



**INVITATION TO TENDER**

**TENDER NO. T02540321**

**in respect of**

**SPECIAL AREA FENCING – REPLACEMENT OF  
SILVERDALE ROAD FENCE –  
WARRAGAMBA SPECIAL AREA**

**Contract Officer:** Andrew Paris

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**Closing Date and Time:** **2:00pm Thursday 19<sup>th</sup> June 2008**

**Place for Lodgement:** Tender Box  
Sydney Catchment Authority  
Level 2, 311 High Street  
PENRITH NSW 2751

**Mandatory Tender Briefing:** 10:00am, Wednesday 4<sup>th</sup> June 2008  
Warragamba Dam Catchment Office  
Farnsworth Avenue, Warragamba Dam

**Tender Document Cost:** \$55.00

**NOTES:** This Tender will not be considered if payment for the tender document has not been received.

**Tender document cost is not refundable.**

## **PART E - TECHNICAL SPECIFICATION**

### **E1. DESCRIPTION OF THE WORKS**

#### **E1.1 Background**

The condition of boundary fence lines within the SCA Special Areas has deteriorated through frequent vandalism and in many cases fence lines are beyond their serviceable life. Signage has been placed along boundary lines, however this has not deterred illegal access and in particular vehicles from entering the Special Areas.

#### **E1.2 Purpose**

The fencing program is designed to add to and or replace existing perimeter fences consistent with the SCA's fencing standards. This Contract proposes the replacement of the existing rural fence along Silverdale Road to support the current cable fence.

#### **E1.3 Specifications**

The scope of work is to remove the existing 5.4km rural boundary fence and replace it with a rural fence constructed to the following specifications:-

- Remove the existing 5.4km, 5 strand wire fence.
- Install a 5.4km, 1.2m high, 5 strand wire fence. The top 2 strands are to be heavy galvanised 2.5mm barbed wire with the bottom 3 strands consisting of standard 3.15mm galvanised wire.
- Posts are to be installed 12m apart with star pickets every 3 metres between posts. All posts concreted into ground 12m apart either of minimum:-
  - Option A:- Galvanised 80nb tubing with caps; or
  - Option B:- Rural pre stressed 1.8mx100mmx100mm concrete post.
- Existing gates are to remain and no new gates are required.
- Clear a 1m vegetation strip from the fence boundary by slashing and removing woody plants & mulching materials on-site to allow replacement of the fence. Any vegetation materials cleared lopped or removed will be mulched & retained and used as surface mulching
- The remainder of materials are to be recycled or disposed of at a tip and docket are to be provided to SCA.

No fencing or clearing work is to be carried out from within the road reserve.

## E1.4 Location

The fence is adjacent to Silverdale Road reserve and has a 30m slashed fire break along its entire length. There is an 800mm high heavy duty cable barrier fence approximately 1m from the fence along the entire fence line that is not to be removed. (Refer to Photos 1-4).

Silverdale Road is located between the intersection of Marsh & Silverdale Roads and the boundary of Dunn's property opposite Avoca Road, Silverdale. The area is within the Schedule 1 lands of Warragamba Special Area.



Photo 1: Silverdale fence Note: Cable barrier fence to remain.





Photo 2: Existing gates are to remain.



Photo 3: Section of heavily wooded and overgrown fence line.





Photo 4: Section of grass area with minimal woody plants

## **E2. OHS & R**

### **E2.1 General Requirements**

- (a) The occupational health, safety and rehabilitation requirements contained in this specification:
  - (i) may be in addition to, but are not in substitution for, any other requirements of any legislation or regulations or of any condition in the General Conditions of Contract or the Special Conditions of Contract; and
  - (ii) shall not be taken to limit the powers of the SCA or the liabilities and responsibilities of the Contractor under the Contract.
- (b) The Contractor shall, at all times, exercise any other necessary and reasonable precautions appropriate to the nature of the Work and the conditions under which the Contract is to be performed for the safety of all persons on the Site, or in the vicinity.

### **E2.2 Additional Safety Requirements**

- (a) Notwithstanding the general requirements of clause E2.1(a), it shall be a requirement of the Contract that all supervisors, employees and visitors wear Safety Helmets, as defined in AS 1801, and safety footwear, as defined in AS 2210, whilst on the Site.

