obtain a completed pre-commencement plant inspection report verifying that the item of plant is suitably maintained and safe to operate;
- (b) have any relevant certificates, licences and permits that are required by the WorkCover Authority of New South Wales (WorkCover), or any other relevant Standard, and make them available to the Principal on request;
- (c) maintain the plant and equipment in accordance with manufacturer's standards or certified modification;
- (d) maintain records of inspections (those conducted daily and for other purposes), service, cleaning and/or maintenance and make these available to the Principal on request;
- (e) ensure that all work performed in the inspection, servicing, cleaning and/or maintenance of plant is performed by competent persons;
- (f) provide adequate information about the plant to ensure its safe use;
- (g) obtain and review risk assessments for all items of plant prior to them commencing operation on site or carry out risk assessments if risk assessments are not available;
- (h) identify potential hazards associated with the use of plant and equipment, and assess and control risks associated with the use of plant and equipment, including provision for persons working in

or around plant by the preparation of Safe Work Method Statements in accordance with Clause 3.2;

- (i) ensure that all workers and subcontractors who are required to use or operate plant or equipment are appropriately licensed or certified and have received the necessary training to operate the particular item and/or perform particular tasks. Ensure that they have received and understood plant risk assessment;
- (j) remove any piece of plant or equipment when directed by the Principal or WorkCover; and
- (k) make available any piece of plant or equipment when directed by the Principal or WorkCover for inspection.

4.8.4 Separation of People and Plant

Prior to commencement of work, develop controls to address the project site risks associated with workers on foot (for example: exclusion zones, confined footprint, speed restrictions, vehicle movement plans and potential conflict points between workers and mobile plant). Also document the site establishment with:

- (a) planning for parking;
- (b) access to and from the site compound;
- (c) plant servicing and fuelling areas - location, how servicing will occur and which controls are in place.

Document project safety communication requirements to demonstrate how communication between independent parties on site will be established to safely separate workers on foot from moving plant. This includes:

- (i) A site safety communication plan to demonstrate the communication systems in place to eliminate the risk of collision. It must cover communication between the following interfaces:
 - Workers on foot with mobile plant operators
 - Plant operators and work teams
 - Plant operators and plant operators
 - Independent work teams and work teams
 - Site marshals and plant operators
 - Site coordinators and site marshals
 - Site marshals and suppliers, subcontractors and plant hire operators and
- (ii) A worker on foot plan, comparable to a vehicle movement plan. This must show clearly marked exclusion zones and safe pedestrian access routes to work areas. Projects must have in place a process for disseminating the workers on foot movement plans as activities changes, for example, as part of the pre-start talk or toolbox talk.

Site marshal is a person who has overall visibility and control of communication mechanism for movement of plant and equipment on site.

4.8.5 Working with or around Utilities

Prior to commencement of work, develop a strategy and plan for effectively manage work with or around utilities at project site. Take all reasonable steps to:

- (a) Locate and identify utilities within work zone of project site, prior to start of work;

G22**Work Health and Safety (Construction and Maintenance Works)**

- (b) Carry out risk assessment for all work carried out with or around located utilities;
- (c) Communicate the above effectively with workers working with or around utilities; and
- (d) Implement controls and reasonable steps to eliminate any contact with utilities while work is being carried out.

At the planning stage, you must:

- (i) identify the presence of all underground, above ground or overhead utilities or services, including redundant or disused services at the intended site using:
 - site surveys
 - checks with all utility providers
 - Dial Before You Dig (Telephone Service 1100)
- (ii) check the location, clearance distances, alignments and other relevant information relating to identified services is to be shown on utilities drawings for the work before work commences on the site
- (iii) obtain utilities drawings from Dial Before You Dig and/or from the Utilities Service Providers
- (iv) ensure that such details are clearly marked - graphically and by notations - on these documents. The details must be clear on any fax copy or photocopy of the originals.
- (v) ensure that contact details for all Authorities responsible for the utilities at the site are annotated on the Utilities Sheets(s) for the work proposed and within the specifications

For the management of utilities, consider the application of emerging survey technology and systems to assist in the reduction of utility strikes. In addition to existing method for locating utilities, proposed new technology (which is currently not commonly used) includes but is not limited to:

- (A) Visualisation Technologies
- (B) Seismic Reflection Technology
- (C) Active Acoustic Method
- (D) Selection Assistant for Utility Locating Technologies (SAULT)

Two checklists H10 and H11 included in this specification can be used by you for management of risks associated with utilities and to measure the effectiveness of controls implemented at site.

4.9 INCIDENT MANAGEMENT AND CORRECTIVE ACTION

4.9.1 Emergency Planning and Response

Establish Site-specific Emergency Management Plan by carrying out site specific risk assessment and identify the process for site communication, external communication and communication with subcontractors in relation to notification of safety issues and emergencies.

Maintain a current list of relevant contact names, telephone numbers and facsimile numbers for the project. Display contact details on site in accordance with the requirements of WHS Regulation.

You must ensure that an emergency plan is prepared for the workplace that provides for the following:

- (a) emergency procedures, including:
 - (i) an effective response to an emergency, and
 - (ii) evacuation procedures, and

Work Health And Safety (Construction and Maintenance Works)**G22**

- (iii) notifying emergency service organisations at the earliest opportunity, and
 - (iv) medical treatment and assistance, and
 - (v) effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace,
- (b) testing of the emergency procedures, including the frequency of testing,
- (c) information, training and instruction to relevant workers in relation to implementing the emergency procedures.

The plan must include the following details of the site:

- (A) emergency organisation, responsibilities, and emergency evacuation systems;
- (B) a list of key personnel with contact details, including all-hours telephone numbers;
- (C) emergency services (e.g. ambulance, fire brigade, spill clean-up services);
- (D) communications strategy (internal and external);
- (E) where information on hazardous materials is kept, each material's potential impact to workers upon exposure and measures to be taken in the event of accidental release.

The contractor must develop site specific emergency and rescue / recovery systems / procedures and devote their own resources to them, as it is not appropriate to rely on the emergency services e.g. 000. The emergency equipments must be tested and maintained as per the relevant standards.

4.9.2 Reporting of Incidents, Injuries and Disease

Report all serious incidents (see definition), including serious near miss incidents, to the Principal within 24 hours of the incident or as soon as possible. As required under Part 3 of the WHS Act, you must give notice to WorkCover of any accident or incident occurring during the performance by you of work under the Contract. You must, at the same time, give a copy of that notice to the Principal within 24 hours.

Where you have been served a notice or fine by WorkCover, then immediately give a copy of that notice or fine to the Principal. Also give notice to the Principal of the proposed action(s) to rectify the issue raised in the WorkCover notice or fine, and advise the Principal when the action has been completed and the issue closed out.

Report to the Principal all incidents including Loss Time Injuries, workplace injuries (injuries which require medical attention by a medical practitioner but no loss time), first aid injuries and serious near miss incidents in the monthly report (refer Clause 5 and Annexure G22/L) and logged in by the Principal in RMS' incident reporting database. You must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator under this section.

All serious incidents including serious near miss incidents must be investigated and initial report of investigation submitted to the principal within one week of the incident. Detailed investigation report containing corrective actions and close out must be submitted to the principal within 4 weeks of the incidents. The principal may request a copy of all incident investigation reports where deemed.

4.9.3 Corrective Action

Ensure that WHS issues are appropriately addressed and similar issues do not recur and, as a minimum, comply with the requirements outlined in the WHS Regulation for corrective action. This

G22**Work Health and Safety (Construction and Maintenance Works)**

documentation may form part of your Project Quality Plan developed in accordance with RMS Q, with the WHS aspects readily identifiable.

If you fail to comply with your safety obligations under the Contract, including failure to:

- (a) comply with, and to ensure compliance by subcontractors with, any requirements of the Specification involving WHS issues; or
- (b) act promptly by identifying, isolating and correcting issues when safety system controls are observed not to be effective by you, the Principal, or by any Statutory Authority having jurisdiction over the works,

a Hold Point may apply.

HOLD POINT	(Where required by the Principal)
Process Held:	The Process(es) related to the noncompliance.
Submission Details:	Verification that the noncompliance has been rectified, and measures have been implemented to prevent recurrence.
Release of Hold Point:	The Principal will consider the submitted documents and may inspect the work subject to the failure prior to authorising the release of the Hold Point.

For all serious incidents, serious near miss incidents, undertake an incident investigation as outlined in Clause 4.9.2 to determine the causes, and implement corrective actions to prevent a recurrence. Document all such investigations and their corrective actions. Close out all such corrective actions within four weeks of the incident date and communicate this to the Principal in the monthly report.

The Principal may participate in, or undertake an investigation into, the incident/injury or illness as and if it is deemed necessary. Cooperate with and provide assistance to the Principal in any investigation organised or undertaken by the Principal.

4.10 HANDLING, STORAGE, PACKAGING AND DELIVERY

Develop appropriate documentation for materials handling and manual handling of materials and, as a minimum, comply with the requirements outlined in the WHS Regulation for handling, storage, packaging and delivery.

This documentation must include, but not be limited to, those hazards associated with manual handling, plant and hazardous substances. Regulatory requirements and guidance in relevant codes of practice for managing these hazards must be followed.

Procedures may form part of your construction method statements developed in accordance with RMS Q and the WHS aspects readily identifiable.

For management of hazardous chemical, comply with Chapter 7 of the WHS Regulation. The hazardous chemicals and dangerous goods must be labelled, stored properly, risk assessed; a register is maintained with up-to-date material safety datasheets readily accessible at site.

4.11 INTERNAL WHS REVIEWS

Perform WHS audits as required under your WHS system and make the records of these audits available to the Principal upon request. Ensure that any nonconformities identified are notified to the

Principal and corrective action taken within four weeks or as agreed with the Principal and submit monthly status of corrective actions to the Principal.

In addition to this, establish a program of internal review in accordance with the NSW Government guidelines for internal WHS reviews.

4.12 DOCUMENTATION AND RECORDS

Maintain (as part of the quality records in accordance with RMS Q Clause 4.2.4) legible WHS records to demonstrate compliance with your WHS system. All records must be maintained for at least five years or as specified required by the WHS legislation whichever is greater. Health monitoring records must be maintained for 30 years from the date from which record was made.

Documents and records must be readily accessible and allow immediate inspection and copying by the Principal of these records.

5 WHS REPORTING

Provide information to the principal on a monthly basis in conformity with the Contractor WHS Report, as contained in Annexure G22/L. When requested by the principal, provide reports on any safety inspections, audits or assessments undertaken during the course of the Contract.

Provide information to the client within 24 hours or as soon as possible of any WorkCover Notices or WorkCover site visits.

6 AUDITS OF CONTRACTOR PERFORMANCE

Allow RMS or its representative to conduct an audit at any time on all aspects of the Corporate WHS system applicable to the project and Project WHS Management Plan. The audit will be performed in accordance with the NSW Government Guidelines for Auditing Project WHS Management Plans for major projects and as per Principal's audit guidelines for all other projects. WorkCover may also conduct audits at any time.

Surveillance and site inspections may also be conducted by the Principal at any time.

Make available at the site suitable facilities to accommodate an audit team. The cost of providing such facilities will be borne by you.

You must:

- (a) make available all relevant records, including those of subcontractors and suppliers for the purposes of audit and surveillance,
- (b) provide all reasonable assistance to RMS or its nominated audit team during the audit process,
- (c) provide information to RMS or its representative in accordance with the requirements of Clauses 4 and 5 of this Specification,
- (d) follow internal review procedures provided for in your WHS Management System.

7 NONCOMPLIANCE

If, during the course of the Contract, the Principal informs you that it is the opinion of the Principal that you:

- (a) are not conducting the work in compliance with your WHS Management System, Site-specific Safety Management Plan, relevant legislation or work health and safety procedures provided by the Principal from time to time; or
- (b) have allowed a risk to the health and safety of your workers, members of the public, RMS workers, or its contractors' and subcontractors' workers, plant, equipment or materials,

then you must identify, isolate and correct that breach of or risk to health and safety and notify RMS or its representative that the issue has been resolved. The Principal reserves right to ask for relevant documents and records before closing the issue.

ANNEXURE G22/A – PROJECT SPECIFIC WORK HEALTH AND SAFETY ISSUES

<i>(Insert any specific requirements identified in the RMS Project WHS Plan)</i>
--

ANNEXURE G22/B – PAYMENT

Except where specific pay items are provided, all costs associated with the safety management system are deemed to be included in the rates and prices generally for the Work under the Contract.

ANNEXURE G22/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS

C1 SCHEDULE OF HOLD POINTS

Clause	Description
3.2	Submission of Project WHS Management Plan.
3.2	Submission of project WHS documentation not submitted under initial HOLD POINT.
4.9.3	Verification of Corrective Action.

C2 SCHEDULE OF IDENTIFIED RECORDS

The records listed below are Identified Records for the purposes of RMS Q Annexure Q/E.

Clause	Description of the Identified Record
3.2	Project WHS Management Plan and Safe Work Method Statements
4.6.1	Risk Assessment and Risk Control Plans
4.7	Health and Safety Induction Training Records
4.9.3	Verification of Corrective Action

ANNEXURE G22/D – PROJECT WHS MANAGEMENT PLAN AND SAFE WORK METHOD STATEMENTS (REFER TO EXCLUSION IN SECTION 3.2)

Part 1: Project WHS Management Plan

A Project WHS Management Plan must address the following 12 elements:

1. Management Responsibility and Site Specific Roles and Responsibilities
2. Communication and Consultation
3. Service Providers and Subcontractors
4. Purchasing
5. Design (where applicable)
6. Risk Management and Site Safety Rules
7. Training
8. Inspection, Testing and Servicing
9. Incident Management and Corrective Action
10. Handling, Storage, Packaging and Delivery
11. Internal Reviews or Audits
12. Documentation and Records Management

As a guide to the requirements of each of these elements, copies of the RMS Project WHS Management Plan assessment checklist can be obtained at the following internet address:

<http://www.rta.nsw.gov.au/doingbusinesswithus/tenderscontracts/contractorhealthsafetyinformation.html>

Part 2: Safe Work Method Statements

Safe Work Method Statements can be on the Contractor's own format but must comply with the relevant legislative requirement. A guide can be obtained from RMS website:

<http://home.rta.nsw.gov.au/org/directoratesandbranches/cserv/ohs/risk/swms/index.html>

All Safe Work Method Statements must however:

- (a) show the company's letterhead and its registered office address;
- (b) be signed and dated by a senior member of the management of the company; and
- (c) be prepared for all work activities assessed as having high safety risks and/or those relevant high-risk construction activities listed in Part 6.3 Division 2 of the WHS Regulation.

Safe Work Method Statements must include:

- (i) description of the work to be undertaken;
- (ii) the foreseeable hazards associated with that work;
- (iii) the actual step by step sequence involved in doing the work;
- (iv) what will be done to control the hazards;

G22**Work Health and Safety (Construction and Maintenance Works)**

- (v) all precautions to be taken to protect health and safety;
- (vi) all health and safety instructions to be given to workers involved with the work;
- (vii) the names and qualifications of those who will supervise the work;
- (viii) the names and qualifications of those who will inspect and approve work areas, work methods, protective measures, plant, equipment and power tools;
- (ix) description of the training that is provided to people involved with the work;
- (x) the names and qualifications of those responsible for training workers in accordance with the requirements of Safe Work Method Statements;
- (xi) the names of those who will be or have been trained in the work activity described in the Safe Work Method Statement;
- (xii) identification of health or safety related codes applicable to the work, and where these are kept;
- (xiii) identification of the plant and equipment that will most likely be used on site, e.g. ladders, scaffolds, grinders, electrical leads;
- (xiv) details of the inspection and maintenance checks that will be or have been carried out on the equipment listed.

ANNEXURE G22/E – SAMPLE FORM – DESIGN SAFETY REPORT

Designers Safety Report
Designer(s):
PCBU who commissioned design (Client):
Structure that is to be constructed:

List of unusual or atypical design features:

List of hazardous material(s) or hazardous structural features	What are the hazards and risks to persons who carry out construction work?	Designers assessment of the risk of illness or injury to persons who carry out construction work	Action taken by designer to control risks
Provided by:	Signature:	Date:	
Received by:	Signature:	Date:	

ANNEXURE G22/F – RISK ASSESSMENT FORM

WHS Risk Assessment Reckoner
(to determine risk ranking)

Likelihood: How Likely Is It To Happen And How Often? Consequences: How Bad Is It Likely To Be?	Very Likely: Could happen at any time VL	Likely: Could happen some time L	Unlikely: Could happen, but rare U	Very Unlikely: Could happen, but probably never will VU
Extreme: Kill or cause permanent disability or ill health K	1	1	2	3
Major: Long term illness or serious injury S	1	2	3	4
Moderate: Medical attention and several days off work M	2	3	4	5
Minor: First aid needed F	3	4	5	6

Contract Title:	
Contractor:	
Contractor's Representative:	
Telephone:	Fax:
Signature:	Date:

Contract No:	
RMS Representative:	
Telephone:	Fax:
Signature:	Date:

Specific Task/Activity	Hazards	Likeli-hood	Conse-quence	Risk Ranking	Control Measures

(RMS COPYRIGHT AND USE OF THIS DOCUMENT - Refer to the Foreword after the Table of Contents)

G22

Work Health and Safety (Construct

Specific Task/Activity	Hazards	Likeli- hood	Conse- quence	Risk Ranking	Control Measures

ANNEXURE G22/G – HAZARD IDENTIFICATION AND RISK CONTROL TABLE

The following table provides examples of control measures for a range of generic hazards. These examples are provided as a guide only and important site specific factors must also be considered. Note also that this table of examples does not include all possible hazards.

Hazard	Possible Cause	Control Measure
1. Traffic Hazards	1.1 Trucks entering, exiting a work site 1.2 Working in close proximity to roads	Use of traffic signalmen Installation of temporary traffic signals Use of Safety Signs Speed restriction signs displayed and enforced Use of wickets hats or temporary barriers delineate travel lanes and pathways Closure of road Use of Safety Signs Approved SZA and speed restriction signs displayed and enforced
2. Manual Handling	2.1 Use of heavy hand held tools, e.g. grass slasher 2.2 Handling of heavy objects	Use of lifting aids Imposed restrictions on certain activities Requirements for two person lifts Training of workers Use of support harness Limits on duration of use Provide mechanical aids Redesign object or task
3. Contact with Heat	3.1 Hot Materials 3.2 Fire in the Workplace 3.3 Exposure to sun	Provide appropriate protective clothing and training Keep workplace clear of waste materials Issue of hot work permit Remove flammable materials or store correctly Provide adequate fire fighting equipment Worker fire fighting training Eliminate ignition sources from flammable atmospheres Provide protective clothing and sun screen Reduce exposure time
4. Contact with Electricity	4.1 Faulty electric leads and tools 4.2 No earth leakage detectors 4.3 Electric leads on ground 4.4 Electrical leads in damp areas 4.5 Electric leads tied to metal rails 4.6 Plant not isolated 4.7 Contact with underground or overhead cables	Tools and leads inspected and tagged Residual current devices in all circuits Residual current devices tested regularly Electrical leads kept elevated and clear of work areas All electric leads kept dry All electric leads are kept insulated Ensure permit to work system followed Lock-out and equipment tag procedure Location of services to be established Overhead cables to be protected Services to be isolated when working in proximity Establish safe clearance distances
5. Exposure to Noise	5.1 Plant and equipment not silenced 5.2 Not wearing appropriate protection	Fit noise suppression to noisy plant and equipment All personnel to wear appropriate PPE (hearing protectors)

G22**Work Health and Safety (Construction and Maintenance Works)**

Hazard	Possible Cause	Control Measure
	5.3 Excessive exposure time to noisy areas	Regulate worker exposure to noise
6. Contact with High Pressure	6.1 Burst air lines 6.2 Hoses becoming uncoupled 6.3 Using compressed air to clean clothing 6.4 Improper handling of gas cylinders 6.5 Defective pressure gauges	Air hoses in good condition and regularly inspected All hose couplings fitted with pins or chains Prohibit and instruct workers on dangers Cylinders stored upright and secured All pressure gauges inspected regularly for defects
7. Contact with Chemicals	7.1 Incorrect handling procedures 7.2 Lack of information 7.3 Not wearing appropriate PPE 7.4 Incorrect storage 7.5 Elevated exposure levels	All workers trained in MSDS requirements Review Material Safety Data Sheet and assess risks All personnel provided with appropriate PPE Hazardous substances stored and labelled correctly Provide mechanical ventilation All personnel provided with appropriate PPE
8. Contact with Radiation	8.1 Exposure to arc welding 8.2 Not wearing appropriate PPE 8.3 Exposure during radiography operations 8.4 Exposure to lasers 8.5 Exposure to sun	Welding operations shielded All personnel wear appropriate PPE Correct procedures developed and followed Regular equipment check Follow documented safe work procedure for laser Provide protective clothing and sunscreen
9. Struck Against Object	9.1 Protruding objects in access routes 9.2 Not wearing appropriate PPE 9.3 Personnel running at work	Protruding objects are removed or marked Provide appropriate PPE (hard hat, safety boots) Provide appropriate PPE & training Personnel exercise restraint and walk
10. Struck By Object	10.1 Objects falling from work platforms 10.2 Debris from grinding operations 10.3 Wind blown particles 10.4 Loads slung from cranes	All work platforms fitted with toe-boards Fence off areas below to prevent access Materials stacked securely All personnel wear appropriate PPE (hard hats) Secure loose objects to structure Personnel wear appropriate PPE Shield grinding operations All personnel wear appropriate PPE Loads not slung over personnel Taglines used to prevent loads swinging Loads slung correctly
11. Fall from Height	11.1 No handrails 11.2 Working outside handrails 11.3 Floor penetrations not covered 11.4 Ladders not secured 11.5 Unsafe area	All work platforms have secure handrails Persons wear full fall arrest type harness All floor penetrations covered or barricaded All ladders secured to prevent movement Ladders to extend at least 1m above landings Tag and fence to prevent access
12. Slips and Falls	12.1 Access routes obstructed by materials 12.2 Leads and hoses across access routes 12.3 Slippery surfaces 12.4 Safety footwear not appropriate 12.5 Poor visibility	All access routes kept clear of materials and debris All leads kept clear of ground or covered All surfaces used for access kept dry and in good condition Personnel wear appropriate safety footwear Provide adequate lighting