- (b) Blasting explosives shall not be taken onto the Site without the written approval of the SCA.
- (c) The Contractor shall comply with occupational health and safety legislation and regulations, AS 2865:1995 and SCA Group Procedures/Instructions relating to work in confined spaces.
- (d) In addition, the Contractor shall comply with the SCA Group Procedures/Instructions as set out in clause F5. In circumstances where these are in conflict, the more stringent requirements shall apply. The Contractor shall comply with the SCA's directions regarding these matters.
- (e) It shall be the Contractor's responsibility to provide equipment, training, personnel and documentation necessary to satisfy the above requirements. The Contractor shall comply with these requirements and shall provide relevant documentation as preconditions for issue and continuation of a Permit to Work at the Site.
- (f) The Contractor shall provide documentation to demonstrate compliance with the requirements for confined spaces. The information to be provided shall include the following:
  - (i) The names of all personnel required to enter confined spaces.
  - (ii) Evidence that personnel have completed SCA approved training courses dealing with entry to confined spaces. These courses shall be conducted in accordance with the requirements of AS 2865 and the relevant SCA Group Procedure/Instruction and include instruction in:
    - first aid, including CPR;
    - gas detection;
    - breathing apparatus;
    - fire protection; and
    - practical emergency response.
  - (iii) A record of initial courses attended by all personnel and any further update courses attended.
  - (iv) Details of an assessment system to evaluate the aptitude and physical competence of personnel who will be required to enter confined spaces.
- (g) The SCA shall confirm, prior to the Contractor commencing WUC, the Sites or parts of Sites, which are classified as confined spaces and their categories.
- (h) In the event of gases being detected in a confined space, the Contractor shall ensure a safe working environment by providing adequate ventilation or by controlling the source of contaminants.

### **E2.3 Serious Accident and Dangerous Occurrence Reports**

- (a) The Contractor shall immediately notify WorkCover and the SCA of any serious accident or dangerous occurrence. The Contractor shall then formally notify WorkCover in accordance with the Occupational Health and Safety Regulation 2001, using the prescribed form, and immediately supply an additional copy to the SCA.
- (b) If requested, the Contractor shall supply a written report to the SCA in the form directed and shall co-operate in any subsequent incident investigation and/or debrief conducted by the SCA.
- (c) The Contractor shall promptly submit reports of all accidents involving loss of time or incidents with serious accident potential such as equipment failures, slides, cave-ins, etc., giving such information as may be required by the SCA.

### **E2.4 Safety Co-ordination Committee**

- (a) In the absence of an Occupational Health, Safety and Rehabilitation (OHS&R) Workplace Committee, the SCA may direct that a Safety Co-ordination Committee be established.
- (b) The Committee shall be chaired by the SCA or SCA's nominee and shall comprise representatives of the SCA, the Contractor, subcontractors and employees on the Site or such one or other of those as the SCA may direct. If more than one Contractor is working on a particular Site, all such Contractors may be represented.
- (c) At the direction of the SCA, recommendations made by the Committee shall be put into effect by the Contractor. If such direction involves a variation to the Works, then Part C - General Conditions of Contract shall prescribe the method of valuing the variation.

### **E2.5 Hazard Identification and Risk Assessment Meeting.**

Following award of the Contract, the Contractor shall attend and participate in, a 'Hazard Identification and Risk Assessment Meeting', which shall be chaired by the SCA. Attendance by other stakeholders shall be as determined by the SCA. The purpose of the meeting shall be to ensure that significant OHS&R hazards and risks associated with the Contract Work have been identified.

### **E2.6 Preparation, Review and Sign-Off of Project Safety Plan**

- (a) Following the Hazard Identification and Risk Assessment Meeting, the Contractor shall prepare a 'Project Safety Plan', which shall include appropriate controls to minimise the OHS&R hazards & risks identified in the accepted Hazard Risk Identification in clause F2 and at the Hazard Identification and Risk Assessment Meeting.
- (b) The Project Safety Plan shall detail the OHS&R systems and procedures which will apply during the term of the Contract, including all relevant aspects of the Work and in regard to sub-contractors. The Project Safety Plan shall

incorporate the Contract requirements listed under 'Project Safety Plan – Specifics' in the relevant sub-clause below.