Work Health and Safety (Construction and Maintenance Works)**G22**

Hazard	Possible Cause	Control Measure
13. Caught Between Objects	13.1 Operating plant 13.2 Moving plant 13.3 Moving loads 13.4 Loads tipping or swinging 13.5 Materials being positioned	Guarding of rotating plant and hand tools Safe work procedures to be followed Provide roll over protective structure (ROPS) Pre-start daily safety inspection Personnel kept clear when operating plant Fit reverse alarms to plant and check operation All personnel kept clear during crane operations Load slings properly secured Safe Work Procedures for moving heavy loads
14. Overstress	14.1 SWL exceeded during lifting operations 14.2 Sprains and strains	Compliance with SWL and radius charts on cranes All lifting gear checked regularly All personnel trained in manual handling techniques
15. Ergonomic Hazards	15.1 Poor work posture 15.2 Use of excessive force 15.3 Repetitive movements	Work station to conform with ergonomic standards Seating to conform with ergonomic standards Training of workers Provide adequate task lighting Provide mechanical aids Modify workplace design Modify task requirements Job rotation
16. Asbestos Hazards	16.1 Accidental disturbance or contact	Asbestos materials identified and labelled Asbestos materials removed from workplace Safe work procedures developed
17. Biological Hazards	17.1 Needlestick injury 17.2 Potential exposure to HIV, hepatitis 17.3 Potential exposure to Legionella bacteria	Provide appropriate waste disposal containers Provide workers with PPE Develop safe work procedures and train staff Develop safe work procedures and train staff Immunisation program Provide workers with PPE Implement microbial control procedures
18. Excavation/ Trenching/ Tunnelling	18.1 Collapse of earth/rock	Trench shoring to be provided in accordance with Code of Practice Tunnel shoring to be provided in accordance with latest approved design drawings Shoring to be inspected regularly Dedicated Construction Sequence indicating "unsupported face distance" or "maximum cut out distance" between previously installed support and the face to be provided prior to the relevant tunnelling work Self support or random bolting for any length permitted only with written approval from the designer with written authorisation by a competent engineering geologist or geotechnical engineer following a site inspection
	18.2 Fall into excavation 18.3 Asphyxiation 18.4 Inadequate access to excavation	Provide barricades around excavation Provide exhaust ventilation and test atmosphere Provide safe access by steps or ladders
19. Plant Overturn	19.1 Crane overturn 19.2 Mobile plant overturn	Cranes to be set up on solid ground and away from edge of excavation Plant to be fitted with roll over cage protection Safe work procedures developed

ANNEXURE G22/H – MINIMUM REQUIREMENTS FOR RISK ASSESSMENT AND CONTROL PLAN

H CHECKLIST OF ISSUES TO BE ADDRESSED FOR HIGH RISK ACTIVITIES

H1 MANUAL HANDLING (TASK)

Definition:

“Manual Handling” or “Manual Task” is defined as any activity requiring the use of force or exertion by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

Note: “N.A.” means “Not Applicable”, “N.C.” means “Not Checked”

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Are manual handling tasks identified on a Workplace Hazard Register?	
2	Are there records of identification, assessment and control of manual handling hazards in the workplace?	
3	Are there records of assessments undertaken of potential for injury arising from manual handling tasks, including potential injury from new work methods and equipment?	
4	Do assessments involve: <ul style="list-style-type: none"> • analysis of workplace injury records? • consultation with workers? • direct observation or inspection of the task or work area? • prioritisation of risks by risk rating/ranking? 	
5	Do the records make provision for assessment of known risk factors, including those listed in the National Code of Practice for Manual Handling (2005) and Chapter 4 of the WHS Regulation considered in the assessment of manual handling tasks? (Refer RMS WHS Policy 2.16 “Manual Handling”, Appendices 1 & 2) These risk factors include: posture, forces exerted by the worker and on the worker, speed of movement of the worker, vibration, duration & frequency.	
6	Is there evidence of manual handling tasks being redesigned to eliminate or control the risk factors?	
7	Is there evidence of workers being trained in the management of manual handling risk, manual handling techniques, and retrained when new work methods or equipment are introduced into the workplace?	
8	Where risk factors are identified and redesign is not practical, are the following provided: <ul style="list-style-type: none"> • mechanical aids, and/or • personal protective equipment such as anti-vibration gloves, and/or • arrangements for team lifting? 	
9	Is there a Manual Handling Coordinator and/or team appointed to review and resolve manual handling risk issues? (Refer RMS WHS Policy 2.16)	
10	Is evidence of a program in place to regularly review and monitor the effectiveness of manual handling risk controls?	
	Corrective Actions	Close Out

G22**Work Health and Safety (Construction and Maintenance Works)**

--	--	--

H2A USE, INSTALLATION, INSPECTION AND/OR REPAIR OF PLANT AND EQUIPMENT

Note: "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Have foreseeable hazards from the operation of plant/equipment been assessed, including the following: <ul style="list-style-type: none"> • contact or entanglement with the machinery or materials? • being trapped between the machine and any material or fixed structures? • being struck by ejected material from the machinery? • noise and vibration from the machinery? • release of potential energy? 	
2	Have the design limitations of the machine been assessed, with regard to the intended use of the machine?	
3	Has any history of unsafe incidents or adverse health effects involving the plant/equipment been investigated and control responses applied?	
4	Have the consequences of reasonably foreseeable misuse or malfunction been assessed?	
5	Has a schedule of inspection, maintenance, repair and cleaning been developed for all plant/equipment?	
6	Are records kept of inspection, maintenance, repair and cleaning of plant/equipment?	
7	Were risk assessments carried out on any modification to plant/equipment and the results of the risk assessment taken into account in the final modification?	
8	Have all operators of plant/equipment: <ul style="list-style-type: none"> • received the appropriate training, • hold certificates of operation where required, and • demonstrated their competence to operate the plant/equipment to the satisfaction of the contractor? 	
9	Are records kept to show that all operators have received appropriate training and instruction?	

Work Health and Safety (Construction and Maintenance Works)**G22**

	Corrective Actions	Close Out

H2B CRANES/PILING RIGS**Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Does the unit and its accessories/attachments comply with Annexure G22/J – Truck and Plant Requirements?	
2	Is the unit and its attachments/accessories design compliant and covered in accordance with the AS 2550 and AS 1418?	
3	Does the item require NSW WorkCover design and or item registration in accordance with Appendix A in WorkCover publication "Guidance For The Provisions Of Cranes, Hoists And Winches Under WHS Legislation In NSW"?	
4	Is the item currently item registered with WorkCover?	
5	Does the item have a current CraneSafe registration certificate?	
6	Has a risk assessment been conducted on any attachments or accessories that have or can be fitted to the unit that may change the purpose for which the unit was designed or increased or added any risks and/or hazards?	
7	Has and will the unit be submitted to arduous working conditions, and if so, has and will the maintenance and inspection schedules reflect the necessary requirements?	
8	Has and will the item receive/d servicing and inspections, as a minimum, to the requirements of AS 2550.1, such as: <ul style="list-style-type: none"> • pre-operational inspection, • routine inspection and maintenance, • periodic inspections, • major inspection to assess a crane for continued safe operation and assessment for changed operation? 	
9	Are historic, or at least the previous 12 months, service or maintenance records, and the logbook/s from the unit and its accessories and attachments available for inspection?	

G22**Work Health and Safety (Construction and Maintenance Works)**

10	If the unit or any mechanical part of it is greater than ten years old or any structural part is greater than 25 years old or any part of it has exceeded its design life, has a major inspection to AS 2550.1 been completed to assess the suitability for continued safe service of the unit or part?	
11	Were repairs or modifications that had been carried out done to the AS 2550 and AS 1418?	
12	If repairs or modifications are to be carried out they will be done to the AS 2550 and AS 1418?	
13	Is there a daily inspection log book kept in the unit at all times?	
14	Are load cells, load moment indicators and limit switches e.g. over wind or anti-two-block devices fitted to the unit?	
15	Have these load cells, load moment indicators and limit switches been inspected and tested within the last 12 months?	
16	Have winch ropes been correctly anchored to the drums?	
17	Has all lifting equipment, attachments and accessories including but not limited to slings, hooks, eyes, beams, shackles, blocks and chains been inspected, tested and passed for use according to a certified and established procedure?	
18	Are the cranes rating and load capacity charts approved and applicable to the unit, its attachments, its accessories, its use and site conditions?	
19	If the crane has free fall capability, is there a physical locking system in place that disables the free fall capability?	
20	Has a weekly test procedure been prepared and established for the free fall physical locking system?	
21	Have controls been put in place for freefall work?	
22	Are erection, commissioning and dismantling instructions compliant with AS 2550.1 for cranes in place?	
23	Has a procedure been established for the completing of the daily risk assessment of the crane set up and foundations?	
24	Has a risk assessment been prepared for the operations the crane will perform?	
25	Has a movement plan and risk assessment been prepared for the crane considering such things as loadings, side loadings, conditions, terrain and direction not excluding other matters to ensure safety of the crane, personnel and equipment while walking, travelling or moving on site?	
26	Has an accident recovery procedure for risk assessments categorised as high risk been established and put in place?	
27	Has training for the accident recovery procedure been undertaken and successfully completed?	
28	Where the crane is vessel mounted, does it fully comply with AS 2550.1 section 6.29?	
29	Is there documented evidence available for all of the above?	
30	Where piling is to be undertaken, has section 6.5 of AS 2550.5 been totally addressed?	

Work Health and Safety (Construction and Maintenance Works)**G22**

	Corrective Actions	Close Out

H3 PREVENTING FALLS**Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Has an assessment been undertaken to determine whether there is a risk of persons falling 2 metres or more?	
2	Are SWMS developed for activities where workers are exposed to a fall greater than 2 metres and are relevant persons trained in them?	
3	Do persons performing work at heights have the appropriate training, competence and experience prior to the commencement of work?	

G22**Work Health and Safety (Construction and Maintenance Works)**

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
4	Is a system in place to ensure that equipment used for accessing elevated works are regularly checked and maintained in a safe condition?	
5	Has an assessment been undertaken to determine risks to people below the immediate work area and have appropriate control measures been implemented?	
6	Is a rescue procedure in place for those working at height and are relevant persons trained in the procedure and is the procedure rehearsed?	
7	Are persons required to use a fall arrest system(s) instructed in their fitting and safe use, and are they competent in the use, care, storage and inspection of the fall arrest system(s)?	
8	Wherever possible, do anchorage points bear a loading of 15kN (1,529kg) for a single person anchorage?	
Scaffold		
9	Is scaffold where a person or object could fall 4 metres or more, erected by a person holding the basic level scaffolding certificate of competency, or higher?	
10	Is scaffold where a person or object cannot fall more than 4 metres, erected to manufacturer's specifications?	
11	Is there a fenced, secure work platform installed where persons are at risk of falling over 2 metres or, if this is not practicable, is there a fall arrest/restraint system installed? (Handrail: 900 mm to 1100 mm, mid-rail: 400 mm to 600 mm)	
12	Does the scaffold have a safe means of access/egress?	
13	Is incomplete scaffold signposted as "NOT FOR USE"?	
14	Are handover certificates issued for scaffolds where a person or object could fall 4 metres or more?	
15	Is there a local identifying number issued and a register maintained (for maintenance recording purposes) for completed scaffold that are 4 metres or more?	
16	Is there a system for regular, documented inspections of scaffold where persons can fall greater than 4m: <ul style="list-style-type: none"> • before its first use, and • as soon as practicable, and before its next use, after an occurrence that might reasonably be expected to affect the stability or adequacy of the scaffold or its supporting structure, such as a severe storm or earthquake, and • before its use following repairs, and • at intervals not exceeding 30 days? 	
Batters		
17	Has a risk assessment been completed for batters with an incline/decline exceeding 15° (1:3.7) where workers are within 2 metres of the edge of the batter that could fall greater than 2 m?	
Ladders		
18	Are all ladders rated for industrial use?	
19	Is the ladder marked with the relevant information? (e.g. industrial/commercial use, load rating, name of manufacturer, working length of the ladder, "DO NOT USE WHERE ELECTRICAL HAZARDS EXIST" sign, "USE IN THE FULLY OPENED POSITION ONLY", a warning against standing on those rungs which will represent an unsafe working position (step adder – no higher than second top tread; single or extension ladder – no higher than 3 rd top rung)	
20	Are portable ladders used as a short-term solution for access/egress where no other access/regress options are practicable?	
21	Do portable ladders have a local identifying number legibly painted on both stiles?	
22	Does the user of a non-self supporting ladder need to access above the second top rung?	
23	Is a local register of ladders maintained on site?	
24	Is the top of the ladder secured against any movement and the base of the ladder secured against sliding away from the supporting structure?	
25	Are documented inspections of ladders conducted every 6 months?	
26	Are extension ladders positioned at a pitch angle of no less than 1:4 and no greater than 1:6?	

Work Health and Safety (Construction and Maintenance Works)**G22**

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
27	Has fall protection been provided where a permanent ladder is used for access and a free fall in excess of 2 metres is possible?	
28	Do ladders extend 1 metre above the landing height (900 mm for ladders used on scaffolds)?	
29	Are users of ladders following the “three points of contact” rule whenever possible?	
	Corrective Actions	Close Out

H4 WORKING IN CONFINED SPACES**Note:** “N.A.” means “Not Applicable”, “N.C.” means “Not Checked”

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	<p>Has a risk assessment and SWMS to include risks associated with access/egress, engulfment and contaminated air, developed in consultation with workers been completed for the following stages of the work:</p> <ul style="list-style-type: none"> • before commencement; • during work activity, and • in an emergency? 	

G22**Work Health and Safety (Construction and Maintenance Works)**

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
2	Have all hazardous activities e.g. hot works, work with hazardous substances, operating plant, in or near the confined space, been identified, assessed and controlled?	
3	Has air monitoring been conducted and recorded (as required)?	
4	Has all monitoring equipment been tested and calibrated as required by manufacturers' requirements?	
5	Have all persons required to enter the confined space completed nationally recognised training for confined space entry?	
6	Have confined spaces been signposted?	
7	Where possible, is a physical barrier erected around the confined space to prevent unauthorised entry of persons?	
8	Are arrangements/provisions for rescue, first aid and resuscitation in place prior to entry into the confined space?	
9	Is an entry permit completed, communicated and signed off by the stand by person and all those entering the site?	
10	Is there a procedure to ensure communication between the stand by person and those in the confined space at all times?	
11	Has the soundness and security of the overall structure and the need for illumination and visibility been assessed?	
12	Has the extent to which cleaning will be required in the confined space been assessed?	
13	Have all persons entering the confined space received a site induction that covers at least: <ul style="list-style-type: none"> • Emergency exit/entrance procedures? • First aid arrangements? • Lockout procedures? • Safety equipment use? • Rescue drills? • Fire protection? • Communications? • Site hazards? 	
	Corrective Actions	Close Out

Work Health and Safety (Construction and Maintenance Works)**G22****H5 VEHICLE MOVEMENT ON SITE****Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Has the severity of the hazard been considered?	
2	Has the expected duration of the job been determined?	
3	Has the volume and type of traffic been considered, to determine the amount of road and/or footpath space which must remain open and, where applicable, the times of day when greater amounts of space are required, including the following types of traffic: <ul style="list-style-type: none"> • Pedestrians – including disabled persons; • Bicycles; • School children; • Emergency vehicles; • Buses and light rail, including stops and terminals; • Over-dimensional vehicles. 	
4	Has the type of traffic routing required been assessed?	
5	Has the type of traffic control required been determined?	
6	Will traffic controllers be required for intermediary arteries?	
7	Will police or RMS be required to institute diversions?	
8	Is there an impact on any main arterial roads?	
9	Is the site in proximity to traffic lights?	
10	Is special lighting is required?	
11	Has the positioning of cones and early warning signs been considered?	
12	Has training been provided to workers working on roads, including: <ul style="list-style-type: none"> • wearing the appropriate personal protective and safety equipment? • being properly located? • communicating effectively? • assessing changes in traffic patterns? • knowing what to do in an emergency? 	
13	Is there adequate maintenance of records including: <ul style="list-style-type: none"> • installation, alteration and removal of all regulatory signs and devices, including speed restriction signs, and • hours of operation and the surface conditions? 	
Corrective Actions		Close Out

H6 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

The procedures must incorporate the documentation and classification of dangerous goods and hazardous substances, general safe storage and handling requirements, material safety data sheets and purchasing requirements in accordance with Chapter 7 of the WHS Regulation.

Note: "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Have all hazardous substances and dangerous goods on site been identified and included in a hazardous substances register?	
2	Are Material Safety Data Sheets (MSDS) available on site, for all hazardous substances in use?	
3	Have risk assessments for all hazardous substances been completed and recorded in the hazardous substances register?	
4	Have the risks associated with the use of hazardous substance communicated to those exposed to the substance?	
5	Have "safe systems of work" procedures been developed and implemented for identified hazardous substances or dangerous goods?	
6	Is there a procedure to monitor the effectiveness of these control measures?	
7	Is there a written procedure for the introduction of new substances to the workplace?	
8	Is there a procedure to ensure the least hazardous substances/products suitable for the work to be done is purchased?	
9	Have all staff who may use or be exposed to hazardous substances been trained in the nature of the hazards and the means of controlling exposure?	
10	Are all hazardous substances appropriately stored? (e.g. banded/well ventilated area/incompatible substances segregated/not exposed to the weather)	
11	Is health surveillance required for workers that may be at risk of health effects arising from exposure to hazardous substances at work? If yes, have: <ul style="list-style-type: none"> these been scheduled and a competent person appointed to do checks under the supervision of authorised medical staff, and records been maintained? 	
12	Are all hazardous substances correctly labelled with the name of the substance and the basic health and safety information about the substance?	
13	Have emergency procedures to prevent fire or explosion and control risks due to escape or spillage of hazardous substances been established and documented?	
14	Is airborne monitoring necessary in the workplace? If yes, has this been scheduled, are records maintained, and has a competent person been appointed to do this task?	
15	Where manifest thresholds are exceeded, has WorkCover been notified?	
16	Has placards been provided where dangerous goods are stored or handled in bulk, or in packages above the placard quantity threshold?	
17	Is there a manifest where the quantity of dangerous goods stored or handled is above the manifest quantity threshold?	
18	Is a spill kit available in areas where hazardous substances are used/stored and are they easily accessible?	
19	Do regular emergency drills take place? Are records available?	
20	Are hazardous substances disposed of appropriately?	
Corrective Actions		Close Out

Work Health and Safety (Construction and Maintenance Works)**G22****H7 ELECTRICAL WORK**

Work involving use of electricity is potentially hazardous to the safety of the user and safe work operations. Procedures must provide guidance for the maintenance and safe operation of electrical equipment in accordance with the WHS Regulation and WorkCover Code of Practice “Electrical Practices for Construction Work”.

Note: “N.A.” means “Not Applicable”, “N.C.” means “Not Checked”

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Is an ‘Electrical Register’ identifying all electrical equipment and inspections conducted being maintained?	
2	Is a program in place for periodic inspecting and testing of electrical equipment by a suitably qualified person?	
3	Are all electrical installations and equipment inspected/tested and tagged in accordance with AS3760 and manufacturers recommendations?	
4	Is a program in place to evaluate compliance of equipment and subsequent action to be taken?	
5	Are all circuits including portable generators protected by an RCD?	
6	Are all flexible cords: <ul style="list-style-type: none"> • 10 Amp, • have heavy duty sheaths, and • no longer than 32m? 	
7	Are all generators effectively earthed?	
	Are all electrical leads: <ul style="list-style-type: none"> • kept off walkways, and • raised off the ground, away from water/corrosive substances/heat/friction or otherwise protected from damage? 	
8	Are all defective tools or cords tagged ‘Out of Service’?	
9	Has an ‘Electric Shock Response’ protocol been documented developed and communicated to those exposed to the risk?	
10	Are SWMS being used for all tasks involving interaction with electricity?	
11	Have effective control measures been implemented to eliminate or minimise exposure to electrical energy?	
12	Have workers and contractors who work with or in the vicinity of electrical equipment/installations, received training in the: <ul style="list-style-type: none"> • nature of the hazards involved, and • methods of controlling exposure to the hazard? 	
13	Is adequate signage in place to warn of electrical hazards and/or to restrict access to the area?	
14	Are all switches on electrical equipment correctly identified?	
15	Is live electrical work being undertaken in the presence of a safety observer who is qualified and competent to perform the particular task, and competent in electrical rescue and cardio-pulmonary resuscitation?	
16	Has the isolation point of the relevant electrical supply been clearly identified, and easily accessed and operated quickly?	
	Corrective Actions	Close Out

G22**Work Health and Safety (Construction and Maintenance Works)****H8A PRESTRESSING (GENERAL)****Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	<p>Have the following inspections been completed by the stressing operator prior to commencement of stressing:</p> <ul style="list-style-type: none"> (i) Is the concrete around the anchorages in good condition? (ii) Are anchorage components clean and are the wedges free to move inside the taper? (iii) Are the grips in the jack clean, free from dirt and not exhibiting excessive wear? (iv) Does the jack carry a durable, self-adhesive or positively secured tag which clearly shows: <ul style="list-style-type: none"> - final stressing pressure, - diameter and grade of the strand for which the jack is to be used, - jack identification number, - corresponding gauge number, and - expiry date of calibration? (v) Is there a copy of the current jack and calibration certificate with the jack and gauge on site at all times? 	
2	<p>During initial stressing, have the following issues been considered:</p> <ul style="list-style-type: none"> (i) Is the stressing being carried out to the method and schedule determined by the design engineer? (ii) Is the stressing being carried out to the load requirements on the structural drawings? (iii) Is a competent person present at the non-jacking end of double live end tendons to check that anchorage blocks and wedges are correctly seated, and to advise the stressing operator and to warn other site personnel to keep clear? 	
3	<p>Before final stressing is commenced, have the following been checked:</p> <ul style="list-style-type: none"> (i) Have adequately designed and constructed barriers been erected at the live ends of tendons being stressed? (ii) Has the stressing area been appropriately flagged and have warning signs been displayed? (iii) Has the operator checked that the area is clear and that there are no persons between the jack and the barricade or within 2 metres of any live end anchorage? (iv) Are there adequate clearances available for the jack to prevent possible skewing or lifting during stressing? (v) Do concrete compression tests indicate that transfer strength has been reached? 	
	Corrective Actions	Close Out

Work Health and Safety (Construction and Maintenance Works)**G22****H8B POST-TENSIONING****Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Have the following inspections been included by the stressing operator as part of their safe work method statement or procedure: (i) Inspection of the integrity of concrete around the anchorages? (ii) Inspection of anchorage components to ensure that they are clean and are the wedges free to move inside the barrel/taper? (iii) Inspection of the jack to ensure jaw is clean, free from dirt and not exhibiting excessive wear?	
2	Are suitable quantities and size of vibrators available to compact concrete around anti-burst steel?	
3	Is a suitable person available to monitor the concrete pour around ducts to ensure integrity maintained?	
4	Is anti-bursting steel installed in accordance with the design drawings?	
5	Is provision of suitable protection at the ends of pour when running strand available and being used?	
6	Does the jack carry a durable, self-adhesive or positively secured tag which clearly shows: • maximum stressing pressure, • the jack reference number and • calibration expiration date?	
7	Is a copy of the current jack and gauge calibration certificate available on site?	
8	Are suitable arrangements in place to ensure damage to tendons/strand does not occur during pre-pour operations? (Note: Use of oxyacetylene cutter and welding should be limited)	
9	Is a competent person available on site to supervise the installation of dead ends and couplers?	
10	Are strand coils installed in a frame designed by the contractor for the purpose of storing strand?	
11	If the coil storage frame is to be lifted, is certification that it is safe to do so available on site?	
12	Is the stressing being carried out to the method and schedule determined by the approved design?	
13	Is the stressing being carried out to the load and extension requirements on the structural drawings?	
14	Before final stressing commences, have the following been checked: (i) Have adequately designed and constructed barriers been erected at the live ends of tendons being stressed? (ii) Has the stressing area been appropriately flagged and have warning signs been displayed? (iii) Has the operator checked that the area is clear and that there are no unauthorised persons between the jack and the barricade or within 2 metres of any live end anchorage? (iv) Are there adequate clearances available for the jack to prevent possible skewing or lifting during stressing?	
15	Are records available to show that the transfer strength for specific concrete pours has been achieved?	
16	Is suitable protection offered to other trades during cutting of strand after stressing?	
17	Are suitable waste bins provided to maintain housekeeping at stressing location?	
	Corrective Actions	Close Out

H9 BLASTING USING EXPLOSIVES**Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

G22**Work Health and Safety (Construction and Maintenance Works)**

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Has blasting been approved under the project environmental conditions of approval?	
2	Has a blast management plan been prepared, approved and available on site?	
3	Does the plan include a procedure to address misfires?	
4	Is there a procedure to manage traffic and minimise delays associated with blasting (e.g. TMP/TCPs)?	
5	Is there a requirement for the assessment of the weather prior to blasting and during loading?	
6	Is there a requirement to assess risk of fall adjacent to cut batter slopes pre/post blasting?	
7	Does the shotfirer have a current WorkCover blasting explosive user licence?	
8	Do all personnel handling explosives have a licence?	
9	Do the quantities of explosive/s being transported require a licence? Is a copy of the licence/s available on site?	
10	Has approval by WorkCover been granted for storage of explosives on site?	
11	Is a copy of the site security plan available?	
12	Has the contractor developed a loading sequence plan to address the safety of personnel and general public?	
13	Are all blasting consumables stored securely and are site plans in place to manage the security of boosters and detonators?	
14	Does the plan address the timing of priming holes?	
15	Has the Contractor provided a method to isolate the blast area during loading/charging of holes?	
16	Has the Contractor provided a method to prevent contamination of holes post drilling?	
17	Are precautions taken to ensure that the safety fuses, lead wires, detonating cord or signal tube connected to the primer are not damaged during the placing of stemming material and subsequent tamping?	
	Corrective Actions	Close Out

H10 WORK NEAR UNDERGROUND UTILITIES

Note: "N.A." means "Not Applicable", "N.C." means "Not Checked"

Work Health and Safety (Construction and Maintenance Works)**G22**

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Have "Dial Before You Dig" records showing the location of underground utilities been obtained no greater than 28 days prior to work commencing?	
2	Has a site survey been carried out to identify surface indicators of utilities (e.g. light posts, valve pits, pit covers)?	
3	Has all information concerning the location of utilities been provided to the responsible supervisor or contractor at the work site and communicated to relevant persons on site?	
4	Have suitable cable and pipe locating devices been used to confirm position of the utilities? (Remember that these devices cannot detect plastic pipes)	
5	Are cable and pipe locating devices calibrated/serviced as per manufacturer's requirements?	
6	Are persons locating underground utilities trained in the operation of locating devices?	
7	Has the asset owner been notified where excavation is within the minimum distance stated in WorkCover Guide 2007 "Work Near Underground Assets" Table B?	
8	Have safe work method statements been developed for working near underground utilities and are workers trained in following these work methods and the hazards facing them if these systems are not employed?	
9	Have managers/supervisors been trained in the hazards and overarching requirements regarding inadvertent contact with underground utilities?	
10	Have all those undertaking work near underground utilities been instructed, trained and assessed as competent for the task (e.g. plan/map reading, utility specific statutory training, risk assessment methodology)?	
11	Has the position of underground utilities been marked on the surface?	
12	Has the location of utilities been plotted on the work area plan?	
13	Are relevant authorities notified of any inconsistencies between the information they provided and the actual location of the utilities?	
14	If utilities cannot be located according to plans provided by the relevant authority, is the authority's assistance sought at the site to locate the utility?	
	Vertical Boring	
15	Have all underground utilities located within 500 mm of the vertical boring been positively identified through potholing?	
	Excavation	
16	Is all excavation work (i.e. mechanical excavation and excavation using non-powered hand tools) being undertaken in accordance with the minimum distances stated in WorkCover Guide "Work Near Underground Assets"?	
17	Have all underground utilities near machine excavation work been positively identified through potholing with non-conductive tools?	
18	Is a competent safety observer in place when excavating around underground utilities?	
19	Are all workers kept clear of the excavator bucket while digging work is conducted in the vicinity of utilities?	
	Assets Around Poles	
20	Has approval from the asset owner been obtained for excavations within 10 m of Single Wire Earth Return transformer poles?	
	Corrective Actions	Close Out

G22**Work Health and Safety (Construction and Maintenance Works)****H11 WORK NEAR OVERHEAD UTILITIES**

Procedures should provide guidance for the safe work around overhead powerlines in accordance with WorkCover Code of Practice 2006 “Work Near Overhead Powerlines”.

Note: “N.A.” means “Not Applicable”, “N.C.” means “Not Checked”

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Is there another way of undertaking the work that would eliminate the need to work within the “no go” zones?	
2	Has the network operator been consulted regarding the proposed work?	
3	Is it possible to have the supply authority de-energise the overhead lines while work is being carried out in the vicinity?	
4	Have staff involved in the work been trained in controlling risks from overhead utilities in the vicinity of work sites?	
5	Have safe work method statements been developed for working near overhead utilities and are staff trained in following these work methods?	
6	Have plans and other relevant information about the overhead utilities been obtained?	
7	Has the location of overhead utilities been plotted on the work area plan?	
8	Has all information concerning the location of utilities been given to the responsible supervisor or contractor at the work site?	
9	Has allowance been given to variations in the sag of the line at different times of the day?	
10	Has allowance been given to the sway of the lines, particularly if wind conditions change during the work period?	
11	Are relevant authorities notified of any inconsistencies between the information they provided and the actual locations of the utilities?	
12	Are the minimum working distances specified in the Code of Practice been complied with: 8 m, for > 330kV 6 m, for > 132kV but < 330kV 3 m, for <132kV	
13	If working within the approach distances, has: <ul style="list-style-type: none"> a spotter been designated to observe the operation of the plant, the plant operator and the spotter completed “Crane and plant Electrical Safety” course? 	
14	Is the supply authority told when work in the vicinity of overhead utilities has been completed and is a record kept of notification?	
	Corrective Actions	Close Out

Work Health and Safety (Construction and Maintenance Works)**G22****H12 EXCAVATION****Definition:**

“Excavation” is defined to include the excavation or filling of trenches, ditches, shafts, drifts, rises, wells, tunnels and pier holes, open excavations (where the width is equal to or greater than the depth), work involving the use of caissons and cofferdams or any similar work.

Note: “N.A.” means “Not Applicable”, “N.C.” means “Not Checked”

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Have all excavation work been subject to a risk assessment before commencement, or whenever there is a change that may cause new hazards, with particular attention being paid to: <ul style="list-style-type: none"> • possibility of the fall or dislodgement of earth/rock or other materials? • instability of the excavation or adjoining structure? • in rush of water (or any other substance, e.g. sewage)? • placement of excavated material? • instability due to person or plant working adjacent to the excavation? 	
2	Has a SWMS been developed and all excavation workers trained on its contents?	
3	Is an adequate system of safety (including benching, battering, shoring, or other forms of earth retention) being used to control the major hazards associated with excavations?	
4	If benched or battered, is the angle of repose less than 45°? (If the angle of repose is greater than 45°, written certification by a geotechnical engineer is required)	
5	Have trench covers and shoring been approved by a structural engineer?	
6	Are excavations in or adjacent to roads adequately shored or supported to: <ul style="list-style-type: none"> • ensure the stability of residual road slab after excavation is complete? • provide support for all pavements or road surfaces whilst the excavation is open? • control for instability due to adjacent or overhead traffic? 	
7	Have underground and overhead services been identified, marked, and located prior to excavation commencing?	
8	Has a competent person been appointed to supervise: <ul style="list-style-type: none"> • excavations more than 1.5 metre deep? • work in tunnels? • on caissons and cofferdams? • compressed air work in an excavation? 	
9	Are all excavations been secured and barricaded to ensure the safety of persons on site and members of the public?	
10	Has safe access and egress been provided for in the excavation (including to and from caissons and cofferdams) throughout the duration of the works?	
11	Is there a procedure to ensure no person work alone in or around an excavation ranked as a high or medium risk at any time?	
12	If a stand by person has been provided, are they located outside the zone of influence?	
13	Have emergency procedures been developed and communicated to all persons working in or near the excavation works before work commences?	
14	Do the emergency procedures address all foreseeable major hazards, in particular: <ul style="list-style-type: none"> • collapse of excavation, • unplanned contact with underground or overhead services, • inrush of water or other substance into excavation, • exposure to hazardous substances? 	
15	Has a schedule of inspections by a competent person based on the outcomes of the risk assessment been developed?	
16	Has a competent person completed regular inspections of the excavation as required by inspection schedule?	

G22**Work Health and Safety (Construction and Maintenance Works)**

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
17	Is the zone of influence free of: <ul style="list-style-type: none"> excavated material? operating plant? 	
18	Have foreseeable hazards arising from the operation of plant/equipment in or near the excavation been assessed, including the following: <ul style="list-style-type: none"> contact with overhead utilities? effect of mobile plant on the stability of the excavation? contact with persons or other machinery? ejection of material? possibility of overturning? 	
19	Has the possibility of the excavation becoming a confined space been considered and controlled?	
	Corrective Actions	Close Out

Work Health and Safety (Construction and Maintenance Works)**G22****H13 LEAD WORK****Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Has WorkCover been notified of lead risk work at least 60 days before the work begins (unless a shorter notice time has been agreed upon by WorkCover)?	
2	Has a risk assessment and SWMS for lead exposure to personnel including workers and members of the public been completed?	
3	Are SWMS reviewed when there is evidence that: <ul style="list-style-type: none"> they are no longer valid, or older than 3 years? a new lead source is identified? overexposure to lead has occurred? new equipment or new work practices? a significant change is proposed at the place of work, or work practices or procedures? 	
4	Have the most appropriate work methods to minimise exposure to lead been implemented, e.g. compressed air/gas or dry sweeping not used for cleaning, use of vacuum shrouded tools, no/minimal hot works?	
5	Are all personnel working with molten lead, lead fumes or lead dust trained in ways to control exposure to themselves, others and the environment?	
6	Does the lead training include: <ul style="list-style-type: none"> handling requirements? ventilation and other control devices? PPE, care, maintenance and use? 	
7	Are training records maintained and is refresher training provided every 2 years?	
8	Is biological monitoring of workers blood lead levels and ongoing health surveillance provided?	
9	Is an emergency response plan evident and is workers training in this plan?	
10	Has environmental monitoring completed to assess emission control systems and emission monitoring?	
11	Is a restricted lead process area well delineated/signed to keep out unauthorised persons and is contamination contained within this area?	
12	Is there a suitable decontamination unit and laundering procedure available for workers?	
13	Are hygiene requirements outlined and complied with?	
14	Are records of those removed from lead risk work kept for at least 5 years?	
	Corrective Actions	Close Out

G22**Work Health and Safety (Construction and Maintenance Works)****H14 ASBESTOS REMOVAL/DISTURBANCE****Note:** "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Does the contractor have a WorkCover licence for: <ul style="list-style-type: none"> friable asbestos activities that will take longer than 1 hour work? removal or disturbance of bonded asbestos within a 10 square metre limit? 	
2	Is there an Asbestos Management Plan?	
3	Has a risk assessment been completed by a technically competent person prior to commencing work with asbestos contaminated material (ACM)?	
4	Is asbestos waste removed by a competent person?	
5	Are there SWMS for activities involving ACM?	
6	Are responsibilities for the security and safety of the asbestos removal site and asbestos work area specified in the asbestos removal control plan?	
7	Has health surveillance for staff potentially exposed to asbestos been implemented as determined by a risk assessment, i.e. ongoing or periodic atmospheric monitoring?	
8	Is air monitoring completed by a competent person (usually a qualified occupational hygienist)?	
9	Have all persons exposed to ACM been trained in: <ul style="list-style-type: none"> Identification and signage of areas where ACM is known to exist? Dealing with the hazards involved? Systems of work and other control measures? PPE use, care and maintenance? Emergency procedures? 	
10	Is all ACM clearly labelled?	
11	Is there a satisfactory decontamination procedure for cleaning the site once the work is completed?	
12	Has a clearance been provided by a competent person prior to re-occupying the area?	
	Corrective Actions	Close Out

Work Health and Safety (Construction and Maintenance Works)**G22****H15 NOISE****Definition:**

The RMS is a signatory to the WorkCover NSW Construction Noise MOU. The RMS requires all organisations working on RMS controlled or funded works to adopt the principles set out within the MOU.

Note: "N.A." means "Not Applicable", "N.C." means "Not Checked"

Item	Checklist	Yes/No (✓/✗) N.A. or N.C.
1	Has an organisational noise management policy and procedures been developed and implemented?	
2	Has a noise management plan per site, including noise reduction strategies been developed and implemented?	
3	Have responsibilities and accountabilities been assigned for the implementation of the noise management plan at each site?	
4	Has a noise awareness and education program been undertaken at each site?	
5	Has plant (including owned, hired or leased) that has the potential for exceeding an 8-hour noise level equivalent of 85 dB(A), been assessed to determine noise emissions?	
6	Where plant is identified as exceeding these levels, have procedures implemented to protect workers?	
7	Are records such as site noise management plans, principal contractor's and sub contractor's noise assessments, assessments of plant with a noise level in excess of 85 dB(A) Leq, workplace monitoring results and noise awareness training maintained?	
8	Are noise management requirements included in all purchasing policies and procedures?	
9	Are noise management requirements included in all contract tender processes with subcontractors?	
10	Is hearing protection issued to and worn by workers?	
11	Is noisy plant and work areas appropriately labelled/signposted?	
	Corrective Actions	Close Out

ANNEXURE G22/I – (NOT USED)

ANNEXURE G22/J – TRUCK AND PLANT REQUIREMENTS**SCHEDULE J1 TRUCK REQUIREMENTS**

All trucks must comply with the Work Health and Safety Act and Regulations, Commonwealth and State legislation, and relevant Australian Standards in addition to the requirements set out below.

J1.1 Registration

All trucks must meet the requirements for NSW registration and be fully registered for the duration of the hire.

The appropriate registration label must be affixed in a secure, visible location. All old labels must be removed.

J1.2 Safety Standards

These standards have been adapted from the Work Health and Safety Act and Regulations, Commonwealth and State legislation, various Australian Standards and RMS requirements.

J1.2.1 Neutral Start

Neutral start switches must operate on all trucks with automatic transmissions.

J1.2.2 Brakes

Service brakes, parking brakes and trailer brakes must be fully operational and free from any defects. Air systems must be free from leaks and contamination.

J1.2.3 Seat Belts

Seat belts when fitted must be free of defects and worn at all times. Seat belts must not be removed where fitted as part of original manufacturer's equipment.

J1.2.4 Reverse Alarm

All trucks must be fitted with a reverse alarm that is automatically activated when reverse gear is selected. Alarms which vary the output in response to changes in the surrounding noise level, i.e. self-adjusting type alarms (e.g. "Smart Alarm"), are preferred.

The alarm's noise level range must be 87 to 112 dB(A) at 1 metre distance from the alarm. Self-adjusting type alarms must be mounted with an unobstructed 'vision' to the rear of the truck. All alarms must be clearly audible above the noise level of the truck. Fixed output reverse alarms originally fitted by the truck manufacturer are acceptable.

Truck and trailer combinations must be fitted with a reverse alarm at the rear of the rear-most trailer where the trailer's ATM/GTM exceeds 4.5 tonnes and/or length exceeds 6 metres.

J1.2.5 Compulsory Signs

Tipper trucks must have an Electrical Hazard Warning notice fitted clearly visible to the driver whilst the hoist is being operated. The Electrical Hazard Warning must display the minimum safe working distances.

J1.2.6 Amber Beacon

Trucks must have at least one amber beacon, which is active, whenever the truck is operating on the job site. The beacon must be mounted as near as possible to the top of the truck, and be clearly visible in normal daylight up to a distance of 200 metres in all directions.

Amber beacons that are halogen rotating types (minimum 55 watts) are preferred. Strobe lights, which are minimum 8-joule double pulse, are also acceptable.

J1.3 Mechanical Requirements

J1.3.1 Leaks

The engine, transmission, driveline, hydraulics and fuel system must not have any leaks that allow oil or fuel to drip on the road surface, exhaust system or onto brake components. Steering and brake systems must be free from leaks. Catch trays or tanks to contain leaks are unacceptable.

J1.3.2 Engine

Must start easily and provide sufficient power. Frequent jump-starting is dangerous and unacceptable.

J1.3.3 Cooling System

Must provide efficient cooling for all climatic conditions. All drive belts and hoses must be free from deterioration and/or leaks.

J1.3.4 Exhaust System

Must be free from leaks and be securely mounted.

J1.3.5 Exhaust Smoke

Trucks must not emit visible smoke for continuous periods of more than 10 seconds (Protection of the Environment Operations Act 1997).

J1.3.6 Transmission and Final Drive

Must operate to the manufacturer's specifications and be free of leaks.

J1.3.7 Hydraulics

All hydraulic functions must respond quickly and smoothly, and be free from leaks and hydraulic creep.

J1.4 Cab/Chassis Requirements

J1.4.1 Cabin

Must be free from damage, cracks, advanced rust, missing or loose bolts, sharp edges or protrusions that could cause injury.

Steps and handrails must be in good condition as originally manufactured.

J1.4.2 Windows

The windscreen and all other windows must be free from defects that impair visibility. All glass must be of an approved safety type.

J1.4.3 Suspension

Suspension components must not be broken, loose, cracked, cut, missing or modified. All nuts, bolts and locking devices must be in place and secure. The maximum allowable wear in any suspension component must not exceed manufacturers' specifications, or where these are not available, 3 mm.

J1.4.4 Steering

Steering components must not be broken, loose, cracked, cut, missing or modified. All nuts, bolts and locking devices must be in place and secure. The maximum allowable free play in any steering joint must not exceed manufacturers' specifications, or where these are not available, 3 mm. Rotational free play at the steering wheel must not exceed 100 mm.

The steering must operate smoothly in both directions.

J1.4.5 Tyres

Must be free from deep cuts, bulges, exposed cords or other signs of carcass failure. Tyres must be of the correct type, load rating and size to suit the wheel rims. Tyres must meet legal requirements.

It is preferred that trucks carry a spare wheel at all times.

J1.5 Miscellaneous Requirements**J1.5.1 Controls and Switches**

Controls and switches must be in good condition, perform as designed and be clearly and permanently labelled to indicate the direction of movement and/or function.

J1.5.2 Seats

All seats must be in good condition, secure and must not affect the operator's ability to operate the truck.

J1.5.3 Work Attachments/Tools

All attachments must be in good condition and working order.

J1.5.4 Fifth Wheel (Turntable)

Clearance in the fifth wheel must be within the manufacturer's specifications.

J1.5.5 Electrical System

All electrical equipment must operate as intended by the manufacturer. Electrical wiring and connections, both inside and outside the truck, must be secure and free from any damage or corrosion. Insulation must not be chafed or exposed to excessive heat.

The battery must be securely mounted and free from any cracks or leaks. Loose connections, which could cause arcing, are unacceptable.

J1.5.6 Truck Security

Parts of the truck which are critical to its operation and which are subject to vandalism must be adequately protected. Cabins must have provision to be locked.

J1.5.7 Tarping

Provide secure tarping to cover the load. Permanent load covers (such as "Enviro" tarps) are preferred.

J1.5.8 Truck Body

Trucks and trailers with hydraulic tipping bodies must have a self-supporting safety prop permanently attached to support the body when required. Tip-over axle/body tippers are exempt from safety props.

Bodies must be free of any defects that will allow any loss of material.

J1.5.9 Tow Bar

Tow couplings must be stamped with the manufacturers name and capacity.

Trailer brake connections must be dual line air with self-sealing quick release couplings.

Safety chain connections must be of an approved type and capacity.

J1.5.10 Daily Inspection Reports

Daily inspections must be carried out and reports must be filled out prior to the commencement of each shift and must be available in the truck for inspection.

J1.5.11 Test Jet for Foamed Bitumen Stabilisation Plant

The test jet on either a mobile reclaimer or stationary plant dedicated to foamed bitumen stabilisation must be located on the side of the chassis with a metal cylindrical container of sufficient capacity to conduct the assessment of the bitumen foaming characteristics. The container must be mechanically attached to the test jet to ensure the operator is not required to hold the container during the test period. Also, the container must also be shaped to prevent any spillage or overflow of the hot foamed bitumen.

The location of the test jet must be at a safe location and operated by a competent person in line with the relevant SWMS.

J1.6 Nonconformity

A truck with any of the following nonconformities must not be used on the site for the Works, and in the event the truck is on Site at the time the nonconformity is identified, must be immediately removed from the Site:

- (a) Defective neutral start where an automatic transmission is fitted;
- (b) Defective service, park or emergency brakes;
- (c) Defective seat belt or absence of a seat belt when required;
- (d) Inoperative or inaudible reverse alarm;
- (e) Dangerous suspension, steering or tyres;
- (f) Dangerous chassis defects;
- (g) Continuous dark exhaust smoke;
- (h) Truck is unregistered;
- (i) Any other condition which could impair the safe operation of the truck.

SCHEDULE J2 PLANT REQUIREMENTS

All plant must comply with Chapter 5 of the WHS Regulations, Federal and State legislation, and relevant Australian Standards in addition to the requirements set out below.

J2.1 Safety Standards**J2.1.1 Neutral Start**

Neutral start switches must operate on all transmissions other than manual gearboxes fitted with a mechanical type clutch.

Excavators and loaders are exempt from the normal type of neutral start switch. However, all original type safety/hydraulic locks must operate correctly and travel levers must self-centre to the neutral position.

J2.1.2 Service Brakes

Brake components must be free from leaks or defects and be securely mounted. Brake controls must be fully operational and free from any defects. Air tanks must be free of contamination.