- (c) The Contractor shall submit the Project Safety Plan for review and formal sign-off by the SCA prior to the 'Kick-off Meeting' and grant of Site possession.
- (d) All work activities identified in the Hazard Identification and Risk Assessment Meeting as carrying a high or moderate safety risk shall be addressed in Safe Work Method Statements. These shall be included in the Project Safety Plan. Where conditions of the job Site on the day must be known to determine the specific work method to be used, Safe Work Method Statements may be of a generic nature. In such cases a site-specific Safe Work Method Statement shall be developed at the Site prior to commencement of the relevant Work.
- (e) Where the Project Safety Plan does not meet SCA's Contract requirements the SCA shall notify the Contractor who shall make appropriate modifications to the Project Safety Plan. The Contractor shall not commence on-site work until the SCA has acknowledged in writing to the Contractor, that the Project Safety Plan is acceptable to the SCA.

## **E2.7 Kick-off Meeting, Contractor Induction and Site Possession**

- (a) The Contractor shall attend and participate in a 'Kick-Off Meeting' and Contractor induction. These shall be conducted by the SCA and attended by other stakeholders nominated by the SCA. The purpose of the meeting shall be to ensure that all OHS&R controls required to be deployed prior to Site possession are in place and that Contract responsibilities are understood by the key personnel. Key OHS&R issues associated with the Site, the Work and the Project Safety Plan shall be reviewed.
- (b) At the satisfactory conclusion of the Kick-Off Meeting and Contractor induction the SCA shall grant the Contractor possession of the Site or sufficient of the Site to enable the Contractor to commence work.

## **E2.8 Types of OHS&R Induction**

- (a) It is a legislative requirement that employees receive adequate induction and training to ensure tasks are undertaken in a manner that minimises the risk to their health and safety. SCA OHS&R induction must be completed for all contractors, subcontractors and their employees before they commence Work. There are three levels of OHS&R induction:

<b>General Induction</b>	<p>Conducted initially by SCA for the Contractor and the Contractor's key personnel.</p> <p>Additionally conducted by the Contractor for other Contractor employees and subcontractors.</p>
<b>Site Specific Induction</b>	<p>Conducted initially by SCA for the Contractor and the Contractor's key personnel for all SCA Sites.</p> <p>For manned operating Sites: always conducted by SCA for</p>



	<p>Contractor employees and subcontractors.</p> <p>For non-operating Sites and unmanned Sites: conducted by the Contractor for the Contractor's employees and subcontractors.</p>
<b>Project Specific Inductions</b>	Conducted by the Contractor.

## E2.9 Guidelines for OHS&R Induction

- (a) The following guidelines provide an outline of the content of induction courses to be delivered to persons working on SCA contracts, and the responsibilities for delivery of different induction components. They also outline the requirements for issue of SCA Contractor Induction Cards.
- (b) The Contractor shall ensure that all Personnel, subcontractors and employees involved in the Work under the Contract are properly inducted before their commencement of Work on Site. Specific responsibilities for delivery of inductions are outlined below. These responsibilities shall be specified in the Contractor's Project Safety Plan.
- (c) General Induction Process
  - (i) All Contractors, subcontractors and their employees shall be given a General Induction.
  - (ii) The SCA shall provide the initial General Induction to the Contractor and to the Contractor's nominated contract representatives at the Kick-Off Meeting. A General Induction Card shall be issued by the SCA to recipients of this induction (refer SCA Contractor Induction Card System below).
  - (iii) The Contractor shall be responsible for incorporating the General Induction content into the Contractor's subsequent induction processes for the Contractor's Personnel. Only holders of an official SCA General Induction Card will be permitted to provide subsequent general inductions.
  - (iv) A general induction package shall include:
    - SCA's OHS&R policy;
    - an overview of SCA OHS&R requirements for contractors (including responsibilities of SCA and responsibilities of the Contractor); and
    - SCA contractor safety rules.
  - (v) The General Induction will provide the Contractor with practical safety induction to SCA. It is the first part of a three part induction process that the Contractor and each of the Contractor's employees and subcontractors must complete before commencing Work on SCA Sites. In addition to this General Induction, the Contractor shall

ensure that each of the Contractor's employees and subcontractors (and their employees) shall receive a Site-Specific Induction and a Project-Specific Induction.