Plant fitted with steel drums or a combination of steel drums/rubber tyres or tracks, while on the maximum operating gradient specified by the manufacturer, must be capable of stopping as shown in the table below:

Plant operating mass	Stopping distance from 5 km/h
Less than 5400 kg	1.2 metres
5400 kg to 13600 kg	1.5 metres
Greater than 13600 kg	1.9 metres

Plant fitted with rubber tyres, while on the maximum operating gradient specified by the manufacturer, must be capable of stopping as shown in the table below:

Plant operating mass	Stopping distance from 30 km/h
Up to 2500 kg	9 metres
Greater than 2500 kg	14 metres

Where it is not possible to test the brakes of load-carrying plant in a loaded condition, e.g. water tankers and dump trucks, this plant may be subjected to a brake test in a loaded condition at a time agreed with you.

J2.1.3 Park Brake

On implement-type plant, the park brake must be capable of holding the plant item on an incline:

- (a) of 15%, i.e. approximately 1 in 7, or 9 degrees for wheeled plant; or
- (b) 25%, i.e. 1 in 4, or 14 degrees for rollers.

For truck-mounted plant, the emergency brake must meet the following minimum braking standard:

Plant operating mass	Stopping distance from 30 km/h
Up to 2500 kg	22 metres
Greater than 2500 kg	34 metres

J2.1.4 Emergency Stop Devices

Emergency stops must be prominent, clearly and durably labelled and easily accessible to the operator. Handles, bars or push buttons must be coloured red. These devices must not be affected by any electrical or electronic malfunction.

J2.1.5 Protective Structures (ROPS/FOPS)

All earthmoving machinery designed to have a mass of 700 kg or more, but less than 100,000 kg must comply with the following:

- (a) if the machinery was manufactured, imported or originally purchased after 1989, it is securely fitted with a protective structure that conforms with AS 2294.1, AS 2294.2 and AS 2294.3 Earth-Moving Machinery – Protective Structures; or
- (b) if the machinery was manufactured, imported or originally purchased during or before 1989, it is securely fitted with:
 - (i) a protective structure that conforms with AS 2294.1, AS 2294.2 and AS 2294.3; or
 - (ii) if such a structure is not available, an alternative protective structure designed by a suitably qualified engineer having regard to the performance requirements of AS 2294.1, AS 2294.2 and AS 2294.3.

All tractors designed to have a mass of 560 kg or more, but less than 15,000 kg must comply with the following:

- (A) if the tractor was manufactured, imported or originally purchased after 1981, it is securely fitted with a protective structure that conforms with AS 1636.1, AS 1636.2 and AS 1636.3 Tractors-Rollover Protective Structures – Criteria and Tests; or
- (B) if the tractor was manufactured, imported or originally purchased during or before 1981, it is securely fitted with:
 - (i) a roll-over protective structure that conforms with AS 1636.1, AS 1636.2 and AS 1636.3 Tractors- Roll-over Protective Structures – Criteria and Tests; or
 - (ii) if such a structure is not available, an alternative roll-over protective structure designed by suitably qualified engineer having regard to the performance requirements of AS 1636.1.

The protective structure must be identified with the information required by:

- (i) AS 2294.1, AS 2294.2 or AS 2294.3; or
- (ii) AS 1636.1,

whichever is appropriate.

Exclusions:

Subject to the conditions set out below, the following types of machinery are excluded from this section to fit operator protective structures that conform with AS 2294:

- (I) Road rollers or compactors with a mass of 2,700 kg or less
- (II) Paving machines;

G22**Work Health and Safety (Construction and Maintenance Works)**

(III) Earthmoving equipment that is designed to be operated by an operator in a standing position. These include profilers, stabilisers, materials transfer vehicles and stand-up loaders and excavators;

(IV) Hydraulic excavators.

The exclusions outlined above may be applied provided that:

(#a) The risks of the earthmoving equipment or objects falling on their operators have been assessed and other means are used to control them. The risk assessment must be in writing and the controls should form part of the SWMS;

NOTE:

The risk must take into account such variable as: amount of load, distribution of load, speed of machine, ground conditions, gradient, tyre pressures, steering angle and resistance of object (such as machine's centre of gravity, stiffness of suspension and track width).

(#b) Where a risk assessment indicates that the operator of a hydraulic excavator, including those designed to be operated in a standing position, is at risk from falling objects and/or objects that approach the excavator from the front of the excavator, it is fitted with a protective structure that conforms with AS 4988;

(#c) Where a risk assessment indicates that compact excavators - those with an operating mass of between 1,000 kg and 6,000 kg – are at risk of tipping over, they must be fitted with a structure that conforms to AS 4987;

(#d) Where a risk assessment indicates that it is necessary to fit machines listed for exclusion with operator protective structures other than those within the scope of AS 4987 and AS 4988, the structure is designed by a suitably qualified engineer having regard to the performance requirements of the relevant part(s) of AS 2294. Such a structure would not require deformation testing if the engineer is satisfied that calculations are sufficient to prove its performance.

J2.1.6 Seat Belts

All earth moving machinery fitted with a roll-over protective structure must be fitted with seat belts conforming to one of the following Standards:

- (i) Australian Standard AS 2664;
- (ii) Society of Automotive Engineers SAE J386;
- (iii) International Standard ISO 6683.

All tractors fitted with a roll-over protective structure must be fitted with seat belts conforming to one of the following Standards:

- (A) Australian Standard AS 2596;
- (B) Society of Automotive Engineers SAE J386 or equivalent.

Each seat belt assembly or part assembly must be permanently and legibly marked with the following:

- (a) The manufacturer's name and trademark; and
- (b) Date of manufacture by month and year; and
- (c) Manufacturer's identification code (relevant standard).

Exclusions:

Earth moving equipment, which from the previous Clause J2.1.5, may or may not be required to have protective structures (ROPS/FOPS), must be assessed individually for their requirement

for seat belts, depending upon their safe operation and risk assessment outcomes; for example, earth moving equipment, which has been designed for safe operation with the operator in a standing position.

The exclusions outlined above may be applied providing that the risks associated with not complying with the above requirements have been identified and assessed and other means are used to control them. The risk assessment must be in writing and the controls must form part of the SWMS.

J2.1.7 Reverse or Travel Alarm

All plant must be fitted with a reverse alarm, which is clearly audible and automatically activated when reverse gear is selected.

Excavators and plant with restricted operator vision in both forward and reverse directions must be fitted with a travel alarm, which operates in both directions. Alternatively, two alarms may be fitted.

Alarms which vary the output in response to changes in the surrounding noise level, (e.g. “Smart Alarm”) are preferred. The alarm’s base noise level must be not less than 87 dB(A) measured at a distance of 1 metre. Self-adjusting type alarms must be mounted with an unobstructed ‘vision’ to the rear of the plant. Fixed output reverse alarms originally fitted by the equipment manufacturer are acceptable.

For rollers with an operating mass less than 4,500 kg, an alarm with a base noise level of 85 dB(A) is acceptable, provided the plant:

- (a) has a noise level less than 80 dB(A);
- (b) does not have an enclosed cab.

J2.1.8 Compulsory Signs

Minimum compulsory sign requirements are summarised in Table G22/J.1 at the end of this section.

1. Hearing Protection

Any plant with a noise level above 85 dB(a) must be fitted with two 225 mm hearing protection signs, one each side, and one 50 mm hearing protection sign fitted to the operator’s console.

2. S.W.L.

Safe working loads must be distinctively labelled on all backhoes, excavators and loaders that are used for lifting loads.

3. Electrical Hazard Warning

Plant whose height can alter whilst working must be fitted with an Electrical Hazard Warning notice that displays the minimum safe working distances.

4. Roll over Hazard - Seat Belt Warning

All plant fitted with a ROPS canopy must have a safety sign warning that a roll over hazard exists, requiring the operator to wear the seat belt.

5. Articulation Joint Crush Zone

6. Hydraulic Steering

Plant with hydraulic steering must have a sign warning of the importance of maintaining hydraulic fluid level.

7. Confined Space

Plant with a confined space, e.g. water tankers, must have a sign fitted near the entry point to the confined space.

8. Dual Control

9. Left Hand Drive

10. Water-filled Tyres

Plant with water-filled tyres must have a warning sign adjacent to each tyre.

11. Lime/Cement Spreaders

Lime/cement spreaders are to be fitted with the following warning signs to advise the operator of the personal protective equipment to be worn:

- (i) Dust Mask;
- (ii) Eye Protection (goggles not glasses);
- (iii) Gloves;
- (iv) Overalls.

J2.1.9 Quickhitch

All hydraulic quickhitches must comply with AS1418.8. Correctly match the quickhitch and all Attachments.

Hitches must be identified with:

- (a) a unique identification mark;
- (b) manufacturer's name and model;
- (c) maximum rated attachment capacity;
- (d) mass of the hitch;
- (e) lift point capacity (kg).

J2.1.10 Machinery Guards

Fit all rotating, moving or hot components with an appropriate safety guard to prevent injury to any person.

J2.1.11 Provision of Information

Ensure that relevant information on operating and emergency features of the plant is clearly displayed for the use of plant operators and inspectors and other persons affected by the operation of the plant.

J2.1.12 Daily Inspection Reports

Daily inspections must be carried out and reports must be filled out prior to the commencement of each shift and must be available in the plant item for inspection.

J2.2 Registration Requirements

J2.2.1 Registration

All plant must meet the requirements for NSW registration and must have either full registration or conditional registration.

The appropriate registration label must be affixed in a secure and visible location. All old labels must be removed. The plant must also display the current registration plates.

J2.2.2 Equipment

The minimum equipment requirements for plant are shown in Table G22/J.2 at the end of this section. These requirements are in accordance with those in RMS publication “Plant Vehicles - Registration Options”.

J2.2.3 Windscreen Wipers

Plant with windscreen must have an operative windscreen wiper, which effectively clears the screen directly in front of the operator and gives an adequate view in front of the plant. Wipers fitted to other windows must also operate effectively.

J2.2.4 Lights and Reflectors

The requirements for lights and reflectors are shown in Table G22/J.2 at the end of this Annexure.

Plant for night work must have suitable and efficient lights, including headlights or work lights.

J2.2.5 Reflective Tape

Fit dozers and excavators that do not have rear reflectors and all rollers with side and rear reflective tape. Requirements for other plant are shown in Table G22/J.2 at the end of this Annexure.

1. Material

The tape must be **red** and **yellow** with a retro-reflective surface. Photometric performance and durability must comply with Class 2, AS/NZS 1906.

2. Size

The total surface area of reflective tape must be at least 0.32 square metres, e.g. 150 mm by 2,100 mm.

3. Installation

The tape must be evenly applied to the rear and sides of the plant. Tape must not be applied to the front of plant.

Where practical, the lower edge of the tape must be between 400 mm and 1,500 mm from the ground, with the outermost edge less than 150 mm from the corners of the plant.

J2.2.6 Horn

All plant must be equipped with a clearly audible horn. Exhaust whistles, compression whistles, sirens or alternating tone horns are not acceptable.

J2.2.7 Amber Beacon

Plant must have at least one amber beacon that is wired through the ignition switch and is active whenever the plant is travelling or operating on the job site. The beacon must be mounted as near as possible to the top of the plant, and be clearly visible in normal daylight up to a distance of 200 metres (and closing) in all directions. The beacon must be either a rotating type (minimum 55 watt) or flashing strobe type (minimum 8-joule double pulse).

Water tankers may be fitted with a switch to turn the beacon off when travelling on roads outside the job site.

J2.2.8 Rear Vision Mirrors

All plant must be fitted with rear vision mirrors that provide adequate rear vision on both sides of the plant.

J2.3 General Requirements**J2.3.1 Mechanical****1. Leaks**

The engine, transmission, drive-line, hydraulics and fuel system must not have any leaks which allow oil or fuel to drip on the road surface, or on exhaust system or on brake components. Steering and brake systems must be free from leaks. Catch trays or tanks to contain leaks are unacceptable.

2. Engine

Must start easily and provide sufficient power. Frequent jump-starting is dangerous and unacceptable.

3. Cooling System

Must provide efficient cooling for all climatic conditions. All drive belts and hoses must be free from deterioration and/or leaks.

4. Exhaust System

Must be free from leaks and be securely mounted.

5. Exhaust Smoke

Plant must not emit visible smoke for continuous periods of more than 10 seconds (Protection of the Environment Operations Act 1997).

6. Transmission and Final Drive

Must operate to the manufacturer's specifications and be free of leaks.

Lock manual gearboxes coupled to hydrostatic drives in gear to prevent accidental gear selection, when a separate effective service brake is not fitted.

7. Hydraulics

All hydraulic functions must respond quickly and smoothly, and be free from leaks and hydraulic creep. Time for the hydraulics to 'warm up' must be within manufacturer's specifications.

Plant used as a crane with a safe working load greater than 3,000 kg with anti-drop valves.

J2.3.2 Chassis**1. Chassis/Frame**

Must be free from cracks, advanced rust, missing or loose bolts, sharp edges or protrusions that could cause personal injury.

2. Body/Cabin/Steps/Handrails

Must be free from cracks, advanced rust, missing or loose bolts, sharp edges or protrusions that could cause injury. All doors, door locks and latches must be secure and functional.

Plant with fully enclosed cabins that have no opening windows must have an operational air conditioner fitted.

Steps and handrails must be in good condition as originally manufactured.

3. Windows

The windscreen and all other windows must be free from defects that impair visibility. All glass must be of an approved safety type.

4. Suspension

Suspension components must not be broken, loose, cracked, cut, missing or modified. All nuts, bolts and locking devices must be in place and secure. The maximum allowable wear in any suspension component is 3 mm.

5. Steering

Steering components must not be broken, loose, cracked, cut, missing or modified. All nuts, bolts and locking devices must be in place and secure. The maximum allowable free play in any steering joint is 3 mm. Rotational free play at the steering wheel must not exceed 100 mm.

The steering must operate smoothly in both directions. The operation of the steering, from lock to lock, on plant with full hydraulic steering is to be checked at approximately half the maximum engine speed.

6. Tyres

Must be free from deep cuts, bulges, exposed cords or other signs of carcass failure. Traction tyres must provide adequate grip. Tyres must be of the correct type, load rating and size to suit the wheel rims.

7. Tracks

Tracks and related equipment must be in good condition and must provide sufficient traction.

J2.4 Miscellaneous**1. Controls and Switches**

All controls and switches must:

- (i) be secure;
- (ii) function correctly and be free of excessive wear;
- (iii) perform as designed; and
- (iv) be permanently and clearly labelled to indicate the direction of the movement.

2. Seat

The operator's seat must be in good condition, secure and must not affect the operator's ability to operate the plant.

3. Work Attachments/Tools

All Attachments must be securely mounted, free from cracks, leaks or any defects and be in good working order (attachments include items such as buckets, blades, cutting edges, tynes, hydraulic tools, etc).

4. Articulation Joints

Clearance in the articulation joint must be within the manufacturer's specifications. There must also be a means of locking the articulation joint.

5. Electrical System

All electrical equipment must operate as intended by the manufacturer. Electrical wiring and connections, both inside and outside the plant, must be secure and free from any damage or corrosion. Insulation must not be chafed or exposed to excessive heat.

The battery must be securely mounted and free from any cracks or leaks. Loose connections, which could cause arcing, are unacceptable.

6. Plant Security

Parts of the plant that are critical to its operation and are subject to vandalism must be adequately protected, e.g. engine covers, console covers and cabins, by appropriate locking devices.

7. Noise Level

Determine the noise level at the operator's position in accordance with AS/NZS 1269.1. The noise level will be:

- (a) included in the information required by Clauses 3.2 and J2.1.11; and
- (b) the controls, that ensure people on the site are not exposed to noise levels which exceed a level equivalent to 85 decibels [85 dB(A)] over an eight hour day, are incorporated into the Safe Work Method Statement required by Clause 3.2.

8. Lifting Requirements

Plant that may be used as cranes, e.g. backhoes, loaders and excavators, having components used for lifting, e.g. hooks and lugs, that do not have a manufacturer's ID and SWL, require a structural engineer's certificate for these components.

J2.5 Nonconformities

Plant with any of the following nonconformities must not be used on the site for the Works, and in the event the plant is on Site at the time the nonconformity is identified, must be immediately removed from the Site:

- (a) Defective neutral start switch;
- (b) Defective service, park or emergency brakes;
- (c) Defective seat belt or absence of a seat belt when ROPS is fitted;
- (d) Inoperative or inaudible reverse/travel alarm;
- (e) Mechanical lock pin not available or not fitted to the quick hitch;
- (f) Machinery guards not fitted;
- (g) No manual transmission lock where required;
- (h) Dangerous suspension, steering or tyres;
- (i) Any other condition, which could impair the safe operation of the plant.

Table G22/J.1 - Minimum Compulsory Sign Requirements

Plant Item	Hearing Protection	SWL	Electrical Hazard Plate	Roll-over Hazard, Wear Seat Belt	Articulation Joint Crush Zone	Hydraulic Steering Warning	Confined Spaces	Dual Control	Left Hand Drive
Backhoe loader	Yes ²	Yes ¹	Yes	Yes ¹	No ³	Yes	No	No	No
Compactor	Yes ²	No	No	Yes ¹	Yes	Yes	No	No	No
Crane	Yes ²	Yes ¹	Yes	No	Yes ¹	Yes ¹	No	No	Yes ¹
Dozer	Yes ²	No	No	Yes ¹	No	Yes	No	No	No
EWP	Yes ²	Yes ¹	Yes	No	No	No	No	No	No
Excavator	Yes ²	Yes ¹	Yes	Yes ¹	No	Yes	No	No	Yes ¹
Grader	Yes ²	No	No	Yes ¹	Yes ¹	Yes	No	No	No
Lime/cement spreader ⁴	Yes ²	No	No	No	Yes ¹	No	Yes	No	No
Loader	Yes ²	Yes ¹	Yes	Yes ¹	Yes ¹	Yes	No	No	No
Multi-tyred roller	Yes ²	No	No	Yes ¹	No	Yes	Yes ¹	Yes ¹	No
Padfoot roller	Yes ²	No	No	Yes ¹	Yes	Yes	No	Yes ¹	No
Paver	Yes ²	No	No	No	No	Yes	No	Yes ¹	No
Profiler	Yes ²	No	Yes	Yes ¹	No	Yes	No	Yes ¹	No
Scraper	Yes ²	No	No	Yes ¹	Yes	Yes	No	No	Yes ¹
Skidsteer loader	Yes ²	Yes ¹	Yes ¹	Yes ¹	No	Yes	No	No	No
Smooth drum roller	Yes ²	No	No	Yes ¹	Yes	Yes	No	Yes ¹	No
Soil stabiliser	Yes ²	No	No	Yes ¹	Yes ¹	Yes	No	Yes ¹	Yes ¹
Sweeper	Yes ²	No	Yes ¹	No	Yes ¹	Yes ¹	Yes	Yes ¹	No
Tandem drum roller	Yes ²	No	No	Yes ¹	Yes	Yes	No	Yes ¹	No
3 point roller	Yes ²	No	No	Yes ¹	Yes	Yes	No	Yes ¹	No
Tractor	Yes ²	No	No	Yes ¹	No	Yes	No	No	No
Water tanker	Yes ²	No	No	No	Yes ¹	Yes ¹	Yes	No	No

Notes applying to table:

1. Denotes that these warning signs must be fitted where applicable.
2. Hearing protection signs must be fitted when noise levels exceed 85dB(A).
3. Recommended that these signs be fitted near the boom area.
4. Lime/cement spreaders must also be fitted with warning signs to advise that eye protection, dust mask, gloves and overalls must be worn whilst operating the equipment.
5. All plant with water-filled tyres must have a warning sign adjacent to each tyre.
6. Emergency stop devices must be clearly marked/labelled.

Table G22/J.2 - Minimum Plant/Equipment Requirements

Plant Item	Amber rotating beacon	Brake lights & turn signals	Headlights, tail lights & clearance lights	Rear reflectors	Rear & side reflective tape	Rear vision mirror(s)	Horn	Reverse or travel alarm	Neutral Start
Backhoe loader	Yes	Yes	Yes ¹	Yes	No	Yes	Yes	Yes	Yes
Compactor	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Crane	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes ⁴
Dozer	Yes	No	No	Yes	Yes ³	Yes	Yes	Yes	Yes
EWP	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes ⁴
Excavator	Yes	No	No	Yes	Yes ³	Yes	Yes	Yes	Yes ⁴
Grader	Yes	Yes	Yes ¹	Yes	No	Yes	Yes	Yes	Yes ⁴
Lime/cement spreader⁴	Yes	Yes	Yes ¹	Yes	No	Yes ⁵	Yes ⁵	Yes ⁵	Yes
Loader	Yes	Yes	Yes ¹	Yes	No	Yes	Yes	Yes	Yes
Multi-tyred roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Padfoot roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Paver	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Profiler	Yes	No	No	No	Yes ²	Yes	Yes	Yes	Yes
Scraper	Yes	No	No	No	Yes ²	Yes	Yes	Yes	Yes
Skidsteer loader	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Smooth drum roller	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes ⁴
Soil stabiliser	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Sweeper	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Tandem drum roller	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
3 point roller	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Tractor	Yes	Yes	Yes ¹	Yes	No	Yes	Yes	Yes	Yes ⁴
Water tanker	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes ⁴

Notes applying to table:

1. Only required if plant item is on full 24 hour registration.
2. If no rear reflectors, brake lights and turn signals.
3. If no rear reflectors.
4. Refer to Schedule J2 for detailed requirements.
5. Where applicable.

ANNEXURE G22/K – HEALTH AND SAFETY INSPECTION CHECKLIST

This checklist is intended as a guide only. Use it to the extent that it is appropriate to the Works under the Contract and add other project specific checklists for the purposes of completing physical inspections.