(d) SCA Site-Specific Induction

- (i) The Contractor and its Personnel shall be given a Site-specific induction before they commence Work on Site.
- (ii) For the Contractor and the Contractor's nominated Contract representatives the Site-Specific Induction shall be conducted by the SCA Site owner at the Kick-Off Meeting. The Contractor shall be responsible for incorporating this induction content into the Contractor's subsequent induction processes for contractor employees and subcontractors, except at manned SCA operating Sites.
- (iii) At manned SCA operating Sites all inductions shall be conducted by the SCA Site owner. The Contractor shall be responsible for ensuring all the Contractor's employees and subcontractors have received this induction before they commence Work.
- (iv) Where management of the Site is not under the control of SCA, the Site-Specific Induction will be delivered by the person who has management responsibility for the Site. This shall be the Contractor unless otherwise advised in writing by the SCA.
- (v) Site-Specific Inductions shall as a minimum address the following:
  - Site-specific hazards.
  - Controls to be adhered to on Site.
  - Site safety rules.
  - Work permits.
  - Emergency evacuation and incident procedures.
  - Emergency contacts.
  - Hazard and incident reporting procedures.
  - Regulatory requirements and Codes of Practice relevant to Site hazards.
  - Safe access and amenities.
  - Other site-specific OHS&R issues.

(e) Project-Specific SCA Induction.

- (i) The Contractor shall ensure that all employees and sub-contractors have received a Project Specific Induction prepared and provided by the Contractor. The Project Specific Induction shall be tailored by the Contractor to the specific project and work activity.
- (ii) The Project-Specific Induction shall include:
  - Safe Work Method Statements;
  - the Project Safety Plan key contents; and
  - Codes of Practice.

## E2.10 Induction Records and Monitoring

- (a) The Contractor shall keep records of all inductions given to the Contractor and its Personnel. Specific inductions received by each individual shall be recorded on each individual's project specific induction card (refer contractor induction card system below).
- (b) Contractor Induction Card System
  - (i) There shall be two types of Contractor Induction Card:
    - (A) **General Induction Card** - This card shall have a validity period of two years. It shall indicate that the recipient has received a General Induction. A General Induction Card shall be issued by the SCA on completion of a General Induction.
    - (B) **Project Specific Induction Card** - This type of card shall be issued by the Contractor. It shall indicate that the Contractor's employee, sub-contractor or sub-contractor's employee named on the card has been inducted as specified on the card. It shall indicate the level of induction received including General Induction, Site Specific Induction and Project Specific Induction. A Project Induction Card shall be valid for the duration of the project only. The Contractor shall ensure that all persons working on Site shall carry a Project Specific Induction Card. A number of blank Project Specific Induction Cards shall be provided to the Contractor by the SCA at the Kick-Off Meeting.

## E2.11 Project Safety Plan - Specifics

- (a) The Contractor shall prepare a Project Safety Plan in accordance with the requirements of the Contract.
- (b) The Contractor shall implement the Project Safety Plan and shall carry out frequent workplace inspections to ensure that OHS&R controls are in place, systems are implemented, OHS&R risks are identified and promptly addressed. The Contractor shall ensure that subcontractors follow the requirements of the Project Safety Plan.
- (c) The SCA may audit the Contractor's Project Safety Plan at any time to evaluate implementation, effectiveness and level of compliance with the Project Safety Plan. The SCA may report any non-conformance issues. The SCA shall appraise the Contractor's performance for the SCA's records.
- (d) The Project Safety Plan shall cover the eleven key elements contained in the current NSW Government OHS&R Management System Guidelines and shall incorporate the requirements of that publication's "Corporate OHS&R Management System".
- (e) The Project Safety Plan shall be reviewed at regular intervals throughout duration of the Contract to ensure that it is maintained in an up to date

condition. The Project Safety Plan shall also form the basis by which the Contractor's management systems will be audited by SCA.

- (f) The Project Safety Plan and Safe Work Method Statements should utilise but not depend solely on the Hazard Risk Identification included in the Contract documents. The Project Safety Plan and Safe Work Method Statements should take into account the interface/s with ongoing SCA operations and with any other employees and contractors who may be undertaking other work simultaneously on the Site/s. Revisions to the documentation shall also be submitted.
- (g) Outlined below are the general requirements for and elements of the Project Safety Plan to be provided by the Contractor.

(i) Management Responsibility

The Contractor's Project Safety Plan shall state the name of the Contractor's management representative responsible for the following:

- Overall compliance on-Site to OHS&R requirements & legislation.
- Reviewing subcontractors' Project Safety Plans.
- Monitoring subcontractors' Project Safety Plans.
- Monitoring purchasing and materials delivery.
- Receiving, safely storing and using materials and hazardous substances.
- Communicating OHS&R information & Site Safety Rules.
- Providing OHS&R training and site induction.
- Maintaining accident and emergency procedures and first aid equipment.
- Conducting Site inspections.
- Identifying, assessing and controlling hazards.
- Workplace injury management and rehabilitation.
- Managing communication between OHS&R Workplace Committees.
- Ensuring appropriate interaction with SCA procedures and operating systems.

(ii) Subcontracting and Purchasing

Safe Work Method Statements or procedures for the project should be in place for the following.

- Selection of subcontractors.
- Monitoring of work undertaken by subcontractors.
- Purchasing and delivery of materials.
- Delivery of hazardous substances.
- Handling of materials and hazardous substances.
- Review of Subcontractors' Project Safety Plans.
- Subcontractors' compliance with their Project Safety Plans.

(iii) Process Control (includes Safe Work Method Statements)



- (A) Hazard identification and risk analysis will be completed and documented in the Project Safety Plan. All work activities identified in the Hazard Risk Identification and Hazard Identification and Risk Assessment Meeting as carrying a high or moderate safety risk shall be addressed in a Safe Work Method Statement.
- (B) A Safe Work Method Statement shall include the following elements:
- A description of the Work.
  - Identification of potential hazards associated with the Work.
  - The actual step by step sequence involved in doing the Work (may reference SOP).
  - The foreseeable hazards for each step listed.
  - The safety controls that will be in place to minimise these hazards.
  - All precautions to be taken to protect health and safety.
  - All health and safety instructions to be given to employees involved with the Work.
  - The names and qualifications of those who will supervise the Work.
  - The names and qualifications of those who will inspect and approve work areas, work methods, protective measures, plant equipment and power tools.
  - Description of what training is to be given to those doing the Work.
  - The names and qualifications of those responsible for training workers in the requirements of the Safe Work Method Statements;
  - Identification of health and safety related standards or codes applicable to the Work, and where these are kept.
  - Identification of the plant and equipment that will most likely be used on the project.
  - Details of inspection and maintenance checks that will or have been carried out on the equipment.
- (C) Some Contract Works may involve activities for which a proven work method or training requirement is required by standards or regulations. These proven work methods shall be included in the Project Safety Plan. These activities may include:
- emergency procedures;
  - electrical work;
  - tool and equipment inspections;
  - safety systems for isolated areas;
  - scaffolding;
  - working at heights;
  - 'hot work' procedures;
  - fire protection;

- clothing and footwear;
- power tools;
- confined spaces;
- excavations;
- dust control;
- dangerous goods, chemicals;
- disposal; and
- traffic control.

- (D) A pro-forma outline for a Safe Work Method Statement is included in clause F7.

## **E2.12 Audit**

The Contractor shall make available, on request, all relevant OHS&R records including those of subcontractors and suppliers, for the purpose of audit and surveillance. The Contractor shall provide all reasonable assistance during the audits including attendance by the Contractor.

## **E2.13 Failure To Comply**

If at any time the Contractor has not carried out any part of its obligations under clause E2, then SCA shall not be required to make payments to the Contractor, notwithstanding any other clause of the Contract.

## **E3. ENVIRONMENTAL REQUIREMENTS**

### **E3.1 Noise Specifications**

Equipment supplied and installed may need to provide a quiet working environment for SCA operations personnel and others such as nearby residents. The Contractor shall comply with the Sydney Catchment Authority Corporate Instruction No. 831 - "Noise Control".

### **E3.2 Purchasing**

- (a) The Contractor shall purchase and use recycled content products where appropriate.
- (b) The Contractor shall submit a progress report to the SCA every two months during the Contract Term and a summary report before Completion regarding the purchase of certain materials with details of the total and recycled content tonnages (the "Purchasing Reports").
- (c) The Purchasing Reports are to be in the format set out in clause F4.1 below.

### **E3.3 Waste Management**

- (a) The Contractor shall recycle and divert from landfill surplus soil, rock and other excavated or demolition materials, wherever this is practical.
- (b) The Contractor shall separately collect and stream quantities of waste concrete, bricks, blocks, timber, metals, plasterboard, paper and packaging, glass and plastics and offer them for recycling where practical.