General Health and Safety Physical Inspection Checklist

Contract Title:	
Contract No:	
Contractor:	
Worksite Location: Date:	
Persons carrying out inspection:	
Indicate in the following manner:	
✓ Acceptable ✗ Not Acceptable N/A Not Applicable N/C Not Checked	
1. Health and Safety Systems	
1.1 WHS policy displayed	
1.2 Accident report book	
1.3 Induction records	
1.4 Injury management policy available	
1.5 Workplace inspection records	
1.6 Emergency procedures in place	
1.7 Training record 0073	
1.8 Documented safe work procedures	
1.9 Protective clothing & equipment records	
1.10 MSDS available	
1.11 Health & safety systems manual	
1.12 Management safety representative appointed	
1.13 Contract risk assessment available	
1.14 Contract site specific health & safety system available	
2. Housekeeping	
2.1 Work areas free from rubbish & obstructions	
2.2 Clear access and egress in the workplace	
2.3 Surfaces safe and suitable	
2.4 Free from slip/trip hazards	
2.5 Floor openings covered	
2.6 Stock/material stored safely	
AISLES	
2.7 Unobstructed and clearly defined	
2.8 Adequate lighting	
2.9 Vision at corners	
2.10 Wide enough	
3. Electrical	
3.1 No broken plugs, sockets, switches	
3.2 No frayed or defective leads	
3.3 Power tools in good condition	
3.4 No work near exposed live electrical equipment	
3.5 Tools and leads inspected and tagged	
3.6 No strained leads	

G22**Work Health and Safety (Construction and Maintenance Works)**

3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
3.12	Switchboards secured	
3.13	Appropriate fire fighting equipment	
4. Mobile Plant and Equipment		
4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	
4.12	Certificates of competency sighted	
4.13	Trainee log books in use	
4.14	Plant keys and unattended plant kept secure	
5. Machinery and Workbenches		
5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
WORKBENCHES		
5.8	Clear of rubbish	
5.9	Tools in proper place	
5.10	Duckboards or floor mats provided	
6. Hazardous Substances		
6.1	Chemical register developed	
6.2	Stored appropriately	
6.3	Containers labelled correctly	
6.4	Adequate ventilation/exhaust systems	
6.5	Protective clothing/equipment available/used	
6.6	Satisfactory personal hygiene practices	
6.7	Waste disposal procedures	
6.8	Material safety data sheets available	
6.9	Chemical handling procedures followed	
6.10	Appropriate emergency/first aid equipment - shower, eye bath, extinguishers	
6.11	Hazchem signing displayed	
7. Welding		
7.1	Only trained personnel permitted to weld	
7.2	Gas bottles securely fixed to trolley	
7.3	Welding fumes well ventilated	
7.4	Fire extinguisher near work area	
7.5	Only flint guns used to light torch	
7.6	Flash back spark arresters fitted	
7.7	Vision screens used for electric welding	
7.8	LPG bottles within 10 year stamp	
7.9	PPE provided and worn	
7.10	Hot Work permit system used	
8. Excavations		

Work Health and Safety (Construction and Maintenance Works)**G22**

8.1	Shoring in place and in sound condition for all trenches more than 1.5 m	
8.2	Excavation well secured	
8.3	Signage displayed	
8.4	Banks battered correctly and spoil away from edge	
8.5	Sufficient clear areas and safe access around excavation	
8.6	Separate access and egress points from excavation	
8.7	Safe work procedure in place	
9. Prevention of Falls		
9.1	All work platforms have secure handrails, guarding or fence panels	
9.2	Fall arrest systems maintained and used as required	
9.3	Harness and lanyard or belts provided	
9.4	All floor penetrations covered or barricaded	
9.5	Unsafe areas signposted and fenced	
9.6	Safe work procedure in place	
10. Stairs, Steps and Landings		
10.1	No worn or broken steps, rungs or styles	
10.2	Handrails in good repair	
10.3	Clear of obstructions	
10.4	Adequate lighting	
10.5	Emergency lighting	
10.6	Non-slip treatments/treads in good condition	
10.7	Kick plates where required	
10.8	Clear of debris and spills	
10.9	Used correctly	
11. Ladders		
11.1	Ladders in good condition	
11.2	Ladders not used to support planks for working platforms	
11.3	Correct angle to structure 1:4	
11.4	Extended 1.0 metre above top landing	
11.5	Straight or extension ladders securely fixed at top	
11.6	Metal ladders not used near live exposed electrical equipment	
12. Scaffolding		
12.1	Workers trained and records maintained	
12.2	Scaffold design complies with AS 1576 and is certified	
12.3	Safe and suitable access and egress to scaffold	
12.4	Handover certificates recorded	
12.5	Records of inspections maintained	
12.6	Repair and maintenance details held on site	
13. Personal Protection		
13.1	Workers provided with PPE	
13.2	Workers trained in the use of PPE	
13.3	PPE being worn by workers	
13.4	Regular maintenance checks performed on PPE	
13.5	Sun cream and sunglasses provided	
13.6	Correct signage at access points	
13.7	Hard hat areas correctly sign posted	
13.8	Hard hats available to visitors on site	
13.9	Hard hats are within the life span set out by AS 1800	
14. Safety Clothing		
14.1	Safety footwear appropriate to the job is worn	
14.2	High visibility clothing is worn	
14.3	Clothing is in good condition	
15. Manual Handling		
15.1	Mechanical aids provided and used	
15.2	Safe work procedures in place	
15.3	Manual handling risk assessment performed	
15.4	Manual handling controls implemented	

G22**Work Health and Safety (Construction and Maintenance Works)**

16. Workplace Ergonomics	
16.1 Workstation and seating design acceptable	
16.2 Ergonomic factors considered in work layout and task design	
16.3 Use of excessive force and repetitive movements minimised	
16.4 Appropriate training provided	
17. Material Handling and Storage	
17.1 Construction site storage areas established	
17.1 Stacks stable	
17.2 Heights correct	
17.3 Sufficient space for moving stock	
17.4 Material stored in racks/bins	
17.5 Shelves free of rubbish	
17.6 Access around stacks and racks clear	
17.7 Drums checked	
17.8 Pallets in good repair	
17.9 Heavier items stored low	
17.10 No danger of falling objects	
17.11 No sharp edges	
17.12 Safe means of accessing high shelves	
17.13 Racks clear of lights/sprinklers	
17.14 Bunding and containment provided and operational	
18. Confined Spaces	
18.1 Risk assessment undertaken	
18.2 Communication and rescue plan in place	
18.3 Safety equipment in good working condition	
18.4 Suitable training provided to workers	
18.5 Confined Space permit used	
18.6 All confined spaces identified and appropriately signposted	
19. Lasers and Non-destructive Testing Equipment	
19.1 Operator has appropriate operator licence	
19.2 Signage displayed	
19.3 Equipment not used in a manner to endanger other persons	
20. Demolition	
20.1 Risk assessment undertaken in advance	
20.2 Access prevented to demolition area	
20.3 Overhead protection in place	
20.4 Protection of general public	
20.5 Safe work procedure in place	
20.6 Comply with WorkCover demolition licensing requirements	
21. Public Protection	
21.1 Appropriate barricades, fencing, hoarding, gantry secure and in place	
21.2 Signage in place	
21.3 Suitable lighting for public access	
21.4 Footpaths clean and free from debris	
21.5 Dust and noise controls in place	
21.6 Site access controlled	
21.7 Traffic control procedures in place	
21.8 Public complaints actioned	
22. Amenities	
22.1 Washrooms clean	
22.2 Toilets clean	
22.3 Lockers clean	
22.4 Meal rooms clean and tidy	
22.5 Rubbish bins available - covered	
22.6 Drinking water supplied	
22.7 Amenities comply with WHS Regulation	
23. First Aid	

Work Health and Safety (Construction and Maintenance Works)**G22**

23.1	Cabinets and contents clean and orderly	
23.2	Stocks meet requirements	
23.3	First aiders names displayed	
23.4	First aiders location and phone numbers	
23.5	Qualified first aider(s)	
23.6	Record of treatment and of supplies dispensed	
24. Lighting		
24.1	Adequate and free from glare	
24.2	Lighting clean and efficient	
24.3	Windows clean	
24.4	No flickering or inoperable lights	
24.5	Emergency lighting system	
25. Fire Control		
25.1	Extinguishers in place	
25.2	Fire fighting equipment serviced/tagged	
25.3	Appropriate signing of extinguishers	
25.4	Extinguishers appropriate to hazard	
25.5	Emergency exit signage	
25.6	Exit doors easily opened from inside	
25.7	Exit path ways clear of obstruction	
25.8	Alarm/communication system – adequate	
25.9	Smoking/naked flame restrictions observed	
25.10	Minimum quantities of flammables at workstation	
25.11	Flammable storage procedures	
25.12	Emergency personnel identified and trained	
25.13	Emergency procedures documented – issued	
25.14	Emergency telephone numbers displayed	
25.15	Alarms tested	
25.16	Trial evacuations conducted	
25.17	Personnel trained in use of fire fighting equipment	
26. Tunnelling		
26.1	Roof and side supports in place, in sound conditions and in accordance with latest approved design drawings	
26.2	Self support or random bolting of any length approved by designer	
26.3	Safe work procedure in place	

ACTION AFTER INSPECTION**Observations (OBS)****Corrective Action Requests (CAR)**

Signed: **Position:** **Date:** .. / .. / ..

ANNEXURE G22/L – CONTRACTOR WHS MONTHLY REPORT

WHS Report No: _____

Contract Title:	Month:
Contract No:	Prepared by:
Contractor:	Date:
Trading as:	

Performance Indicators		
Indicator	Current Month	Total (to date)
Number of Lost Time Injuries (LTI)		
Working Days Lost Due to Injury		
Number of Workplace Injuries (WPI)		
Number of First Aid Treatments		
Number of Incidents (Including LTI+WPI+FAI)		
Number of reported Serious Near Miss Incidents		
Number of Inspections / Audits Conducted		
Number of Workers		
Total Person Hours Exposed		
Lost Time Injury Incidence Rate (LTIR)		(Whole of Contract)
Lost Time Injury Frequency Rate (LTIFR)		

Status of Lost Time Injuries for this Month								
Name	Injury	Code	Date of Incident	Days Lost	Incident Details	Controls	Forecast Return	Actual Return

Status of Property Damage					
Item	Code	Damage Type	Code	Date of Incident	Down Time

WHS Risk Assessment and Risk Control Plan	
WHS risk assessment and risk control plan covers all proposed activities with identified risks:	Yes / No
All new hazards have been included in the plan:	Yes / No

WHS Corrective Actions						
WHS Corrective Action Request	Code (CM21)	Risk Class	Status: Open/Closed	Action Taken	Code	Comments

Work Health and Safety (Construction and Maintenance Works)

G22

--	--	--	--	--	--	--

[illegible]

Outcomes of WHS Audits / Inspections	
Outcomes	

Comments on WHS Performance	
RMS Contract Manager:	
Comments:	
Contractor Representative:	
Comments:	

ANNEXURE G22/M – REFERENCED DOCUMENTS

Refer to Clause 1.2.4.

RMS Specifications

RMS Q	Quality Management Systems
RMS G10	Traffic Management

Australian Standards

AS/NZS 1269.1	Occupational Noise Management - Measurement and Assessment of Noise Emission and Exposure
AS 1418	Cranes, Hoists and Winches
AS 1576	Scaffolding
AS 1636.1	Tractors – Roll-over Protective Structure – Criteria and Tests – Conventional Tractors
AS 1636.2	Tractors – Roll-over Protective Structure – Criteria and Tests – Conventional Tractors
AS 1636.3	Tractors – Roll-over Protective Structure – Criteria and Tests – Mid-mounted for Narrow-track Tractors
AS 1800	The Selection, Care and Use of Industrial Safety Helmets
AS/NZS 1906	Retroreflective Materials and Devices for Road Traffic Control Devices
AS 2012.2	Acoustics – Measurement of the Airborne Noise Emitted from Earth-moving Machinery and Agricultural Tractors – Stationary Test Condition – Operator's Position
AS 2294	Earth-moving Machinery – Protective Structures
AS 2550	Cranes, Hoists and Winches
AS 2596	Seat Belt Assemblies for Motor Vehicles (ECC regulation No 16 MOD)
AS 2664	Earth-moving Machinery – Seat Belts and Seat Belt Anchorages
AS 2865	Safe Working in a Confined Space
AS/NZS 4801	Occupational Health and Safety Management Systems – Specification with Guidance for Use
AS/NZS 4804	Occupational Health and Safety Management Systems – General Guidelines on Principles, Systems and Supporting Techniques
AS 4987	Earth-moving Machinery – Tip-over Protection Structure (TOPS) for Compact Excavators – Laboratory Tests and Performance Requirements
AS 4988	Earth-moving Machinery – Hydraulic Excavators - Laboratory Tests and Performance Requirements for Operator Protective Guards
ISO 9000	AS/NZS ISO 9000, Quality Management Systems – Fundamentals and Vocabulary

International Standards

ISO 6683 Earth-moving Machinery – Seat Belts and Seat Belt Anchorages

NSW Government

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Protection of the Environment Operations Act 1997

NSW Government WHS Management System Guidelines (*available on CACC website - www.cpsc.nsw.gov.au*)

WorkCover

Tunnels Under Construction: Code of Practice 2006

Electrical Practices For Construction Work: Code of Practice 2007

Work Near Overhead Power Lines: Code of Practice 2006

Work Near Underground Assets: Guide 2007

Guidance for the Provisions of Cranes, Hoists and Winches Under WHS Legislation in NSW

Society of Automotive Engineers

SAE J386 Operator Restraint System for Off-Road Work Machines

Other

National Code of Practice for Induction for Construction Work (2007)

National Code of Practice for Manual Handling (2005)

Updated RFQ

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: Chahid Chahine <cbfprojects@bigpond.com>
Date: Wed, 09 Sep 2015 16:01:36 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version6 09092015.pdf (256.62 kB)

CBF,

Please find amended updated Brief and scope document for the maintenance works for HV enforcement sites so as to now include additional maintenance items.

Thank you

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973, Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre.Dubois@rms.nsw.gov.au



Transport
 Roads & Maritime
 Services

Note: Pages 2 to 35 have been removed. These pages appear as the attachments to the email from Alexandre Dubois to info@eurocandm.com.au sent on 9 September 2015 at 16:02:42 (refer to the copy of that document as it appears in this volume).

Updated RFQ

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: info@eurocandm.com.au
Date: Wed, 09 Sep 2015 16:02:42 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version6 09092015.pdf (256.62 kB)

Euro Civil ,

Please find amended updated Brief and scope document for the maintenance works for HV enforcement sites so as to now include additional maintenance items.

Thank you

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973, Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre_Dubois@rms.nsw.gov.au



Transport
Roads & Maritime
Services



Roads and Maritime Services

BRIEF COMPRISING OF THE
SCOPE AND REQUIREMENTS OF THE WORK
FOR
Maintenance Works
Heavy Vehicle Enforcement Sites
Compliance Operations Branch

Document No:
Version: 2.0
Issue Date: 28 August 2015

RECORD OF AMENDMENTS

Version	Summary	Date	Approved
1.0	Initial draft	25 August 2015	

CONTENTS

DEFINITION AND GLOSSARY OF TERMS	4
1 INTRODUCTION	5
2 STANDARDS AND SPECIFICATIONS.....	6
2.1 AUSTRALIAN STANDARDS.....	6
2.2 RMS SPECIFICATIONS AND DOCUMENTS	6
2.3 ISSUES OF STANDARDS, SPECIFICATIONS AND DRAWINGS.....	6
2.4 COMPLIANCE WITH SPECIFICATIONS.....	7
2.5 PRECEDENCE OF SPECIFICATIONS.....	7
3 LOCATIONS	7
4 SCOPE OF WORK.....	7
5 PROJECT SCHEDULE	27
6 GENERAL WORK MANAGEMENT REQUIREMENTS.....	28
6.1 MANAGEMENT OF THE WORK.....	28
6.2 ACCESS TO SITES.....	28
6.3 INDUSTRIAL RELATIONS MANAGEMENT	29
7 STATEMENT OF WORK	30
7.1 PROJECT DELIVERABLES.....	30
7.2 PROJECT MANAGEMENT PLAN	30
7.3 PROJECT PROGRAM	31
7.4 RISK MANAGEMENT PLAN	31
7.5 INSTALLATION MANAGEMENT PLAN.....	31
7.6 PROGRESS REPORT REQUIREMENT	31
7.7 QUALITY ASSURANCE	32
8 WARRANTY.....	32
9 DOCUMENTATION.....	32
10 APPENDIX A.....	33

DEFINITION AND GLOSSARY OF TERMS

The following definitions and abbreviations shall apply to this Specification.

AS	Australian Standard
Authority, or the Authority	The Roads and Maritime Services of New South Wales
DMP	Design Management Plan
IEC	International Electro technical Commission
ISO	International Organization for Standardization
NZS	New Zealand Standard
OEM	Operational Engineering Maintenance
OH&S	Occupational Health and Safety
PMP	Project Management Plan
RFQ	Request for Quotation
RFT	Request for Tender
RMP	Risk Management Plan
RMS	Roads and Maritime Services, NSW
ROL	Road Occupancy Licences
TMC	Traffic Management Centre
WAE	Work As Executed
RMS representative	RMS Project Manager

1 INTRODUCTION

The intent of this document is to provide the Service Provider with a summary of what this project requires to tender for the job.

A strategy was developed within the Compliance and Enforcement branch to Maintain RMS existing Heavy Vehicle Enforcement Sites within the State. RMS inspectors carry out enforcement activities at these sites and it is essential that they are maintain and in working order so as not affect and disturb enforcement operations. The enforcement sites vary from the automated sites that include dedicated screening lanes to non-automated enforcement bay side sites at various locations around the state. Refer to appendix A for map and location of enforcement sites.

This Scope of Work (SOW) involves carrying out various maintenance activities at existing Heavy Vehicle enforcement sites, these activities include the supply, installation, commissioning and maintenance of pavement, gates, concrete, line marking, signage and various other activities as provided by RMS within the works tables provided in section 4: "Scope of Works" of this document.

The tender price should include

- Price for maintenance activities for each of the sectors :
 - Northern Sector
 - Southern Sector
 - Western Sector
 - Sydney Sector
- Also price breakdown according to the labelled priority of each tabulated item: High , Medium or low so as to allow RMS to bundle and allocate the works accordingly.

The tender price should also include

- Removal / Installation of lead up signs to 11 HVIS sites, tabulated in section 4.
- Removal and re-installation of the no stopping and no parking signs at 21 sites to meet RMS new technical direction, technical direction attached in Appendix B.
- Installation of new No stopping and No parking signs at the proposed signage upgrade of the 11 sites , sites tabulated in section 4.
- Maintenance of the 26 Safety-T-Cam (STC) sites within the state, that would include vegetation control, concrete repair, safety barrier replacement and amongst other items tabulated below in section 4

STANDARDS AND SPECIFICATIONS

1.1 Australian Standards

All work shall comply with the following standards.

AS/NZS 3000	Electrical installations (known as the Australian/New Zealand Wiring Rules)
AS/NZS 1768:2007	Lightning Protection Including Risk assessment
AS/NZS ISO 9001	Quality management system - Requirements
AS/NZS 4360	Risk Management
AS/NZS ISO 14000	Environmental Management Standards
AS/NZS 4801	Occupational Health & Safety Management System

1.2 RMS Specifications and Documents

All work shall comply with the following RMS Specifications and Documents.

This document shall be used in conjunction with the referencing documents. The following documents are referenced in this specification and shall be considered to form part of this specification:

Document Title

AS-1074: Steel Tubes And Tubular For Ordinary Service
 AS-1289: Methods of Testing Soils for Engineering Purposes
 AS-1165: Acoustics - Rating of sound absorption - Materials and systems
 AS-2053: Conduits and Fittings for Electrical Installations
 AS-3000: Electrical installations-buildings, structures and premises (known as the SAA Wiring Rules)
 Specification

AS-3080: Telecommunications Installations – Integrated telecommunications cabling systems for commercial premises
 AS-3084: Telecommunications Installations – Telecommunications pathways and spaces for commercial buildings
 AS-3085: Telecommunications Installations – Administration of communications cabling systems – Basic requirements
 AS-3600: Concrete Structures
 AS-3996: Metal Access Covers, Road Grates and Frames

RMS3051: Specification for the Supply and Delivery of Base and Sub-Base Materials for Surfaced Roads Pavements
 RMS R41: Clearing
 RMS R57: Design of Reinforced Soil Walls
 RMS G10: Control of Traffic
 RMS G21/G22 RMS's Occupational Health & Safety (OH&S)
 RMS G35/G36 Guide to QA Specifications – Environmental Protection
 RMS PCF2 Equipment Specification – Pit covers and frames

1.3 Issues of Standards, Specifications and Drawings

All Standards, Specifications and Drawings shall be the versions that are current seven (7) days prior to the close of quotations, including errata, amendments and addenda that may be issued from time to time.

It shall be the responsibility of the Service Provider to obtain the relevant versions of such documents, specifications and drawings referred to in this Specification from the relevant issuing bodies.

1.4 Compliance with Specifications

All equipments and materials, where not specified otherwise, shall be in accordance with Australian/New Zealand Standard Specifications, where such exist, and in their absence, with appropriate IEC or ISO Specifications.

Electrical installation works shall comply with the safety requirements of the National Electrical Codes AS/NZS 3000 and AS/NZS 3100.

All installation and commissioning works shall comply with the requirements of the NSW Occupational Health and Safety Act.

1.5 Precedence of Specifications

In the event of any conflict between the referenced specifications, the order of precedence shall be as follows:

- this Scope and Statement of Work document;
- Australian Standards; and
- IEC and ISO Specifications

2 LOCATIONS

Refer to Appendix A for Map

3 SCOPE OF WORK

Roads and Maritime is requesting the submission of a lump sum fee estimate for Maintenance works at multiple Heavy Vehicle enforcement sites.

The works involved are within multiple areas and involve various types of Civil / maintenance works, as a result these sites have been bundled into separate regions/sectors and each individual site has various scope requirements depending on works required.

In addition, signage is required to be installed at 11 existing HVIS sites, tabled below, these signs are intended to inform HV drivers the presence of a HV enforcement site ahead and that they may be requested to enter the site.

These sites also require new No stopping and No parking signs, in addition to that, older signs at existing sites will need to be replaced as a result of a new technical direction. The number of sites and locations are tabulated below.

RMS is also requesting the contractor to provide quotation for the maintenance of RMS's existing 26 STC sites, locations of the sites shown within map found in Appendix D. The STC sites are require vegetation control, footing grout repair, concrete maintenance, bay clearance and repair in addition to safety barrier replacement. The contractor is to provide a quotation for the works outlined below:

Site information and scope will be further provided below.

The scope includes the below items but is not limited as below

- Management of the work including project management, coordination with RMS PM and other stakeholders according to the requirements of this document;
- Management of OH&S strategies and plans for the entire project including submitting Traffic Management Plans used at the Sites where safety to workers and the public is at risk and where potential disruptions to traffic are likely to occur, as required by RMS;
- Works carried out shall be based on the site-specific inspection as well as General Site Layout Drawings if required, consultation with and approval from RMS's representative is required prior to any works commencing.
- The contractor shall prepare and submit plans for RMS to review and approve prior to implementation if RMS's representative deems necessary for that particular body of works.
- The contractor shall prepare and submit construction plans for review and approve prior to implementation;
- The contractor shall co-ordinate and manage the use of lifting machinery, any other equipment, and any site related activities with accordance to Australian OH&S Requirements & Australian Standards;
- The contractor will organise searches for underground utility services report, and obtain Geotechnical report if required;
- RMS representative will liaise with Environmental Services Branch to prepare the Minor Works REF (Review of Environmental Services) if required;
- RMS representative will liaise with Infrastructure Communications to consult and develop / issue notifications to local residences.
- The contractor will organise and obtain agreement with relevant utility companies for underground / aboveground work relocation works;
- The contractor will provision all site coordination works, all required equipment and materials and compliance with relevant requirements from the local council and other authorities when and as required for all sites;
- Submission of application for Service Mark;

- Trenching, Conducting and Cabling for Power (Orange) and Comms (White), as per Construction of Underground Cableways Specification
- Provision of Site Acceptance Tests with the witness of RMS staff;
- Provision of Commissioning Test with the witness of RMS staff;
- Provision of As-Built drawings and O&M Documents;
- Submit regular weekly progress reports according to the requirements of the Statement of the Work document;
- The contractor shall attend, along with other stakeholders (as required) , Monthly Project Review meetings; and discuss/resolve site issues (as part of table provided) , any drawings, equipment, installation and test issues, defects or any other issue relating to the project and list of works;
- The contractor will endeavour to minimise the number of NCR(s) identified during Final Inspection. If NCR(s) are identified, NCR(s) are to be resolved within 30 business days.
- Once all NCR have been resolved for a site, The contractor is to provide RMS all handover documentation including as built drawings, photos, SWMS documentation, risk reports, as per within 30 business days.

ANY Additional works requested by RMS for the above to be considered as a variation.

Tabulated List of works required per Regional Sector:

Southern Sector : Road Enforcement sites requiring work maintenance

Priority (1 first priority for each area)	VR (EAST/CENTRAL/WEST)	Site name	Address(location)	Brief detail of work required	Comments
1 High	South Coast	Unanderra HVIS	242 Nolan st Unanderra	Removal of trees and extension of concrete for swept path of larger vehicles	Unanderra HVIS site has been upgraded to a 25/26 metre b-double route due to PBS vehicles that require HVIS inspections, some simple work at the site will allow us to easily inspect larger combinations. Quote for Removal of 4 trees and extension of approx 200m2 concrete 200mm thick with rio bars.
1 High	Southern	South fixed site	Princes Highway South Nowra	line marking and site layout markings for respective inspection areas including VIT position	existing lines not suit VIT position Quote for approx 150m Line marking
1 High	Southern	Dunmore Nungarry area	Princes Highway Dunmore Nungarry Rest area	line marking and site layout markings for respective inspection areas including VIT position	existing lines faded and not workable Quote for approx 150 m of Line Marking
2 Medium	South Coast	Yass One Tree Hill	Hume Highway Yass North bound	Fitting of gate to site.	This site is strategic for fatigue operations on the Hume Highway

					Quote for Pipe boom gate, similar to gate at Waterfall Nrth HVIS, two posts and two gates open both directions. Stop sign also required.
3 Low	South Coast	Bargo STC	Avon Dam Rd Bargo	Sealing of dirt sites used for both east bound and west bound traffic using Avon Dam rd to avoid the Bargo STC site on the Hume.	<p>This site may be in a council area (Road) however it is strategic for our work.</p> <p>Quote for approx 2000 m2 of flexible pavement, roadbase to be rolled, 14mm asphalt AC20 and 7mm AC10. Include survey of site post works completed and line marking approx 250m</p>
3 Low	South Coast	Razorback	Old highway Razorback (Truck blockade memorial site) Hume	Sealing of site, permanent signage, surveying of site for weight category.	<p>This site may also be on a council rd, however it is used by both RMS and NSW police.</p> <p>Quote for approx 2000 m2 of flexible pavement, roadbase to be rolled, 14mm asphalt AC20 and 7mm AC10. Include survey of site post works completed and line marking approx 250m</p>

Western Sector : Road Enforcement sites requiring work maintenance

Priority being priority each area)	VR (1 first for area)	Area (EAST/CENTRAL/WEST)	Site name	Address(location)	Brief detail of work required	Comments
1 High	West		Bell HVSS	Bells line of Rd, Bell	Bitumen pavement on the eastern end of the weigh bridge requires replacement / resurface	Potholes / damaged etc Quote for approx 1000 m2 of flexible pavement, roadbase to be rolled, 14mm asphalt AC20 and 7mm AC10. Include survey of site post works completed and line marking approx 150m
2 Medium	West		Bell HVSS	Bells line of Rd, Bell	Fence / Gate repairs at Bell compound	Gates dropped and drag on ground when opening / closing Quote for new Fence Gate, posts and swing open gate.
1 High	West		Mt Boyce HVSS	Great Western HWY, Mt Boyce	Western end of Inspection Pit open drain damaged and concrete breaking up	Repairs required to avoid trip hazards Quote for 10m2 of new concrete 100mm thick
2 Medium	West		Mt Boyce HVSS	Great Western HWY, Mt Boyce	Cleaning and painting of weighbridge shed, internal and external	Existing paint flaking, exposed metal rusting Quote for approx 150m Line marking
3 Medium	West		Mt Boyce HVSS	Great Western HWY, Mt Boyce	Guttering downpipe repairs / replacement	Downpipes missing at rear of weighbridge shed Quote for 10 m of new gutter and

3 Medium	West		Glencoe HVIF	New England HWY, Glencoe	Renew Line marking on site	one downpipe with drainage outlet. Quote for approx 250m Line marking
3 Medium	West		Armidade Roundabout	New England HWY, Glencoe	Review signage after roundabout extension is completed	New Development Quote for the installation of 4 1.5mH x 2mW signs with new posts.
4 Medium	West		Armidade Roundabout	New England HWY, Armidade	Renew Line marking on site	Quote for approx 250m Line marking
3 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Renew Line marking on site	Quote for approx 250m Line marking
4 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Trim Trees around Power lines	Quote for Removal of 4 trees
4 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Explore surface in Cat 1 area \ possible concrete	Concrete for weighing surface Quote for 1500 m2 of flexible pavement, excavation of 200mm, DGB20 200mm compacted and tested, AC14 100mm and AC10 50mm
4 Medium	West		Gunnedah HVIF	Kamilaroi HWY, Gunnedah	Clean grass and rubbish from site	Quote for one day plant excavator hire and rubbish dumping to clean site.
4 Medium	West		Tamworth Wallamore Rd site	Wallamore Rd , Tamworth	Lay some tar on site so it will be all weather	Temporary Site Quote for 1000m2 of AC20 50mm
2 Medium	West		Walgett	Castlereagh Hwy	Improvements to current site	Installation of guide posts on fig line for physiological barrier. Speed reduction signage Quote for the installation of 4

2 Medium	West	Boggabilla	Newell Hwy	Improvements to current site	1.5mH x 2mW signs with new posts. Remove 2 barrier pieces to allow easier entry. Quote for the removal of 2 concrete barriers, asphaltting 5m long x 1.5 m wide. Also allow for site clean up.
3 Medium	West	Moree	Newell Hwy Enforcement Site	Improvements to current site	Widening of southbound lane to allow for 2 lane operation. Erect a site office / toilet. Wi-Fi. Quote for the installation of new toilet facility, delivery of toilet facility, (3mx3m, toilet facility is existing at RMS depot to be picked up by contractor and delivered to site), pump out system , rain water tank and allow for 500m2 of AC14 70mm of asphalt.
3 Medium	West	Coonabarabran	Newell Hwy Enforcement Site	Improvements to current site	Erect a site office / toilet. Wi-Fi. Quote for the installation of new toilet facility, that would include , purchasing a new facility similar to that at Moree, delivery of toilet facility, pump out system , rain water tank.
3 Medium	West	Brocklehurst	Newell Hwy Enforcement Site	Improvements to current site	Upgrade the southbound lane to match the northbound lane. Light both sides of the site.

					Quote for 1500 m2 of flexible pavement, excavation of 200mm, DGB20 200mm compacted and tested, AC14 100mm and AC10 50mm
3 Medium	West	Kankool	New England Highway Kankool	Concrete entrance and exits	Quote for Stage 1 works , concrete at entry, that would include: 600mm of excavation, 250 mm lean mix concrete, 200 mm reinforced concrete. Design to be supplied for this work by RMS.
3 Medium	West	Singleton Hill top	New England Highway Singleton	Survey site and improve for category 1 weighing	Cat 1 weighing look to make site wider, Rail overpass being upgraded for OSOM vehicles
2 High/Medium	West	Kankool	New England Highway Kankool	Undercover elephant shed over site	Quote for laying a layer of AC10 50mm to make the site Cat1, include also surveying the site post completion.
3 Medium	West	Singleton Hill top	New England Highway Kankool	Gates at Hilltop site to stop hv parking	Quote for 10-12 m high 400 m2 shed
					Quote for the installation of boom gate for the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also include site clean up.

Sydney Sector: Road Enforcement sites requiring work maintenance

Priority being priority each area)	VR (1 first for each area)	Area (EAST/CENTRAL/WEST)	Site name	Address(location)	Brief detail of work required
2 Medium		Central	Ferrers Rd	Eastern Creek	<p>Site upgrade, concrete pad large enough for VIT and resurfacing of flexible pavement surface, site is existing and currently in operation</p> <p>Quote for the removal of the existing layer of asphalt, raise the level the edge of the site by approx 1.2m with fill, approx 100 tonne of soil, DGB20 200mm for approx 1000m2, asphalt AC20 100mm and AC14 50mm for approx 1500 m2, also include approx 500m of line marking , installation of gates and 60m of wire rope.</p>
2 Medium		Central	Reconciliation Rd	Prospect	<p>Site design to be provided by RMS.</p> <p>New site required to replaced lost Prospect Highway site. The site requires resurfacing of flexible pavement surface, site is existing and currently in operation</p> <p>Quote for the removal of the existing layer of asphalt, raise the level the edge of the site by approx 1.2m with fill, approx 100 tonne of soil, DGB20 200mm for approx 1000m2, asphalt AC20 100mm and AC14 50mm, for approx 1500 m2 also include approx 500m of line marking , installation of gates and 60m of wire rope.</p>

				Site design to be provided by RMS.
2 Medium	Central	The Cross Roads	Campbelltown Glenfield	<p>Site requires resurfacing and levelling, Hard surface(bitumen) preferred. Re-surveying.</p> <p>Quote for DGB20 200mm for approx 1000m2, 1000m2 asphalt AC20 100mm and AC10 50mm, also include approx 500m of line marking , installation of gates and 60m of wire rope.</p>
1 High	East	Airport Tunnel	Mascott	<p>Pad needed on the turn off from Foreshore road to General homes drive, site marked up</p> <p>Quote for the installation of a 200mm reinforced concrete pad, allow for utility survey and traffic control.</p>
1 High	East	Crozier rd	Crozier rd, Belrose	<p>Site requires repair since last work as it has pot holes and other damage, also No Parking signs</p> <p>Quote for DGB20 200mm for approx 1000m2, 1000m2 asphalt AC20 100mm and AC10 50mm; also include approx 500m of line marking, installation of gates and 60m of wire rope.</p>
2 Medium	East	Kernell, Alfords point, Waterfall,	Various	<p>Sites are continuously blocked by other vehicles/debris and are dirty(urine/ fecies),needs gates and protective barriers</p> <p>Quote for the installation of boom gate for</p>

				the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also allow for approx 50m of wire rope at the three sites. Also include site clean up.
2 Medium	West	Richmond Rd	Richmond Rd Windsor Downs	Site has pot holes and Rubbish to be removed. Quote for the installation of boom gate for the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also include site clean up.
2 Medium	West	Minto	Pembroke Rd Minto	Site requires resurfacing and levelling. Hard surface (bitumen) required. Quote for DGB20 200mm for approx 1000m ² , 1000m ² asphalt AC20 100mm and AC10 50mm, also include approx 500m of line marking, installation of gates and 60m of wire rope.
3 Low	West	Orchard Hills	Northern Rd Orchard Hills	Cleaned up. Rubbish and vehicles parked on site. Quote for the installation of boom gate for the entry and exit of the site, two poles and gates to swing in either direction, include stop and no entry signs also. Also include site clean up
1 High	West	Cranebrook West Bnd	Andrews Road (100-150m from Northern Road)	New proposed site, pavement, line marking, barriers and gates
1 High	West	Cranebrook East Bnd	Andrews Road (100-150m)	New proposed site, pavement, line marking,

			from Northern Road)	barriers and gates Quote for the removal of the existing layer of dirt, raise the level the edge of the site by approx 0.4m with fill, approx 100 tonne of soil, DGB20 200mm for approx 1000m2, asphalt AC20 100mm and AC14 50mm, for approx 1500 m2 also include approx 500m of line marking , installation of gates and 60m of wire rope.
2 Medium	West	Regatta Centre	Old Castlereagh rd, gate C entry is approximately 2 km west of the big round about at the end of Andrews Rd	New site being used with permission of regatta centre. Pot holes and surface repairs needed Quote for 500m2 of AC10 7mm

Northern Sector: Road Enforcement sites requiring work maintenance

Priority (1 being first priority for each area)	VR Area (EAST/ CENTR AL/WE ST)	Site name	Address(location)	Brief detail of work required	Comments
1	North	Carrington	Cnr Young & Elizabeth Streets, Carrington	replacement of pit entry roller doors	contact Neil Hanlon. Doors fail to close on occasions. Quote to replace roller door
2	North	Carrington	Cnr Young & Elizabeth Streets, Carrington	car space marking	contact Neil Hanlon. Sunny Lal has been advised.
3	North	Carrington	Cnr Young & Elizabeth Streets, Carrington	concrete driveway sagging at North pit entrance	Quote to line mark 6 car spaces contact Neil Hanlon. Sunny Lal has been advised.
3	North	Jones Island	Pacific Hwy, Jones Island	wall mounted cupboards to be fitted	Quote to concrete 100m2 150mm reinforced 32MPA contact Shane Carter. Sunny Lal is arranging a quote
3 Low	North	Jones Island	Pacific Hwy, Jones Island	awning to be placed on building to eliminate afternoon sun glare	Quote to install wall mounted cupboard Contact Shane Carter.
1	North	Coolongolo ok	Pacific Hwy, Collongolook	Site signage needs to be fixed. One sign at a bad angle.	Quote to install Awning approx 6m long Contact Shane Carter. Alex Dubois did mention arranging a footing to be put in around the

					sign	Quote for the installation of 4 1.5mH x 2mW signs with new posts.
1	FNC	Chinderah	Pacific CHINDERAH	Hwy	Installation of speed bump/traffic calming device	Same as Jones Island Installation of 15m HV screw in ground Speed humps with both end terminals.
3	North	Mt White North	M1 Motorway White	Mt	outside of building needs to be cleaned and concrete blocks at entry cleaned and painted	Scott Morris – contact Quote for cleaning building and building blocks cleaned and painted.
1	North	Mt White North	M1 Motorway White	Mt	STOP line road marking damaged	Scott Morris – contact Quote for 100 line marking and a 3mx3m Stop sign.
2	North	Mt White North	M1 Motorway White	Mt	remove cement blocks and clean parking area	Scott Morris – contact Quote for the relocation of 10 2-3 Tonne cement blocks and cleaning of site, plant hire and bin required.
3	North	Mt White North	M1 Motorway White	Mt	clean mould/green build up off exterior facia and window sills	Scott Morris – contact Quote to clean buildings outside entire facade
3	North	Mt White South	M1 Motorway White	Mt	jersey barriers in screening lane to stop vehicles stopping in entryway Southbound outside camera	Scott Morris – contact

				screen faulty overexposed images	Quote for the supply and install of 20m of Type F barriers.
3	North	Mt South	M1 White	Mt White	WIM uneven/stepped with road surface
3	North	Mt South	M1 White	Mt White	Screening lane road surface at WIM cement sunken
2	North	Mt South	M1 White	Mt White	remove cement blocks and clean parking area
2	North	Mt all sites	M1 White	Mt White	outside hand wash basins require hot water. IVRs currently use kitchen sink to clean soiled hands

1	North	Mt White all sites	M1 Motorway White	Mt	traffic slowing devices both sides - speed humps	Scott Morris – contact Installation of 15m HV screw in ground Speed humps with both end terminals.
2	North	Mt White all sites	M1 Motorway White	Mt	Old Pacific Highway TIRTL inoperative	Scott Morris – contact Quote to remove and replace existing TIRTL device, TIRTL's to be supplied by RMS, TIRTL installation involves concreting and decommissioning/recommissioning of power and comms.
1	North	Mt White all sites	M1 Motorway White	Mt	screening lanes at both sites HVSS entry and exit lanes need to be cleaned for trees, shrubs and overhanging branches blocking signage on a regular programme	Scott Morris – contact Quote for the removal of all shrubs and overhanging branches in screening lane, allow for 1 day with traffic control and boom lift and bin hire.
2	MNC	Pine Ck	Pacific Hwy Pine Ck		Sealed Parking area behind office	Quote for the sealing of approx 200m2 of area, AC10 14mm asphalt.
2	MNC	Pine Ck	Pacific Hwy Pine Ck		Re-paint driveway lines / clean gutters and outside of office	Quote for 50 m of line marking and cleaning of gutters.

Site location	Approach signs	No parking signs	Gates required	Comments
Penrith HVIS		✓	TBA	
Crozier Rd HVIS		✓	TBA	
Daroolgabie Nth HVIS		✓	TBA	
Daroolgabie Sth HVIS	✓	✓	TBA	
Orchard Hills HVIS		✓	✓	
Mulgoa Rd HVIS		✓	TBA	
Windsor Downs Richmond Rd HVIS		✓	✓	
Marulan Sth HVSS		✓	TBA	
Denham Court		✓	TBA	
Jerawangala		✓	TBA	
Singleton HVIS		✓	✓	
Waterfall Sth		✓	✓	
Waterfall Nth		✓	TBA	
Batemans Bay		✓	TBA	
Nyngan		✓	TBA	
Yass		✓	TBA	
Illawong		✓	TBA	
Picton Rd		✓	✓	
Hornsby Shared site		✓	TBA	
Freemans Waterhole	✓		TBA	
Hay Nth HVIS	✓		TBA	
Hay Sth HVIS	✓		TBA	
Coonabarabran HVIS	✓		TBA	
Appin rd HVIS	✓		TBA	

Linden HVIS	✓		TBA	
Butterfly Farm HVIS	✓		TBA	
Glencoe HVIS	✓		TBA	
Gunnedah	✓		TBA	
Ferrers Rd Eastern Creek	✓		✓	
Forbes	✓			

Below is a list of sites to be confirmed, additional sites may also be added pending RMS confirmation of location and status of site.

MONA VALE
WINDSOR RD
M5 MOTORWAY
WILBERFORCE
HENRY LAWSON DRIVE
RYDE RD
CAPTAIN COOK DRIVE
BARDEN RIDGE
NARRELLAN RD
GREAT WESTERN HWY
MILPERRA RD
BOMBALA SOUTHBOUND
BUNYAN
BODALLA
COBARGO
DOUGHBOY
BOWRAL
BRAIDWOOD
GOOROMONS PONDS
EDEN NTH&STH BOUND
JEIR CREEK
JERRABOMBERRA
KIBBY
KINGS HIGHWAY
MICHELAGO
LAKE GEORGE
MIDDLETON
NIMMITABEL
NORTH KIAMA
ROBERTSON
ULLADULLA
YARRA
COOLONGOLOOK
JONES ISLAND
BROCKLEHURST
MOREE
BEGA
BULLI PASS

SOUTH NOWRA
BURRILL LAKES
COBAR
WALGATT
GOLDEN HIGH WAY

STC Maintenance works outlined below:

- Vegetation control to 26 STC sites, location of site map found in Appendix A, each site to be visited a minimum of 4 times per year.
- Cleaning of site and ensuring access and entry driveways are safe and suitable for maintenance vehicles
- Repair and replace damaged or non-compliant Armco safety barriers to a minimum of two STC sites, contractor to allow 120m per site depending on the site layout.
- Review all footing grout and repair if required.
- Review concrete integrity around the footing, structure and bunker and notify RMS, quantity of work to be assessed by RMS.
- Additional works requested by RMS for the above to be considered as a variation

4 PROJECT SCHEDULE

The program milestone is as shown below:

	Deliverables	Due Date
1	Award Tender	11Sept 2015
2	Risk Management Workshop	15 Sept 2015
3	Geotechnical report if required	20 Sept 2015
4	Utility checks and relocation if required	16 Sept 2015
5	As-built drawings and O&M documents	25 Feb 2016
6	Handover to RMS	18 Feb 2016
7	Project completion	02 Feb 2016
8		
9		

10		
11		
12		
13		
14		
15		
16		
17		
18		

Table 2: Project deliverables

5 GENERAL WORK MANAGEMENT REQUIREMENTS

5.1 Management of the Work

The Service Provider shall have a management system in place for the purpose of removal of site work supervision and management, coordination, and monitoring of all work under this RFQ.

The project manager shall be a suitably qualified person with the following minimum qualifications:

- a) Good working knowledge of OH&S Regulations;
- b) Extensive experience in facilitating and ensuring safe working on public roadways;
- c) Demonstrable ability to lead a team of multi-discipline staff; and
- d) Extensive experience in managing the maintenance works and installation of roadside devices projects.
- e) The Service Provider's personnel who are going to undertake works such as traffic control, or operating elevated work platforms, lifting cranes, back-hoes, boring machines or other machinery, shall have the relevant accreditation training and be in possession of an appropriate current and valid licence for the work.

5.2 Access to Sites

- a) Where necessary, possession of the Site must be coordinated with RMS. Road Occupancy Licences (ROL) must be obtained from the TMC prior to commencement of work if work undertaken will impact on traffic conditions and road safety. The TMC will require a minimum of 15 days notification on any ROL.

- b) The Service Provider must notify RMS representative if they cause damage to the Site or are being prevented from accessing the Site.
- c) The Service Provider must follow safe working practices to ensure the safety of the public and workers as per NSW Government & the RMS OH&S guidelines and requirements. The Service Provider must submit a Safe Work Method Statement prior to commencing work.
- d) The Service Provider must follow environmental working practices as per RMS and EPA guidelines and requirements.
- e) The Service Provider must conduct risk assessments of the Site and report any unsafe matters associated with the installation, testing, commissioning and/or removal of equipment and mounting structures.

5.3 Industrial Relations Management

The Service Provider shall comply with the NSW Government Industrial Relations Management Guidelines and requirements.

The industrial relations management requirements in this Quotation may be in addition to, but are not in substitution for, any other requirement of legislation or regulations and do not limit the powers of the RMS's Representative or the liabilities and responsibilities.

- a) Before starting work on the site, in accordance with the NSW Government Industrial Relations Management Guidelines, the Service Provider shall prepare and submit:
 - b) Evidence of compliance with all employment and legal obligations in the previous twelve months;
 - c) The location of time and wage records and other documents that are required to be kept to verify ongoing compliance with all employment and legal obligations;
 - d) The names of Federal or NSW awards that are likely to cover subcontractors and other contractors on the project;
 - e) The names of those responsible for coordinating industrial relations on the project; and outline of:
 - Consultation and communications mechanisms;
 - Measures to coordinate the interface with subcontractors, other contractors and unions;
 - Measures for assessing subcontractors; and
 - Measures to monitor and verify ongoing compliance.

6 STATEMENT OF WORK

6.1 Project Deliverables

The project management methodologies that shall be utilised by the Service Provider for this project shall be in line with the nominated standards and shall be clearly explained in the Project Management Plan.