- (c) The Contractor shall monitor waste tonnage and record their method and location of disposal and whether or not that location was a place that could lawfully be used as a waste facility for the waste.
- (d) The Contractor shall submit to the SCA a progress report every two months and a summary report before Completion regarding the implementation of waste management measures, including the record of waste tonnage and their method and location of disposal (the “Waste Management Report”). All receipts issued by the waste facility need to be supplied to the SCA.
- (e) The Waste Management Reports are to be in the format set out in clause F4.2 below.
- (f) The SCA promotes the use of the recycled paper to protect the environment. The Contractor shall print all documents and reports required by the Authority **on a minimum 50% recycled content paper**. Where it is not practical for the Contractor to use recycled paper for printing of reports and documents, the Contractor shall obtain written approval from the SCA before printing reports or documents on non-recycled paper.

#### E3.4 Energy Management

- (a) All equipment used in the construction of and installed under this Contract should minimise energy use. Equipment should meet best practice in energy management by being the most efficient of its class, and by using the most appropriate energy source for the application (whether that be electricity, natural gas or LPG, a renewable energy source, or any other fuel). This is to ensure low ongoing costs for the operation of the installation.
- (b) Energy star for office equipment and energy ratings for (usually household) appliances can be used where appropriate.

#### E3.5 Site Requirements

- (a) Unless directed otherwise by the SCA, the Contractor must ensure that:
  - (i) any door that is unlocked is locked when left;
  - (ii) all windows, external doors and gates are securely fastened and locked after all personnel employed on the Work leave the premises;
  - (iii) all keys given to the Contractor by the SCA are kept securely, are not copied and are returned to the SCA when asked.
  - (iv) If a key given to the Contractor by the SCA is lost, the Contractor shall immediately inform the SCA.
- (b) The SCA may supply electricity and water for the WUC however, the Contractor must ensure that the use of these services is not more than is reasonably necessary to carry out the WUC and that all electric lights, power points and water taps are turned off immediately after use. The Contractor must ensure that its employees do not use telephones or other equipment on SCA's premises without the consent of the SCA.

### **E3.6 Complying with Environmental Laws**

- (a) The Contractor must become aware of liabilities and responsibilities applying to the Contractor and/or SCA under environmental laws. The Contractor must also become aware of any requirements of SCA's Operating Licence Environment Plan and environmental policies relevant to this Contract. In particular the Contractor must become aware of and comply with the requirements of the NSW Protection of the Environment Operations Act, 1997.
- (b) The Contractor must ensure that the operation of equipment or other activities required under this Contract are carried out in a manner, which satisfies these laws, regulations and SCA's environmental requirements. If the Contractor fails to do so, the Contractor will be responsible for any resulting costs and/or penalties.

### **E3.7 Not Used**

### **E3.8 Not Used**

### **E3.9 Not Used**

### **E3.10 Non Conforming Work Practices**

- (a) The Contractor is required to immediately stop any work practices that do not meet the requirements of the Environment Management Plan, and to rectify any non-conforming Works.
- (b) Work practices which could result in a violation of SCA's environmental responsibilities or requirements, are to be considered as non-conformances.
- (c) The Contractor must record all non-conformances detected and notify SCA as soon as possible. A written report must be submitted to SCA within one working day of detecting the non-conformance.

### **E3.11 Contractor's Environmental Representative**

- (a) The Contractor shall nominate a person from the Contractor's own management to be responsible for ensuring that environmental management for the Contract meets the requirements of this specification.

### **E3.12 Records**

The Contractor is to ensure that all records related to the implementation of the Environment Management Procedures/Policies are stored and maintained in such a way that they are not subject to deterioration, damage or loss and can be easily retrieved for supply to SCA for up to 7 years from the date of Completion of the Contract.

### **E3.13 Induction and Training**

- (a) The Contractor shall ensure that all employees undertaking on-Site Works for this Contract are aware of the environment management procedures required by this Contract. The Contractor shall assign specific tasks related



to environmental management required by the Contract only to personnel who are qualified to perform them.

#### **E3.14 Subcontracting**

The Contractor must specify the environmental management requirements of this Contract in all sub-contract agreements. Sub-contractors shall be required to comply with the environment management procedures/plan in accordance with the requirements of this Contract.