As a minimum the following are the required deliverables and/or outcomes for this project.

- a) Project Management Plan (PMP) (see below) if and when required (pending of works being carried out, RMS to advise)
- b) Project Program (see below)
- c) Risk Management Plan, risk register and risk assessment report for the project (see below). This can form an independent section of the PMP
- d) Installation Management Plan (see below) if required
- e) Quality Management Plan
- f) OH&S Plan
- g) Environmental Management Plan if required
- h) Site Management Plan if required
- i) Work-As-Executed drawings
- j) Regular Fortnightly Progress Report (see below)

6.2 Project Management Plan

The Project Management Plan shall address and include the following project related issues:

- a) Project schedule, project change management, project risks management, and procurement management.
- b) Include project organisation and responsibilities and communication process and protocol between different stakeholders including RMS and any external stakeholders,
- c) Include details of the removal activities, deliverables, documentation and reviews ,
- d) Include details of the installation activities, deliverables, documentation and reviews ,
- e) Identify the interdependencies between the deliverables and milestones,
- f) Include all activities to be undertaken,

6.3 Project Program

The Project Program shall:

- a) Include resource requirements and resource allocations, including the identification of people and responsibilities;
- b) Identify the interdependencies between the stages, deliverables and milestones, and activities;
- c) Include all activities to be undertaken.

6.4 Risk Management Plan

The strategy and approach for delivering project as a whole and the different stages of the project shall be integrated with risk assessment and management processes.

The risk assessment and management processes and procedures shall be based on AS/NZS 4360:1999.

The RMP shall be supported by a risk register that is updated throughout the Project term. The following issues must be dealt with in this process.

- a) Assess the risks of the timing of the deliverables and processes; and
- b) Provide specific treatment and mitigation action plans to address high or significant development and integration risks.

6.5 Installation Management Plan

The Service Provider shall deliver the documentation listed in this document or decided in the early stage of the project to the satisfaction of RMS representative in a timely manner.

6.6 Progress Report Requirement

Reports provided by the Service Provider to RMS shall consist of:

- a) The updated Project Program to reflect the latest status of the project, milestones, deliverables and resources.
- b) All changes to the scope since the last period, which may impact the Project Program;
- c) The current version of the risk register, which shall be up-to-date;
- d) Details of actual progress compared with the planned time and resource estimates in quantifiable amounts (not perceived percentages);

6.7 Quality Assurance

The Service Provider and its subcontractors (if any) shall follow the ISO9001 Quality Assurance standards in performing the work activities.

The Service Provider shall conduct periodic audits to ensure quality assurance and safety standards are being followed by its personnel and subcontractors personnel.

RMS will conduct quality audit of the Service Provider's and subcontractors' quality system for the works. This requires the cooperation of the Service Provider and support of the audit by providing the necessary records and documentation when requested by RMS.

The Service Provider shall rectify all the non conformance cases within the agreed timeframe and submit a report on the remedial actions that have been taken.

7 WARRANTY

The Service Provider shall provide a warranty against poor workmanship, work defects, equipment defects and any other causes of malfunctions for a period of 1 year commencing from the date of acceptance by and handover to RMS. The Service Provider shall bear all costs to rectify the above during the warranty period.

8 DOCUMENTATION

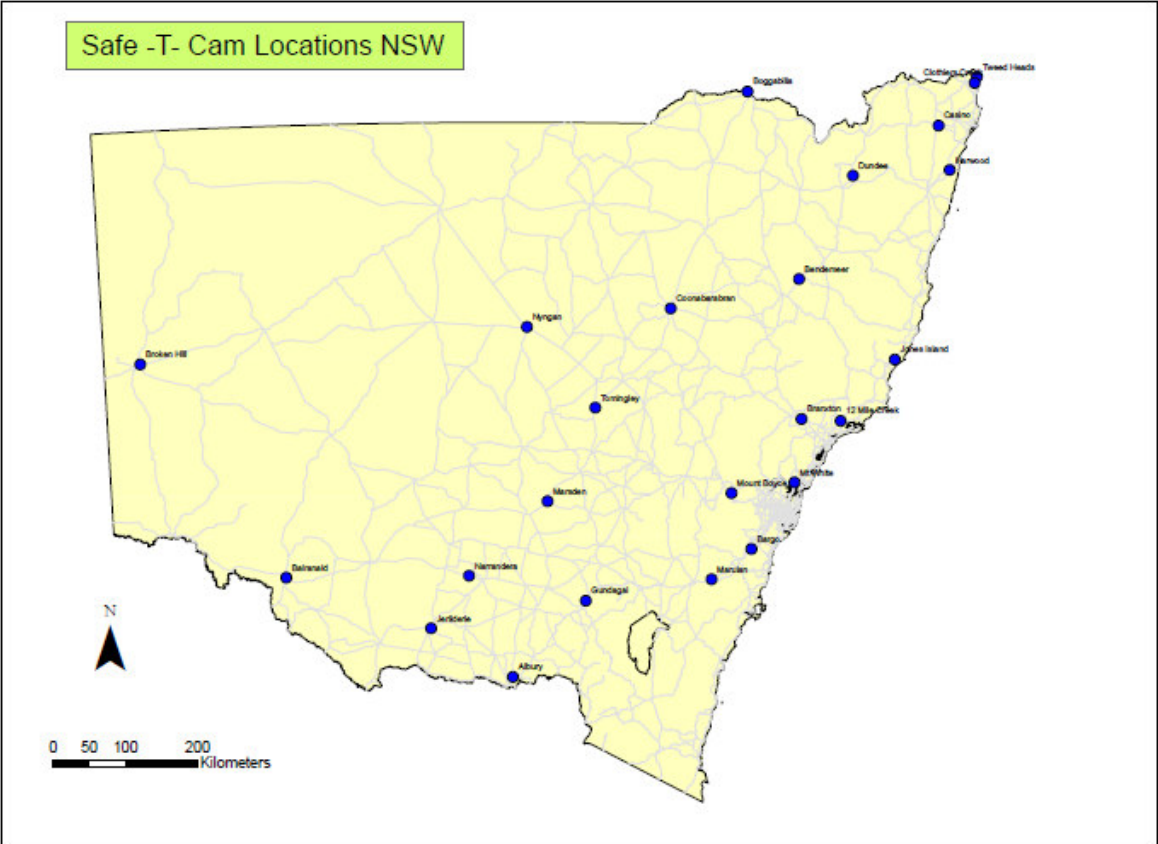
The Service Provider shall provide all necessary documentation for the project, including:

- Project Management and other related plans;
- Work-As-Executed Drawings; and

9 APPENDIX A

The following Annexure and Schedules form part of this quote:

ANNEXURE & SCHEDULE



Updated RFQ

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdl)/cn=recipients/cn=alexandu">
To: h.alameddine@seinagroup.com.au
Date: Wed, 09 Sep 2015 16:03:08 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version6 09092015.pdf (256.62 kB)

Seina ,

Please find amended updated Brief and scope document for the maintenance works for HV enforcement sites so as to now include additional maintenance items.

Thank you

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973, Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre.Dubois@rms.nsw.gov.au



Transport
Roads & Maritime
Services

Note: Pages 2 to 35 have been removed. These pages appear as the attachments to the email from Alexandre Dubois to info@eurocandm.com.au sent on 9 September 2015 at 16:02:42 (refer to the copy of that document as it appears in this volume).

Updated RFQ

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: northstarcivil@gmail.com
Date: Wed, 09 Sep 2015 16:03:39 +1000
Attachments: RFQ Scope of Work HVIS Maintenance Version6 09092015.pdf (256.62 kB)

Northstar ,

Please find amended updated Brief and scope document for the maintenance works for HV enforcement sites so as to now include additional maintenance items.

Thank you

Alexandre Dubois

Project Manager | Compliance and Enforcement Branch | Roads and Maritime Services

Level 10, 27 - 31 Argyle Street, Parramatta NSW 2150

PO Box 973, Parramatta CBD NSW 2124

Phone: 02 8849 2633 | Fax: 8849 2522 | Mob: [REDACTED] 34 34

Email: Alexandre.Dubois@rms.nsw.gov.au



Transport
Roads & Maritime
Services

Note: Pages 2 to 35 have been removed. These pages appear as the attachments to the email from Alexandre Dubois to info@eurocandm.com.au sent on 9 September 2015 at 16:02:42 (refer to the copy of that document as it appears in this volume).

Scanned from CTRN1024APIV2275PCL on IP 10.50.10.224

From: APIVC2275_944723 <apivc2275_944723@rms.nsw.gov.au>
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Date: Wed, 16 Sep 2015 15:31:48 +1000
Attachments: 16092015153148-0001.pdf (217.65 kB)

Number of Images: 2
Attachment File Type: PDF

Device Name: APIVC2275_944723
Device Location: CTRN1024APIV2275PCL at Argyle St

IMS Purchase Order Request



Transport
Roads & Maritime
Services

For Services (ESM & CM21)

Purchase Order Number:	
Date Request Received:	
Request type (Please tick):	<input type="checkbox"/> Create New <input type="checkbox"/> Amend Existing
Is this a CM21 Contract:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section / Unit Name Compliance Systems	Contract End date:	IMS Tracking No:

1. Vendor

Vendor Number:	Do you require this PO to be sent to the Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Name: Euro Civil & Maintenance Pty Ltd	Does this Vendor require RCTI's? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Contact Name: Barry Haden	Vendor Phone No.: 7 738
Address: donaldson Street Bradbury NSW 2560	
Vendor Sales email: info@euromaintenanceandcivil.com	Vendor ABN: 26604934698

2. Item Details

Category Description	Cat.	Cost Object (please tick one only)	Category Description	Cat.	Cost Object (please tick one only)
WBS	P	<input checked="" type="checkbox"/>	Internal Billing / WBS	I	<input type="checkbox"/>
Cost Centre	K	<input type="checkbox"/>	Internal Billing Cost Centre	B	<input type="checkbox"/>
Order	F	<input type="checkbox"/>	Real Estate Object	R	<input type="checkbox"/>

3. A general description of work to be performed (max 40 characters including spaces)

Western Region Maintenance Items Civil
--

4. Service Items (Service number **must** be included)

RMS Service No.	Description of Work	Cost Object	G / L (note)	* Total Cost (Excludes GST)
	Priority 1 Maintenance Items	U/00934/H/CI		
	-Bells Line Rd Bitumen resurface			
	-Bells Line Rd Fence/Gate repairs			
	-Mt Boyce pit open drain damage			
	-Glencoe, Gunnedah, Walgett, moree, bogg			

Note: Form 693 **must** be submitted for Skill Hire/Contractors.

* Was price checked against the Contingent Workforce Pre-qualification Scheme? ☐ Yes ☐ No

Increase Value	
Original Purchase Order Value	\$245,000
Total Value	\$245,000

Requested by: (Mandatory)

Requester **cannot** be a Business Partner

Name: Alex Dubois
Staff ID: 965213
Position: Heavy Vehicle program& maintenance office
Phone No: 8849 2633
Signature:
Date: 16/9/15

Delegated Approval by: (Mandatory)

Delegation **must** cover the total value of the PO

Name: Samer Soliman
Staff ID: 00963135
Delegation Level: 4
Position: MANAGER HEAVY VEHICLE PROGRAMS
Phone No: 8849 2631
Signature*:
Date: 16/9/15

If you do not wish to receive workflows nominate an Alternate requester (not a Business Partner) for workflows only	Name:	Staff ID:

See Attachment for notes for completion of this form.

* RMD Commercial Procurement Guidelines (document-CF01)

Catalogue No. 45062814, Form No. 849 (05/2014) ABN 76 236 371 088

Page 1 of 2

Disclosure of Information

Class 1 Contract

Contract No/ID :	15.2930.1757
Contract Description :	HVIS Maintenance Western Region - Civil
Contract Commencement Date :	16/09/2015
Period of Contract:	16 weeks
Contractor:	EURO CIVIL & MAINTENANCE PTY LTD
Contractor Address:	EURO CIVIL & MAINTENANCE PTY LTD, ■ Donaldson Street, Bradbury, NSW, 2560
Trading Name:	
Trading Name Address:	
Estimated Payable (\$ Incl GST) :	\$ 269,500.00
Method of Tendering:	Limited (Single Invitation / Selective/WADs)

- **Particulars of any related body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth) in respect of the contractor, or any other private sector entity in which the contractor has an interest, that will be involved in carrying out any of the contractor's obligations under the contract or will receive a benefit under the contract**

NA

- **A description of any provisions under which the amount payable to the contractor may be varied**

No provisions under which the amount payable to the contractor may be varied

- **A description of any provisions with respect to the renegotiation of the contract**

No provisions with respect to the renegotiation of the contract

- **In the case of a contract arising from a tendering process, a summary of the criteria against which the various tenders were assessed**

Price, experience, availability.

- **A description of any provisions under which it is agreed that the contractor is to receive payment for providing operational or maintenance services**

NA

Euro Civil - PO 4510385164

From: cob_finance@rms.nsw.gov.au
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Cc: cob_finance@rms.nsw.gov.au
Date: Thu, 17 Sep 2015 10:43:02 +1000
Attachments: PO 4510385164-10.pdf (15.77 kB); signed 849 Euro Civil 16092015.obr (9 bytes)

Hi<<...>>

As per request, the purchase order has been created. Kindly forward the attached Purchase Order to the vendor.

To the vendor:

A PDF format invoice must be emailed to: SBSC_Readsoft@rms.nsw.gov.au


Please do not send to multiple receipts, cc or bcc

Invoice must have the following details:

Bill invoice to

Roads and Maritime Services

(ABN 76 236 371 088)

RMS contact name  **Alex Dubois**

Purchase order number **4510385164**

First page must be the invoice, subsequent pages are supporting documents

Failure to put these details, could delay the processing of your invoice

Regards
 Lana Gorbonos
 Finance Officer
 Compliance Operations | Safety & Compliance
 T 02 8849 2452

-----Original Message-----
 From: DUBOIS Alexandre
 Sent: Wednesday, 16 September 2015 3:43 PM
 To: COB_finance@rms.nsw.gov.au
 Subject: signed 849 Euro Civil 16092015 (A10196997)

Good afternoon,
 Can we please raise the 849 for the attached.
 Thank you
 DUBOIS Alexandre has sent you a link to "signed 849 Euro Civil 16092015" (A10196997) from Objective.
 Open in Navigator
 Double click on the attachment
 Open in Your Browser
 Latest: <https://edm.rta.nsw.gov.au/id:A10196997/document/versions/latest>
 Published: <https://edm.rta.nsw.gov.au/id:A10196997/document/versions/published><<...>>

ROADS AND MARITIME SERVICES
ABN: 76 236 371 088
Purchase Order

Order No.	Date	Vendor Details	Terms
4510385164	17.09.2015	1060147 EURO CIVIL & MAINTENANCE PTY LTD	Net 30 days

Consignee

EURO CIVIL & MAINTENANCE PTY LTD
DONALDSON STREET
CAMPBELTOWN NSW 2560
Phone: 7738 Fax:

Delivery Address

ROADS and MARITIME SERVICES
,

Our Contacts

Name

Phone

Fax

Purchasing Officer Svetlana GORBONOS

02 8849 2452

02 8849 2757

The Purchase Order number **4510385164** must be quoted on all documents, packages, etc. and the goods/materials accompanied by delivery docket or invoice.

Delivery Instructions

Please email invoice to: SBSC_Readsoft@rms.nsw.gov.au

Purchase Order Items

ITEM	MATERIAL	DESCRIPTION	QTY	PRICE EXCL GST	DEL.DATE
------	----------	-------------	-----	-------------------	----------

00010 15.2930.1757-HVIS Maintenance Western Re
Contact person for line 10 is A.Dubois

1.00 AU 245,000.00 17.09.2015

INVOICE/ACCOUNT ENQUIRIES TO 'ACCOUNTS PAYABLE SECTION', ROADS AND MARITIME SERVICES, „

GST	24,500.00
ORDER VALUE	269,500.00

E18-0736-AS-2-1-PR-0001 D10597798

Service Line Attachment to Purchase Order (4510385164)

Item 00010 covers the following services

Line	Service No	Description	Unit	Currency	Price/Unit	Net Value
10	IM000	Priopity 1 Maintenance items-Bells	245,000.00	ITM	1.00	245,000.00
					Total	245,000.00

Scanned from CTRN1024APIV2275PCL on IP 10.50.10.224

From: APIVC2275_944723 <apivc2275_944723@rms.nsw.gov.au>
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Date: Fri, 09 Oct 2015 12:58:22 +1100
Attachments: 09102015125822-0001.pdf (477.43 kB)

Number of Images: 4
Attachment File Type: PDF

Device Name: APIVC2275_944723
Device Location: CTRN1024APIV2275PCL at Argyle St

IMS Purchase Order Request



Transport
Roads & Maritime
Services

For Services (ESM & CM21)

Purchase Order Number:	
Date Request Received:	
Request type (Please tick):	<input type="checkbox"/> Create New <input type="checkbox"/> Amend Existing
Is this a CM21 Contract:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section / Unit Name Compliance Systems	Contract End date:
---	--------------------

IMS Tracking No:

1. Vendor

Vendor Number:	Do you require this PO to be sent to the Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Name: Ozcorp Civil Pty LTD	Does this Vendor require RCTI's? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor Contact Name: Kris Tui	Vendor Phone No.: [REDACTED] 2468
Address: [REDACTED] luxford rd lethbridge park NSW 2770	
Vendor Sales email.: admin@ozcorpcivil.com	Vendor ABN: 37 607 800 895

2. Item Details

Category Description	Cat.	Cost Object (please tick one only)	Category Description	Cat.	Cost Object (please tick one only)
WBS	P	<input checked="" type="checkbox"/>	Internal Billing / WBS	I	<input type="checkbox"/>
Cost Centre	K	<input type="checkbox"/>	Internal Billing Cost Centre	B	<input type="checkbox"/>
Order	F	<input type="checkbox"/>	Real Estate Object	R	<input type="checkbox"/>

3. A general description of work to be performed (max 40 characters including spaces)

STC Maintenance

4. Service Items (Service number **must** be included)

RMS Service No.	Description of Work	Cost Object	G / L (note)	* Total Cost (Excludes GST)
	26 STC site location within NSW	T/78036/M		
	-Site cleanup			
	-Vegetation control			
	-Barricade inspection & repair			
	-Grout repair and hard surface area at			

Note: Form 693 **must** be submitted for Skill Hire/Contractors.

* Was price checked against the Contingent Workforce Pre-qualification Scheme? ☐ Yes ☐ No

Increase Value	
Original Purchase Order Value	\$220,500
Total Value	\$220,500

Requested by : (Mandatory)
Requester **cannot** be a Business Partner

Name: Alexandre Dubois
Staff ID: 965213
Position: HV Maintenance and Program Officer
Phone No: 8849 2633
Signature: [Signature]
Date: 6/10/15

Delegated Approval by: (Mandatory)
Delegation **must** cover the total value of the PO

Name: Samer Soliman
Staff ID: 00963135
Delegation Level: 4
Position: HV Program Manager
Phone No: 02 8849 2631
Signature*: [Signature]
Date: 7/10/15

If you do not wish to receive workflows nominate an Alternate requester (not a Business Partner) for workflows only	Name:	Staff ID:
---	-------	-----------

See Attachment for notes for completion of this form.

* RMD Commercial Procurement Guidelines (document-CF01)

Catalogue No. 45062814, Form No. 849 (05/2014) ABN 76 236 371 088

Page 1 of 2

Disclosure of Information

Class 1 Contract

Contract No/ID :	15.2930.1760
Contract Description :	Safety-T-Cam General site Maintenance for FY 2015
Contract Commencement Date :	30/09/2015
Period of Contract:	52 weeks
Contractor:	OZCORP CIVIL PTY LTD
Contractor Address:	OZCORP CIVIL PTY LTD, [REDACTED] Luxford Road, Lethbridge Park, NSW, 2770
Trading Name:	
Trading Name Address:	
Estimated Payable (\$ Incl GST) :	\$ 242,550.00
Method of Tendering:	Limited (Single Invitation / Selective/WADs)

- **Particulars of any related body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth) in respect of the contractor, or any other private sector entity in which the contractor has an interest, that will be involved in carrying out any of the contractor's obligations under the contract or will receive a benefit under the contract**

NA

- **A description of any provisions under which the amount payable to the contractor may be varied**

No provisions under which the amount payable to the contractor may be varied

- **A description of any provisions with respect to the renegotiation of the contract**

No provisions with respect to the renegotiation of the contract

- **In the case of a contract arising from a tendering process, a summary of the criteria against which the various tenders were assessed**

Price, experience

- **A description of any provisions under which it is agreed that the contractor is to receive payment for providing operational or maintenance services**

NA

EFT Authorisation Form - Authorisation for Payment of Accounts by Electronic Funds Transfer



Transport
Roads & Maritime
Services

Vendor Details

Organisation name: OZICORP CIVIL

Bus/Residential address: [REDACTED] LUXFORD RD

Suburb: LETHBRIDGE PARK State: NSW Postcode: 2770

Postal address:
(if different from above)

Suburb: _____ State: _____ Postcode: _____

ABN no.: 37607800895 Contact no.(s): [REDACTED] 2468

Email address:
(to receive remittance advice)

Facsimile no.:
(to receive remittance advice)

Vendor Banking Details

Account name: OZICORP CIVIL PTY LTD

Financial institution name: ST GEORGE BANK

Branch location: SHOP 1 19 MACARTHUR SQUARE CAMPBELLTOWN State: NSW

BSB no.: 112879 Account no.: [REDACTED] 5625

NOTE: Please attach supporting documentation that clearly shows the Vendor's name and account details.
Acceptable supporting documents which include bank deposit slip, tax invoice and company letterhead.

Vendor Authorisation

I hereby authorise Roads and Maritime Services (RMS) to verify account details with the financial institution nominated on this form and to make payments due to the organisation named above by means of Electronic Funds Transfer, subject to the following conditions:

1. Payment will be deemed to have been made when RMS has instructed its bank to credit the nominated bank account. RMS will not be responsible for any delays in payment or errors due to factors outside the reasonable control of RMS including but not limited to delays or errors in the banking system or errors in the account details supplied.
2. RMS reserves the right at any time to terminate or suspend this direct credit payment system and to pay by cheque or in any other manner which RMS may determine from time to time.
3. The customer agrees to repay RMS on demand any payments credited to the customer in error and RMS reserves the right to offset the amount of any payment made in error against any future debt or liability owing to RMS to the customer.
4. RMS must be notified by your organisation of any changes to these details by emailing/faxing a new authorisation form accompanied by applicable supporting documentation.