#### **E4. NOT USED**

#### **E5. ADDITIONAL WORKS REQUIREMENTS**

##### **E5.1 Construction Program**

- (a) The Construction Program shall include:
  - (i) the duration and sequence of, and the inter-relationships between, the planned events and activities which comprise WUC;
  - (ii) mobilisation to Site; and
  - (iii) any constraints outside the Contractor's control which may affect the timing of activities and events;

##### **E5.2 Traffic Control**

The Roads and Traffic Authority, NSW "QA Specification G10 - Control of Traffic at Road and Bridge Works" details the requirements to be met by the Contractor in providing traffic control for the Works unless otherwise approved by SCA.

##### **E5.3 Not Used**

##### **E5.4 Working Hours**

Unless the Contract otherwise provides, the span of working hours shall be nine hours per day worked between 7:00 a.m. and 5:00 p.m. and the working days shall be Monday to Saturday inclusive.

##### **E5.5 Customer Complaints**

- (a) SCA has a Customer Complaint Resolution Policy to address complaints and enquiries from customers. The procedures for this policy are applicable to all personnel, including external Contractors engaged by SCA.
- (b) SCA will make available to the Contractor a number of Customer Assistance Cards upon request. The Contractor shall provide a Customer Assistance Card to any SCA customer, member of the public or affected party who complains to the Contractor or who enquires about any SCA activity or associated work under this Contract.
- (c) The Contractor shall advise SCA of the occurrence and nature of any such complaint or enquiry within one week of the occurrence.

**E6. SPATIAL DATA REQUIREMENTS**

- (a) All spatial data will be supplied to the Contractor in ESRI personal geodatabase format in Geographic Coordinate System (GCS) and Geocentric Datum of Australia 1994 (GDA94).
- (b) All spatial data supplied to the SCA by the Contractor shall be in Geographic Coordinate System (GCS) and Geocentric Datum of Australia 1994 (GDA94) in ESRI personal geodatabase format.
- (c) All geographical information systems or components of spatial tools must conform to the SCA Corporate GIS standards. All software must be coded in ArcObjects and/or be compatible with the latest ESRI ArcGIS products. All spatial software products shall be capable of reading and writing vector and raster data to ESRI ArcSDE in a Microsoft SQLServer environment.

**E7. INCIDENT MANAGEMENT**

- (a) The Contractor shall manage all incidents in a manner, which conforms with the requirements of relevant legislation and minimises the adverse effects of the incidents.
- (b) The Contractor shall, before commencing any Work under the Contract, provide to SCA, and obtain its approval of, an Incident Management Plan, which shall deal with issues including:
  - (i) a clear statement of accountabilities;
  - (ii) identification and analysis of the risks;
  - (iii) prevention of incidents;
  - (iv) preparedness for incidents;
  - (v) declaration of incidents;
  - (vi) early notification of incidents;
  - (vii) response to and recovery from incidents;
  - (viii) current contact directories including the names and procedures for 24 hour contact with persons nominated by the Contractor to prevent, prepare for, respond to and recover from incidents. The Contractor shall advise SCA immediately of any changes in the names of persons so nominated.
- (c) The Contractor's Site Incident Manager shall notify each incident to SCA immediately it occurs and manage the incident, unless SCA's Incident Manager takes over the role of Site Incident Manager from the Contractor for that incident. In that event the Contractor shall continue to provide necessary support and assistance to SCA's Incident Manager in managing the Incident.
- (d) "Incidents" shall include, but are not limited to, those events causing or with the potential to cause a threat to or impact upon:
  - (i) the life, health and safety of any persons;
  - (ii) the environment;
  - (iii) public or private property;
  - (iv) interruption to availability and/or quality of services to SCA customers;
  - (v) SCA property or systems;
  - (vi) SCA businesses operations including infrastructure, staffing, major suppliers;
  - (vii) community infrastructure including electricity, gas, telephone, rail, road, footpaths;

- (viii) prosecution or fines by a regulatory authority;
  - (ix) requirements for urgent action under legislation;
  - (x) the reputation and/or public image of SCA; and
  - (xi) customer expectations (service quality, quantity, duration, damage, social inconvenience).
- (e) “Incidents” shall also include an anticipated imminent incident arising from a flood, fire and/or weather warning, terrorist threat, industrial action, potential electrical failure, etc.
- (f) The Contractor shall manage all incidents in a manner, which conforms with the requirements of relevant legislation, and SCA’s Incident Management Procedures to minimise the adverse effects of each incidents.