Name: (Print) KRISTEN TUI

Position: DIRECTOR Contact no: [REDACTED] 2468

Signature: [REDACTED] Date: 07/10/2015

Return to: Email address: _____ @rms.nsw.gov.au

or Fax to: 02

Transport Shared Services Use Only

Vendor no.:	ABN no.:
Verified by:	Date received:



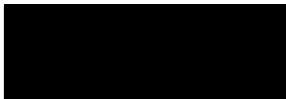
8 October 2015

St. George Bank
A Division of
Westpac Banking Corporation
ABN 33 007 457 141
AFSL 233714
shop L 19 Macarthur Square,
Kellicar Road
Campbelltown
NSW 2650

To whom it may concern

As requested, I confirm that Kristen Tui has an account for Ozcorp civil pty ltd with
St. George Bank .
BSB 112-879
Account [REDACTED] 5625

Yours sincerely



Jacqueline Hutton
Customer Service Specialist
Macarthur Square
Direct Tel No.:02 46263038
Direct Fax No.:02 46282366
Email: huttonj@stgeorge.com.au

Disclosure Information	

EFT Authorisation Form - Authorisation for Payment of Accounts by Electronic Funds Transfer



Vendor Details

Organisation name: OZCORP CIVIL
 Bus/Residential address: [REDACTED] LUXFORD RD
 Suburb: LETHBRIDGE PARK State: NSW Postcode: 2770
 Postal address:
 (if different from above)
 Suburb: _____ State: _____ Postcode: _____
 ABN no.: 6 [REDACTED] Contact no.(s): [REDACTED] 2468
 Email address: _____ Facsimile no.: _____
 (to receive remittance advice) (to receive remittance advice)

Vendor Banking Details

Account name: OZCORP CIVIL PTY LTD
 Financial institution name: ST GEORGE BANK
 Branch location: SHOP 19 MACARTHUR State: NSW
 BSB no.: [REDACTED] Account no.: [REDACTED]

NOTE: Please attach supporting documentation that clearly shows the Vendor's name and account details.
 Acceptable supporting documents which include bank deposit slip, tax invoice and company letterhead.

Vendor Authorisation

I hereby authorise Roads and Maritime Services (RMS) to verify account details with the financial institution nominated on this form and to make payments due to the organisation named above by means of Electronic Funds Transfer, subject to the following conditions:

1. Payment will be deemed to have been made when RMS has instructed its bank to credit the nominated bank account. RMS will not be responsible for any delays in payment or errors due to factors outside the reasonable control of RMS including but not limited to delays or errors in the banking system or errors in the account details supplied.
2. RMS reserves the right at any time to terminate or suspend this direct credit payment system and to pay by cheque or in any other manner which RMS may determine from time to time.
3. The customer agrees to repay RMS on demand any payments credited to the customer in error and RMS reserves the right to offset the amount of any payment made in error against any future debt or liability owing to RMS to the customer.
4. RMS must be notified by your organisation of any changes to these details by emailing/faxing a new authorisation form accompanied by applicable supporting documentation.

Name: (Print) KRISTEN
 Position: DIRECTOR Contact no: [REDACTED] 2246
 Signature: [REDACTED] Date: 10/20

Return to: Email address: _____@rms.nsw.gov.au

or Fax to: 02 _____

Transport Shared Services Use Only

Vendor no.:	ABN no.:
Verified by:	Date received:



10 9 9

[illegible][illegible]

Ozcorp - PO 4510386760 - 15.2930.1760

From: cob_finance@rms.nsw.gov.au
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Cc: cob_finance@rms.nsw.gov.au, SOLIMAN Samer <samer.soliman@rms.nsw.gov.au>
Date: Fri, 16 Oct 2015 12:16:40 +1100
Attachments: PO 4510386760-10.pdf (15.62 kB); Signed 849 09102015.obr (9 bytes)

<<...>>
 Hi

As per request, the purchase order has been created. Kindly forward the attached Purchase Order to the vendor.

To the vendor:

A PDF format invoice must be emailed to: SBSC_Readsoft@rms.nsw.gov.au

Please do not send to multiple receipts, cc or bcc

Invoice must have the following details:

Bill invoice to

Roads and Maritime Services

(ABN 76 236 371 088)

RMS contact name ~ **Alex Dubois**

Purchase order number **4510386760**

First page must be the invoice, subsequent pages are supporting documents

Failure to put these details, could delay the processing of your invoice

Regards
 Lana Gorbonos
 Finance Officer
 Compliance Operations | Safety & Compliance
 T 02 8849 2452

-----Original Message-----

From: DUBOIS Alexandre
 Sent: Friday, 9 October 2015 2:09 PM
 To: COB_finance@rms.nsw.gov.au
 Subject: Signed 849 09102015 (A10378330)
 Good afternoon,
 Can you please assist in raising a purchase order for the attached 849.

This is a new vendor.

Thank you

DUBOIS Alexandre has sent you a link to "Signed 849 09102015" (A10378330) from Objective.
 Open in Navigator
 Double click on the attachment

Open in Your Browser

Latest: <https://edm.rta.nsw.gov.au/id:A10378330/document/versions/latest>
 Publis<<...>> hed: <https://edm.rta.nsw.gov.au/id:A10378330/document/versions/published>



ROADS AND MARITIME SERVICES
ABN: 76 236 371 088
Purchase Order

Order No.	Date	Vendor Details	Terms
4510386760	16.10.2015	1060851 OZCORP CIVIL PTY LTD	Net 30 days

Consignee

OZCORP CIVIL PTY LTD
[REDACTED] UXFORD ROAD
LETHBRIDGE PARK NSW 2770
Phone: [REDACTED] 2468 Fax:

Delivery Address

ROADS and MARITIME SERVICES
,

Our Contacts

Name

Phone

Fax

Purchasing Officer Svetlana GORBONOS **02 8849 2452** **02 8849 2757**
The Purchase Order number **4510386760** must be quoted on all documents, packages, etc. and the goods/materials accompanied by delivery docket or invoice.

Delivery Instructions

Please email invoice to: SBSC_Readsoft@rms.nsw.gov.au

Purchase Order Items

ITEM	MATERIAL	DESCRIPTION	QTY	PRICE EXCL GST	DEL.DATE
------	----------	-------------	-----	-------------------	----------

00010 STC Maintenance
Contact person for line 10 is A. Dubois

1.00 AU 220,500.00 16.10.2015

INVOICE/ACCOUNT ENQUIRIES TO 'ACCOUNTS PAYABLE SECTION', ROADS AND MARITIME SERVICES, „

GST	22,050.00
ORDER VALUE	242,550.00

E18-0736-AS-2-1-PR-0001



Service Line Attachment to Purchase Order (4510386760)

Item 00010 covers the following services

Line	Service No	Description	Unit	Currency	Price/Unit	Net Value
10	IM000	STC Maintenance-26 STC vegetation c	220,500.00	ITM	1.00	220,500.00
					Total	220,500.00

OZ CORP CIVIL

Quotation

 Luxford Road
 Lethridge Park NSW 2770
 ABN: 72 060 754 501 Phone:  2 468

DATE February 17, 2016
Quotation # 132

Bill To:
 Att: Alex Dubois
 Roads and Maritime Services
 110 George Street
 Parramatta NSW 2150
 02 8837 0636

Quotation valid until: March 16, 2020
Prepared by: Kris T

Comments or special instructions:

Description	AMOUNT
Removal and Installation of TIRTL road side devices at P2P Sites , description of scope as follows: Muswellbrook Nth and Sth Excavation of trench 300-400 deep approximately 250 Metres (site dependant) Lay conduit within trench, comms and power cable together with draw wire Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad Installation of pits for TIRTL and underbore conuits Site clean up	\$71,000.00
Aberdeen Nth and Sth Excavation of trench 300-400 deep approximately 250 Metres (site dependant) Lay conduit within trench, comms and power cable together with draw wire Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad Installation of pits for TIRTL and underbore conuits Site clean up	\$70,500.00
Sandy Hollow Nth and Sth Excavation of trench 300-400 deep approximately 250 Metres (site dependant) Lay conduit within trench, comms and power cable together with draw wire Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	

Installation of pits for TIRTL and underbore conuits	
Site clean up	\$71,000.00
TOTAL Ex GST	\$ 212,500.00
TOTAL Inc GST	\$ 233,750.00

If you have any questions concerning this quotation, KrisTui, 2 468, E-mail: admin@ozcorpcivil.com

THANK YOU FOR YOUR BUSINESS!

Disclosure of Information

Class 1 Contract

Contract No/ID :	16.0000002935.0374
Contract Description :	P2P TIRTL installation for New England Hwy sites Mswellbrook,Aberdeen, Sandy Hollow
Contract Commencement Date :	24/02/2016
Period of Contract:	12 weeks
Contractor:	OZCORP CIVIL PTY LTD
Contractor Address:	OZCORP CIVIL PTY LTD, [REDACTED] Luxford Road, Lethbridge Park, NSW, 2770
Trading Name:	
Trading Name Address:	
Estimated Payable (\$ Incl GST) :	\$ 233,750.00
Method of Tendering:	Limited (Single Invitation / Selective/WADs)

- **Particulars of any related body corporate (within the meaning of the Corporations Act 2001 of the Commonwealth) in respect of the contractor, or any other private sector entity in which the contractor has an interest, that will be involved in carrying out any of the contractor's obligations under the contract or will receive a benefit under the contract**

NA

- **A description of any provisions under which the amount payable to the contractor may be varied**

No provisions under which the amount payable to the contractor may be varied

- **A description of any provisions with respect to the renegotiation of the contract**

No provisions with respect to the renegotiation of the contract

- **In the case of a contract arising from a tendering process, a summary of the criteria against which the various tenders were assessed**

Price, experience

- **A description of any provisions under which it is agreed that the contractor is to receive payment for providing operational or maintenance services**

NA

FW: Ozcorp Civil Invoice

From: JABSON Theresa T <theresa.jabson@rms.nsw.gov.au>
To: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Date: Thu, 24 Mar 2016 13:31:45 +1100
Attachments: Ozcorp Invoice 135 invoice.pdf (66.57 KB); Ozcorp Invoice 135 invoice.pdf (66.57 KB)

Hi Alex

The invoice does not match the SAP system
 Vendor need to re submit the invoice

Regards

Vendor Edit Goto Extras Environment System Help

Display Vendor: Control

Vendor 1060851 OZCORP CIVIL PTY LTD LETHBRIDGE PARK

Tax information	
Rep's Name	VAT Reg. No. 37607800895 Other...
Tax office	Type of Business
Tax Number	Type of Industry
Tax Number 5	

Reference data	
Cred.info no.	Last ext.review
Industry OTHER	
POD-relevant	
External manuf.	

SAP PRD (3) 400

Theresa Jabson
 Team Leader Finance & Compliance Operations Branch
 T 02 8848 8918 | M 032
www.rms.nsw.gov.au

Every journey matters

Roads and Maritime Services
 110 George Street Parramatta NSW 2150



From: DUBOIS Alexandre
Sent: Wednesday, 23 March 2016 12:16 PM
To: JABSON Theresa T
Subject: FW: Ozcorp Civil Invoice

Attached is approved

From: oz corp civil [mailto:Admin@ozcorpcivil.com]
Sent: Wednesday, 23 March 2016 12:15 PM
To: SBSC_Readsoft
Cc: DUBOIS Alexandre
Subject: Ozcorp Civil Invoice

Please find attached Ozcorp Civil invoice.

Kind regards,
 Kris Tui
 0468
 Ozcorp Civil Pty Ltd

ozCORP CIVIL**Tax Invoice**

[REDACTED] Luxford Road
 Lethridge Park NSW 2770
 ABN: 72 060 754 501 Phone: [REDACTED] 2 468

DATE March 17, 2016
Invoice # 135
PO # 4510393063

Bill To:
 Att: Alex Dubois
 Roads and Maritime Services
 110 George Street
 Parramatta NSW 2150
 02 8837 0636

Comments or special instructions:

Description	AMOUNT
Removal and Installation of TIRTL road side devices at P2P Sites , description of scope as follows:	
Muswellbrook Nth and Sth	
Excavation of trench 300-400 deep approximately 250 Metres (site dependant)	
Lay conduit within trench, comms and power cable together with draw wire	
Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions	
Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	
Installation of pits for TIRTL and underbore conuits	
Site clean up	\$71,000.00
Aberdeen Nth and Sth	
Excavation of trench 300-400 deep approximately 250 Metres (site dependant)	
Lay conduit within trench, comms and power cable together with draw wire	
Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions	
Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	
Installation of pits for TIRTL and underbore conuits	
Site clean up	\$70,500.00
Sandy Hollow Nth and Sth	
Excavation of trench 300-400 deep approximately 250 Metres (site dependant)	
Lay conduit within trench, comms and power cable together with draw wire	
Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions	
Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	
Installation of pits for TIRTL and underbore conuits	
Site clean up	\$71,000.00
TOTAL Ex GST	\$ 212,500.00
TOTAL Inc GST	\$ 233,750.00

If you have any questions concerning this quotation, KrisTui, [REDACTED] 2 468, E-mail: admin@ozcorpcivil.com

THANK YOU FOR YOUR BUSINESS!

Fwd: Ozcorp invoice

From: alexandre.dubois@rms.nsw.gov.au
To: JABSON Theresa T <theresa.jabson@rms.nsw.gov.au>
Date: Thu, 24 Mar 2016 13:58:22 +1100
Attachments: Ozcorp Invoice - 135 invoice.pdf (66.47 kB); ATT00001.htm (168 bytes)

Invoice approved

Sent from my iPhone

Begin forwarded message:

From: oz corp civil <Admin@ozcorpcivil.com>
Date: 24 March 2016 1:57:20 pm AEDT
To: SBSC_Readsoft <SBSC_Readsoft@rms.nsw.gov.au>
Cc: DUBOIS Alexandre <Alexandre.DUBOIS@rms.nsw.gov.au>
Subject: Ozcorp invoice

Hi Alex,

Sorry for any inconvenience this may have caused, please find the corrected attached invoice.

Kind regards,

Kris Tui.

Ozcorp Civil Pty Ltd

ozCORP CIVIL**Tax Invoice**

[REDACTED] Luxford Road
 Lethridge Park NSW 2770
 ABN: 37 607 800 895 Phone: [REDACTED] 2 468

DATE March 17, 2016
Invoice # 135
PO # 4510393063

Bill To:

Att: Alex Dubois
 Roads and Maritime Services
 110 George Street
 Parramatta NSW 2150
 02 8837 0636
 ABN: 76 236 371 088

Comments or special instructions:

Description	AMOUNT
Removal and Installation of TIRTL road side devices at P2P Sites , description of scope as follows:	
Muswellbrook Nth and Sth	
Excavation of trench 300-400 deep approximately 250 Metres (site dependant)	
Lay conduit within trench, comms and power cable together with draw wire	
Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions	
Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	
Installation of pits for TIRTL and underbore conuits	
Site clean up	\$71,000.00
Aberdeen Nth and Sth	
Excavation of trench 300-400 deep approximately 250 Metres (site dependant)	
Lay conduit within trench, comms and power cable together with draw wire	
Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions	
Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	
Installation of pits for TIRTL and underbore conuits	
Site clean up	\$70,500.00
Sandy Hollow Nth and Sth	
Excavation of trench 300-400 deep approximately 250 Metres (site dependant)	
Lay conduit within trench, comms and power cable together with draw wire	
Removal of existing TIRTL devices and placement of new at 45 m as RMS instructions	
Form work , lay concrete bed and concrete housing with 1:20 taper and concrete pad	
Installation of pits for TIRTL and underbore conuits	
Site clean up	\$71,000.00
TOTAL Ex GST	\$ 212,500.00
TOTAL Inc GST	\$ 233,750.00

If you have any questions concerning this quotation, KrisTui, [REDACTED] 2 468, E-mail: admin@ozcorpcivil.com

THANK YOU FOR YOUR BUSINESS!

Ozcorp invoice.

From: oz corp civil <admin@ozcorpcivil.com>
To: SBSC_Readsoft <sbsc_readsoft@rms.nsw.gov.au>
Cc: DUBOIS Alexandre <alexandre.dubois@rms.nsw.gov.au>
Date: Fri, 13 May 2016 17:24:43 +1000
Attachments: Ozcorp Invoice 138.pdf (70.61 kB)

Hi Alex,

Please find attached the invoice for the safety cam maintenance.



Kind regards,

Kris Tui

 2 468

ozCORP CIVIL

Tax Invoice

 Luxford Road
 Lethridge Park NSW 2770
 ABN: 37 607 800 895 Phone:  2 468


DATE May 2, 2016
Invoice # 138
PO # 4510386760

Bill To:

Att: Alex Dubois
 Roads and Maritime Services
 110 George Street
 Parramatta NSW 2150
 02 8837 0636
 ABN 76 236 371 088

Comments or special instructions:

Description	AMOUNT
<p>Maintenance of Safe T Cam sites every quarter , description of scope as follows:</p> <p>Albury- Cut over grown vegetaion and clean around underground bunker and clear entry to site</p> <p>Balranald- Cut over grown Vegetation, weed killed around bunker and cleaned site</p> <p>Bargo- Cut overgrown vegetation around TIRTL and weed killed and replace electrical pitt lid</p> <p>Bendemeer- Cut overgrown vegetaion around bunker and TIRTL and access to site and weed kill replace brocken concrete electricity pitt lid and grout around housing.</p> <p>Branxton- Cut overgrown vegetation around Gantry and Bunker and armco and clean site remove rubbish.</p> <p>Casino- Trim trees for access to site cut weeds around bunker and grout under gantry & clean site</p> <p>Coonabarabran- Site entry grated and cut vegetaion around bunker and regouted gantry</p> <p>Dundee- regrout under gantry base, cut overgrown vegetaion to vehichle access and around TIRTL housings and bunker</p> <p>Gundagai- Cut over vegetation around bunker and replace broken underground electrical pitt</p> <p>Harwood- Cut overgrown vegetation around bunker and TIRTL and entry to site.</p> <p>Jerilderie- Cut overgrown vegetation replace concrete pitt lid,crane hire to relocate jersey kerb concrete barriers to stop heavv Vehicles by passing site.</p> <p>Jones island- levelled entry to site cut overgrown vegetation around bunker armco and TIRTL</p> <p>Marsden- Cut overgrown vegetation remove shrubs and trees to allow acees and supply 2 x concrete pitt lids</p> <p>Marulan Nth & Sth - Cut overgrown vegetation cut small tree, replace housing to underground pitt</p> <p>Narrandera- Cut overgrown vegetation to entry of site aroun bunker and TIRTL housings</p> <p>Tomingley- Cut overgrown vegetation to entry and around Bunker and armco safety guardrail.</p> <p>Tweed head- Brushcut around pitts and gantry check and clean site and grout under gantry</p> <p>12 Mile Creek- Cut overgrown vegetation clear acces to site bunker and gantry.</p> <p>Each site has been visited 3 times cleaning site and removing rubbish and weed killing around armco, gantry and TIRTL housing and entry to site.</p> <p>Travel and accomadation for each site.</p>	209,952.00
TOTAL Ex GST	\$ 20,995.20
TOTAL Inc GST	\$ 230,947.20

If you have any questions concerning this quotation, KrisTui,  2 468, E-mail: admin@ozcorpcivil.com

THANK YOU FOR YOUR BUSINESS!

FW: Ozcorp invoice.

From: DUBOIS Alexandre </o=rta/ou=exchange administrative group (fydibohf23spdlt)/cn=recipients/cn=alexandu">
To: cob_finance@rms.nsw.gov.au
Cc: JABSON Theresa T <theresa.jabson@rms.nsw.gov.au>
Date: Mon, 16 May 2016 10:51:57 +1000
Attachments: Ozcorp Invoice 138.pdf (70.61 kB)

[Invoice approved , please process](#)

From: oz corp civil [mailto:Admin@ozcorpcivil.com]
Sent: Friday, 13 May 2016 5:25 PM
To: SBSC_Readsoft
Cc: DUBOIS Alexandre
Subject: Ozcorp invoice.



Hi Alex,

Please find attached the invoice for the safety cam maintenance.

Kind regards,
Kris Tui
[REDACTED] 2 468

ozCORP CIVIL

Tax Invoice

 Luxford Road
 Lethridge Park NSW 2770
 ABN: 37 607 800 895 Phone:  2 468

DATE May 2, 2016
Invoice # 138
PO # 4510386760

Bill To:

Att: Alex Dubois
 Roads and Maritime Services
 110 George Street
 Parramatta NSW 2150
 02 8837 0636
 ABN 76 236 371 088

Comments or special instructions:

Description	AMOUNT
<p>Maintenance of Safe T Cam sites every quarter , description of scope as follows:</p> <p>Albury- Cut over grown vegetaion and clean around underground bunker and clear entry to site</p> <p>Balranald- Cut over grown Vegetation, weed killed around bunker and cleaned site</p> <p>Bargo- Cut overgrown vegetation around TIRTL and weed killed and replace electrical pitt lid</p> <p>Bendemeer- Cut overgrown vegetaion around bunker and TIRTL and access to site and weed kill replace brocken concrete electricity pitt lid and grout around housing.</p> <p>Branxton- Cut overgrown vegetation around Gantry and Bunker and armco and clean site remove rubbish.</p> <p>Casino- Trim trees for access to site cut weeds around bunker and grout under gantry & clean site</p> <p>Coonabarabran- Site entry grated and cut vegetaion around bunker and regouted gantry</p> <p>Dundee- regrout under gantry base, cut overgrown vegetaion to vehicle access and around TIRTL housings and bunker</p> <p>Gundagai- Cut over vegetation around bunker and replace broken underground electrical pitt</p> <p>Harwood- Cut overgrown vegetation around bunker and TIRTL and entry to site.</p> <p>Jerilderie- Cut overgrown vegetation replace concrete pitt lid, crane hire to relocate jersey kerb concrete barriers to stop heavv Vehicles by passing site.</p> <p>Jones island- levelled entry to site cut overgrown vegetation around bunker armco and TIRTL</p> <p>Marsden- Cut overgrown vegetation remove shrubs and trees to allow acees and supply 2 x concrete pitt lids</p> <p>Marulan Nth & Sth - Cut overgrown vegetation cut small tree, replace housing to underground pitt</p> <p>Narrandera- Cut overgrown vegetation to entry of site aroun bunker and TIRTL housings</p> <p>Tomingley- Cut overgrown vegetation to entry and around Bunker and armco safety guardrail.</p> <p>Tweed head- Brushcut around pitts and gantry check and clean site and grout under gantry</p> <p>12 Mile Creek- Cut overgrown vegetation clear acces to site bunker and gantry.</p> <p>Each site has been visited 3 times cleaning site and removing rubbish and weed killing around armco, gantry and TIRTL housing and entry to site.</p> <p>Travel and accomadation for each site.</p>	209,952.00
TOTAL Ex GST	\$ 20,995.20
TOTAL Inc GST	\$ 230,947.20

If you have any questions concerning this quotation, KrisTui,  468, E-mail: admin@ozcorpcivil.com

THANK YOU FOR YOUR BUSINESS!